

Alcat Logistics Company

Industrial Area, Street No. 11 Gate No. 377
Tel: +97444167959, Fax: +97444169201, E-mail: info@alcatlogistics.qa

ALC/SM/2023/01-A

BASIC DETAILS OF SERVICE MEMO

Nature Service	Container Delivery Operation	
Department	Operation Department	
Service Type	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> or <input type="checkbox"/> New Service

SERVICE MEMORANDUM

RISKS/CONCERN'S/NON-COMPLIANCE OF SOPS OR POLICY

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

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/CONCERN'S/NON-COMPLIANCE OF SOPS OR POLICY

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

RECOMMENDED SERVICE PROVIDER

No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area	Negotiated Rate/Hamad Port To Umm Salal	Payment Mode
1	Union Transport	600	700	30 days from invoice
2	Bin Mutfah Transport	700	700	30 days from invoice
3	Jaldah Motors	650	750	30 days from invoice
4	Geh Transport	650	750	30 days from invoice
5	All Bin Ali Transport	NA	800	30 days from invoice
6	All Sawaid Transport	600	725	30 days from invoice
7	Falcon Customs Clearance & Transport	600	800	30 days from invoice
8	Al Shehob	600	800	30 days from invoice

* All the supported documents are attached herewith

Notes:

- 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 law.
- 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.
- All above transport companies are without detention charges. Detention charges if any payable to the transporter, will be recoverable from customers.
- Rate are based on container & location of loading trailers and will be effective from November 01, 2022.
- This Service memorandum is also for the purpose of regularization of the pending payments in respect of service already availed.
- 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 Or.	Service Period in months	Total - Qt.
All above transporter	500 / 800	1.00	600 / 800	-	-

Supplier selection criterial(s) ;

Better quality

Lowest bidder

Reputed supplier

Others (specify)

Within 30 days of receiving the invoice from supplier

PARTICULARS

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	Tayyab Mohammad Azam	Abu Ahmed Saleh	Khalid Buhuddin
Sr. Accounts Officer	Senior Manager – Procurement	Manager Finance	Asst. Vice President - Finance

18/01/2023

19/01/2023

19/01/2023

19/01/2023

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

18/01/2023

19/01/2023

19/01/2023

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement

Manager Finance

Asst. Vice President - Finance

Abdul Munaf

Tayyab Mohammad Azam

Abu Ahmed Saleh

Khalid Buhuddin

Moorhi

Manager

Senior Manager – Procurement