

Alcat Logistics Company
 Industrial Area, Street No. 11 Gate No. 377
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No: ALC/SM/2023/01-A		SERVICE MEMORANDUM			Date : 17-JAN-2023	
BASIC DETAILS OF SERVICE MEMO					LAST PURCHASE/SERVICE MEMO	
Nature Service	Container Delivery Operation			Supplier name	NA	
Department	Operation Department			Total value of SM	Rate per month	
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>	Contract period	Date	
Service Memo						
REASON/OBJECTIVE OF THIS SERVICE						
Flat bed trailers are required from outside Transporters to serve QFM/ QFM Trading/QFI container delivery from Hamad Port to Umm Salal & Industrial Area, as our all trailers were not sufficient for requirement						
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY						
QUOTED SERVICE PROVIDER DETAILS						
No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area		Negotiated Rate/Hamad Port To Um Salal		Payment Mode
1	Union Transport	600		700		30 days from Invoice
2	Bin Multah Transport	700		700		30 days from Invoice
3	Jalish Motors	650		750		30 days from Invoice
4	Geh Transport	650		750		30 days from Invoice
5	Ali Bin Ali Transport	NA		800		30 days from Invoice
6	Al Sawadi Transport	600		725		30 days from Invoice
7	Falcon Customs Clearance & Transport	600		800		30 days from Invoice
8	Al Shohob	600		800		30 days from Invoice
* All the supported documents are attached herewith						
Notes: 1. We will be taking service from all above transporters depending upon availability of trailers. Also, we will engage any other transporters (not including above) if they agree on the approved rate or low. 2. The rates proposed for approval under this SM are based on current market rates. The rates are subject to increase during exceptional conditions viz Port Congestion, Customs process delay, lower availability of trailers in market, etc. Hence an upward tolerance of up to 25% is requested for approval as part of this SM. In case the market rates go above the 25% approved tolerance, then approval for higher rates, if any, will be sought from the CEO over email. 3. All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers. 4. Rate are based on container & location of loading trailers and will be effective from November 01, 2022. 5. This Service memorandum is also for the purpose of regularization of the pending payments in respect of service already availed. 6. Service agreement shall be valid for a period of one year and will automatically be renewed if required for further period unless any changes by any of the party.						
RECOMMENDED SERVICE PROVIDER						
Service Provider	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
All above transporter	600 / 800	1.00	600 / 800	-	-	Within 30 days of receiving the invoice from supplier
Supplier selection criterial(s): <input checked="" type="checkbox"/> Better quality <input type="checkbox"/> Lowest bidder <input checked="" type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>						
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						
Abdul Munaf	Moorchi	Tayyab Mohammad Azam	Abu Ahmed Saleh	Hamed Bushra	Khaja Bahauddin	Tariqe Mohammad
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Sr. Accounts Officer	Manager	Senior Manager - Procurement	Manager Finance	General Manager	Asst. Vice President - Finance	Chief Executive Officer
18/01/2023	18/01/2023	19/01/2023	19/01/2023	19/01/2023	19/01/2023	22/01/2023