

**Ummsaid Bakery**

P.O BOX:1444

Tel +974-4415000/ Fax+974-44489756

**SERVICE MEMORANDUM**

Date : 8-Oct-2023

No:	USB/HRSM/23/15							
BASIC DETAILS OF SERVICE MEMO							LAST PURCHASE/SERVICE MEMO	
Nature Service	Renewal of Contract for Flat number : EB06 - B01 - 0406 ✓							Supplier name : Ezdan Holding
Department	HR & Admin							Total value of SM : QAR 61,800/- Rate per month : QAR 5,150/-
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>							Contract period : 1-November-2022 to 31-October-2023
								Service Memo. : USB/HRSM/22/24 Date : 20-Oct-22

**REASON/OBJECTIVE OF THIS PURCHASE**

Lease Contract for Executive staff flat ✓

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

Flat is located in Musherib and it is one of the rare options for executive accommodation in Doha. It's proximity to company is easy and takes reasonable time to commute.

**QUOTED SERVICE PROVIDER DETAILS**

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Remarks
1	Ezdan Holding	Renewal of Contract for Executive staff	QAR	4,700	4,700	1.00	4,700 ✓	12 ✓	56,400 ✓	12 Postdated cheques. ✓

\* All the supported documents are attached herewith

**Notes:**

- 1 Existing flat contract (M3B1 - 216) was transferred to a new flat in Ezdan building EB06-B01-0406 due to renovation work of entire building. flat is in good condition, the terms and conditions will remain same.
- 2 Last year rent of M3B1-216 (transferred flat) was QAR 5,150/- per month and renewal rent is QAR 4,700/. Other terms of the contract are same.
- 3 Yearly saving in rental amount is QAR 5,400/-.
- 4 Contract duration is from 1-November-2023 to 31-October-2024. ✓
- 5 Security deposit of QAR 5,150/- is already with Ezdan Holding Company which will be utilized for this contract period.
- 6 Rent per employee is QAR 1,175/- per month.
- 7 Room rent is excluding water and electricity charges.

**RECOMMENDED SERVICE PROVIDER**

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
Ezdan Holding	4,700	1.00	4,700 ✓	12 ✓	56,400 ✓	12 Postdated cheques. ✓

Supplier selection criteria(s) :

Better quality  Lowest bidder  Reputed supplier  Others (specify)  Service is as per our expectation

**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**

Wasim Mohammad Wasim Mohammad Assistant Manager HR & Admin	Hassan Anwar Qazi Shabeeful Hasan Anwar Manager - HR & Admin	Sameer Mohammed Sameer Mohammed Senior Manager - Finance	Saheem Bhat Saheem Bhat General Manager	Anjum Husain Anjum Husain Senior Manager - Human Resources & Admin - Corporate HR	Khaja Bahauddin Khaja Bahauddin Asst. Vice President - Finance	Tariqe Mohammad Tariqe Mohammad Chief Executive Officer
09/10/2023	11/10/2023	12/10/2023	12/10/2023	15/10/2023	16/10/2023	16/10/2023 ✓