

No:	ZAD/SM/2020/038	SERVICE MEMORANDUM				Date : 8th Sep.
BASIC DATA				LAST PURCHASE/SERVICE MEMO		
Nature Service	Various Newspaper Publications. One Time Approval document.				Supplier name :	
Department					Total value of SM :	Rate per month :
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>	Contract period :	Service Memo. : Date :	

#### REASON/OBJECTIVE OF THIS PURCHASE

Statutory requirement for the Listed Company

#### RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

In case of newspaper publication in arabic language - no quote comparison done . As the other available option are less in circulation. We prefer to be with the proposed combination.

#### QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate	Discount	Price	No of Publication	Total - Qr.	Remarks
1	Gulf times , Al Raya & Dara- al sharq- colour publication							317,700	
2	Gulf times , Al Raya & Dara- al sharq- Black & white publication							211,800	
	Peninsula , Al Raya & Dara- al sharq- colour publication							315,900	Comparison is done for inside page ,
	Peninsula , Al Raya & Dara- al sharq- Black & white publication							210,600	

#### Notes:-

- 1) This is one time approval prepared , for the fixed annual charges to be incurred . The SM will be revised in case of change in the approved rate in coming years . Any other type of publication can be done based on the above mentioned rates.
- 2) Maximum discount can be given is 35% . However we negotiated to get 40%
- 3) Actual charges may vary based on the size of publication ,approval will be taken in ERP through PO.

#### RECOMMENDED SERVICE PROVIDER

	Negotiated rate	Exchange rate	Rate in Qr	0	Total - Qr.	Payment Terms
Gulf times , Al Raya & Dara- al sharq- Black & white publication	211,800		-	0	211,800	

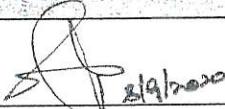
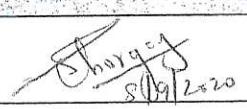
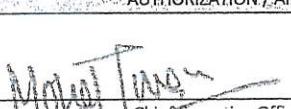
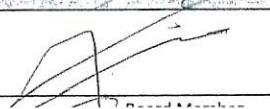
#### Supplier selection criteria(s) :

Better quality  Lowest bidder  Reputed supplier  Others (specify)  ... As Per Management Requirement

#### BUDGET DETAILS

Particulars	Amount (QR)	
Budgeted value for the requested service/expense	-	
Budget utilized till last purchase	-	
Balance available for this purchase	-	
Proposed as per this service memorandum	-	
Surplus/(deficit)	-	

#### AUTHORIZATION / APPROVAL

			
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**QUOTED SERVICE PROVIDER DETAILS**

	Particulars		Gulf Publishing & Printing Company w.l.l- Colour	Gulf Publishing & Printing Company w.l.l - Black & white	Peninsula (english ) - Colour	Peninsula (english ) - Black & white	Al rayah newspaper in arabic ) - colour	Al rayah newspaper in arabic ) - black & white	Dar al sharq	Dar al sharq- black & white
SL No.	Service Description	No of Publication	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.	Total - Qr.
1	Financials Publication Full Page Color	2	47,700	31,800	46,800	31,200	46,800	31,200	46,800	31,200
2	Financials Publication Half Page Color	2	23,850	15,900	23,400	15,600	23,400	15,600	23,400	15,600
3	National day wish Full Page Color	1	-	-	-	-	23,400	15,600	23,400	-
4	Notice of Dividend collection Half page color	2	23,850	15,900	23,400	15,600	23,400	15,600	23,400	15,600
5	AGM Invite Quarter page Color	1	-	-	-	-	5,850	3,900	5,850	3,900
	Total		95,400	63,600	93,600	62,400	122,850	81,900	99,450	66,300

Summary	
Gulf Publishing & Printing Company w.l.l- Colour	95,400
Al rayah newspaper in arabic ) - colour	122,850
Dar al sharq	99,450
<b>Total</b>	<b>317,700</b>
Gulf Publishing & Printing Company w.l.l - Black & white	63,600
Al rayah newspaper in arabic ) - black & white	81,900
Dar al sharq- black & white	66,300
<b>Total</b>	<b>211,800</b>
Peninsula (english ) - Colour	93,600
Al rayah newspaper in arabic ) - colour	122,850
Dar al sharq	99,450
<b>Total</b>	<b>315,900</b>
Peninsula (english ) - Black & white	62,400
Al rayah newspaper in arabic ) - black & white	81,900
Dar al sharq- black & white	66,300
<b>Total</b>	<b>210,600</b>