

**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	XYZ	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													
<p>Notes:</p> <p>1. Required for .....      2. There are.....      3. ABC is.....      4. Since w.....      5. Going with .....      6. Ticket &amp; Hotel.....      7. Commissioning</p>													
<b>RECOMMENDED SERVICE PROVIDER</b>													
Supplier Name	Service Description	Negotiated Amount	Exchange QAR	Service period in months	Total - Qr.	Payment Terms							
XYZ	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"/> .....										
<b>BUDGET DETAILS</b>													
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)					-								
<b>AUTHORIZATION / APPROVAL</b>													
Created By					Approved By	Returned By							
super admin					Lijo Chungath	Arif Hashmi							
Creator					Senior Executive	Senior Manager							
11/17/2020					11/17/2020								