

Dandy Company Ltd

Street No:02, Gate No:160,Industrial Area
Doha-2239
Qatar
44422980

Supplier Invoice

Invoice Number	DPFSDI00023-1122	Supplier Invoice Number	04599
Invoice Date	30/11/2022	Supplier Invoice Date	30/11/2022
Invoice Currency	QAR	Supplier Invoice Amount	6,500.00
Invoice Status	Authorized	Finance Book	DPF_FB
Created By	IMRANSARGURO	Comments	

Supplier

QATAR SECURITY & GUARDING SERVICES
CO WLL
P.O.BOX 22747, DOHA,
Qatar
44666645/44568283

Pay To Supplier

QATAR SECURITY & GUARDING SERVICES
CO WLL
P.O.BOX 22747, DOHA,
Qatar
44666645/44568283

S No.	AccountCode/Description/Remarks	Cost Center	Analysis Desc	Uom	Quantity	Rate	Amount
1	43090200408 GA - Security and guarding Service HIRING CHARGES FOR SECURITY GUARDS FOR THE MONTH OF NOVEMBER 2022 (02 NOS.)	ADMIN-DPF	General		2.000	3,250.0000	6,500.00

HIRING CHARGES FOR SECURITY GUARDS FOR THE MONTH OF NOVEMBER 2022 (02 NOS.)

Amount in QAR

6,500.00

Terms of Payment

30 DAYS

Amount in Words Qatari Riyal Six Thousand Five Hundred Only

Authorized Signatory



القطرية للخدمات الأمنية والحراسة ذ.م.م.
Qatar Security & Guarding Services Co. W.L.L

تلفون: ٤٤٥٦ ٨٢٨٣ / ٤٤٦٦ ٦٦٤٥
فاكس: ٤٤٥٥ ١١٧٧
ص.ب.: ٢٢٧٤٧ الدوحة - قطر
س.ت: ٢١١٢٦

Tel.: 4466 6645 / 4456 8283
Fax: 4455 1177
P.O. Box: 22747 DOHA - QATAR
CR No: 21126

04599

INVOICE

Customer		Date Forwarded	30/11/2022
Name	PREMIER PLASTIC FACTORY	Month of	NOVEMBER
Email:		From	1
Phone	CR 6573 POB 1444 44603700 Mob: 55492652	To	30

QTY	Description	Rate	TOTAL
SECURITY GUARDS FOR NOVEMBER2022			
<u>NEW INDUSTRIAL AREA ST NO.02</u>			
2	SECURITY GUARDS	QR3,250.00	QR6,500.00
2	Payment Details	SubTotal	QR6,500.00
		TOTAL	QR6,500.00

Cash
 Cheque
 Credit Card
Bank DOHA BANK
Acc no. 225/354395/01/31/00
IBAN no. QA63DOHB022503543950010031000
swift code DOHBQAQA

Office Use Only

[Signature]
ANTO ROCHA - Admin Manager



[Signature]



MONTHLY ATTENDANCE		LOCATION: DANDY PREMIER PLASTIC FACTORY																																
REPORTED BY:	DOC.SUP/ATT-01	PROJECT SUPERVISOR			MONTH:																													
	MR.Arun	QATAR SECURITY & GUARD SERVICES CO. WILL																																
NO	EMP. NO	NAME	DESIGNATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
1	7867	KIVINDYO MUTAMA	SECURITY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30
2	11073	ROBERT SSEGANE	SECURITY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30
				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	60		
REMARKS																																		
No Deficiency																																		
Prepared by Arun												Approved by:																						
																																		
Signature:												Signature:																						

No: DPF/SM/012

SERVICE MEMORANDUM

Date : 03-Feb-2022

BASIC DETAILS OF SERVICE MEMO

Nature Service	Hiring 2 Security Guards for gate and premises management (New Industrial Area Street 2)
Department	HR and Admin
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>

REASON/OBJECTIVE OF THIS PURCHASE

This is for hiring security guards through third party for Premier Plastic Factory for premises and gate management services.

Purchase Department has arranged 4 quotations from different service providers to compare the monthly rate.

Qatar Security & Guarding Services (QTRS) has quoted us the least rate (3,250 QAR) and is currently providing their security guard services and their services are good.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Nil

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Qty Nos	Rate in Qr	Service Period in months	Total - Qr.	Remarks
1	Qatar Security & Guarding Services		QAR	3,250	3,250	2	6,500	12	78,000	
2	Elite Security Services	Hiring of External Security Guards	QAR	3,450	3,450	2	6,900	12	82,800	
3	Amico Security Services		QAR	3,450	3,450	2	6,900	12	82,800	
4	Qatar Security Services WLL		QAR	3,600	3,600	2	7,200	12	86,400	

* All the supported documents are attached herewith

Notes:

This contract is from 01st March 2022 to 28th Feb 2023.

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	RECOMMENDED SERVICE PROVIDER		Payment Terms
					Total - Qr.	78,000	
Qatar Security & Guarding Services	3,250	2.00	6,500	12	78,000		25 Days Credit
Supplier selection criterial(s) ;					<input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/> Service is as per our expectation.		

Particulars	Amount (Qr) 2022	Amount (Qr) 2023	BUDGET DETAILS	
			-	-
Budgeted value for the requested service/expense	78,000	-		The contract will spill over for two months till Feb 2023. The same will be taken in 2023 budget.
Budget utilized till last purchase	-	-		
Balance available for this purchase	78,000	-		
Proposed as per this service memorandum	65,000	13,000		
Surplus/(deficit)	13,000	(13,000)		

AUTHORIZATION / APPROVAL

Mohammed Farouq Executive - Human Resource 2/7/2022	Mr. Farouq Mohammed Farouq Manager - HR & Admin 2/7/2022	Mr. Khayyam Mirea Ass. Manager - Purchase 2/7/2022	Mr. Arif Amrai Daudin Production Manager 2/7/2022	Mr. Naseem Hussain Commercial Manager 2/7/2022	Mr. Khalid Bahauddin Asst. Vice President - Operations 2/9/2022	Tariqe Mohammad Chief Executive Officer 2/13/2022
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