

Qatar Flour Mills Co. P.O BOX: 1444										
No:		QFM/SM/2020/000		SERVICE MEMORANDUM				Date : 17.05.2020		
BASIC DETAILS OF SERVICE MEMO								LAST PURCHASE/SERVICE MEMO		
Nature Service	Disposal Service							Supplier name : First Time		
Department	Maintenance							Total value of SM : Rate per month :		
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>							Contract period :		
Reason/Objective of this Service	Disposal of .....							Service Memo. : Date :		
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	N/A									
QUOTED SERVICE PROVIDER DETAILS										
No	Supplier Name	Service Description	Currency	Quoted rate/kg	Negotiated rate/kg	Exchange Rate	Weight. in kg per cylinder	No. of Cylinders	Total - Qr.	Remarks
1	ZYZ	ABC	QAR	0.23	0.23	1.00	48.00	12	132	Payment within .....
		DEF		300	300	1.00	-	1	300	
	Total QAR								432	
* All the supported documents are attached herewith										
Notes: 1.Required for..... 2.There are..... 3.ABC is..... 4.Since w..... 5.Going with ..... 6. Ticket & Hotel..... 7.Commissioning										
RECOMMENDED SERVICE PROVIDER										
Supplier Name		Service Description	Negotiated Amount	Exchange QAR	Service period in months	Total - Qr.	Payment Terms			
ZYZ		DEF	7,836	1.00	N/A		Within .....			
Total QAR						-				
Supplier selection criteria(s) ; Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/>										
BUDGET DETAILS										
Particulars				Amount (QR)						
Budgeted value for the requested service/expense										
Budget utilized til last purchase										
Balance available for this purchase										
Proposed as per this service memorandum										
Surplus/(deficit)										
AUTHORIZATION / APPROVAL										
Created By super admin Creator 6/7/2020			Approved By 16-jan-4 Lijo Chungath Senior Executive 6/7/2020			Returned By Arif Hashmi Senior Manager 6/7/2020				