

# ZAD HOLDING COMPANY

No: ZAD/SM/2020/038

BASIC DATA ; SERVICE MEMO

Date : 8th September 2020

Nature Service

Various Newspaper Publications, One Time Approval document.

Department

Investor Relations

Service Type

Renewal

or

New Service

Supplier name :

Total value of SM : ..... Rate per month : .....

Contract period :

Service Memo. : .....

Date : .....

## Statutory requirement for the Listed Company

## RISKS/CONCERN/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.

No	Supplier Name	Service Description	Currency	QUOTED SERVICE PROVIDER DETAILS		Total - Or.	Remarks
				Quoted rate	Discount	Price	No of Publication
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 - Or.	Payment Terms
Gulf times , Al Raya & Dara- al sharq- Black & white publication				0	211,800	
Supplier selection criterial(s) :				-	-	
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input checked="" type="checkbox"/>	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

  
Bijahnoo

Investor Relations

ZAD Finance

  
Monty

Chief Executive Officer

  
Board Member