

Vishnu Prasad

From: Zubair Alam
Sent: Thursday, December 14, 2023 11:11 AM
To: Anzar Hameed; Faraz Ahmed; Muhammad Shafi Kallingal; Vishnu Prasad
Cc: Fahim Rasmy; Faizaan Khatri; Faizal; Tayyab Mohammad Azam
Subject: RE: LOOM Trading

Dear Mr. Anzar,
PFB

1500301590

Thanks & Regards,

Zubair Alam
Senior Supervisor- Logistics & Fleet



Qatar Foods Industries

(A Subsidiary of Zad Holding Company Q.P.S.C)

P O Box - 1444 Doha - Qatar

Tel : +974 44489675 | Fax : +974 44438137 | Mob : +974 33708674

E-Mail : z.alam@qfi.qa | Web : www.qfi.qa

076 - 3 months
047 - 2 year

From: Anzar Hameed <anzarhameed@qfi.qa>

Sent: Thursday, December 14, 2023 10:45 AM

To: Faraz Ahmed <faraz@zad.qa>; Muhammad Shafi Kallingal <shafi@qfi.qa>; Vishnu Prasad <vishnu@qfm.qa>; Zubair Alam <z.alam@qfi.qa>

Cc: Fahim Rasmy <rasmy@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>; Tayyab Mohammad Azam <tayyab@zad.qa>

Subject: Re: LOOM Trading

Dear Mr. Zubair,

Kindly initiate PR for Loom services for the year 2024.

Regards,
Anzar Hameed

Get [Outlook for Android](#)

sheer

582443 →

Camd

From: Faraz Ahmed <faraz@zad.qa>

Sent: Thursday, December 14, 2023 10:42:04 AM

To: Muhammad Shafi Kallingal <shafi@qfi.qa>; Vishnu Prasad <vishnu@qfm.qa>

Cc: Fahim Rasmy <rasmy@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>; Anzar Hameed <anzarhameed@qfi.qa>; Tayyab Mohammad Azam <tayyab@zad.qa>

Subject: RE: LOOM Trading

Dear Shafi

Kindly share approved Purchase requisition against the below inquiry.

@Vishnu Prasad: please proceed once approved PR received.

Thanks & Regards,

Faraz Ahmed

Assistant Manager – Procurement



Zad Holding Company Q.P.S.C

P.O. Box 1444, Doha – Qatar

Tel: +974 44489778 | Fax: +974 4443 8137 | Mob: +974 66117640

Email: faraz@zad.qa | Website: www.zad.qa

From: Muhammad Shafi Kallingal <shafi@qfi.qa>

Sent: Thursday, December 14, 2023 9:49 AM

To: Vishnu Prasad <vishnu@qfm.qa>; Faraz Ahmed <faraz@zad.qa>

Cc: Fahim Rasmy <rasmy@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>; Anzar Hameed <anzarhameed@qfi.qa>

Subject: LOOM Trading

Importance: High

Dear Vishnu,

Please share the Service Memorandum (Service order) against the attached approved Quotation.

Thanks & Regards,

Muhammad Shafi Kallingal

Executive-Finance



Qatar Foods Industries

(A Subsidiary of Zad Holding Company Q.P.S.C)

P.O. Box 1444, Doha – Qatar

Tel: +974 44489720 | Fax: +974 44438137 | Mob: +974 33625548

Email : shafi@qfi.qa | Web : www.qfi.qa

From: Muhammad Shafi Kallingal

Sent: Monday, November 20, 2023 12:23 PM

To: Anzar Hameed <anzarhameed@qfi.qa>

Cc: Fahim Rasmy <rasmy@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>

Subject: LOOM Trading

Dear Mr. Anzar,

PFA.

Thanks & Regards,

Muhammad Shafi Kallingal

Executive-Finance



Qatar Foods Industries

(A Subsidiary of Zad Holding Company Q.P.S.C)

P.O. Box 1444, Doha – Qatar

Tel: +974 44489720 | Fax: +974 44438137 | Mob: +974 33625548

Email : shafi@qfi.qa | Web : www.qfi.qa

Please consider the environment before printing this email 

This electronic mail message and its contents are intended only for the use of addressed recipient(s). If you are not an intended recipient or if you received this email in error, please notify the sender and delete this message from your system immediately. Disclosure, distribution, copying or modification of this communication in any form is strictly prohibit

Vishnu Prasad

From: Faraz Ahmed
Sent: Thursday, December 14, 2023 10:42 AM
To: Muhammad Shafi Kallingal; Vishnu Prasad
Cc: Fahim Rasmy; Faizaan Khatri; Faizal; Anzar Hameed; Tayyab Mohammad Azam
Subject: RE: LOOM Trading
Attachments: LM-QT-23-56.pdf; LM-QT-23-81.pdf

Dear Shafi

Kindly share approved Purchase requisition against the below inquiry.

@Vishnu Prasad: please proceed once approved PR received.

Thanks & Regards,

Faraz Ahmed

Assistant Manager – Procurement



Zad Holding Company Q.P.S.C

P.O. Box 1444, Doha – Qatar

Tel: +974 44489778 | Fax: +974 4443 8137 | Mob: +974 66117640

Email: faraz@zad.qa | Website: www.zad.qa

From: Muhammad Shafi Kallingal <shafi@qfi.qa>

Sent: Thursday, December 14, 2023 9:49 AM

To: Vishnu Prasad <vishnu@qfm.qa>; Faraz Ahmed <faraz@zad.qa>

Cc: Fahim Rasmy <rasmym@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>; Anzar Hameed <anzarhameed@qfi.qa>

Subject: LOOM Trading

Importance: High

Dear Vishnu,

Please share the Service Memorandum (Service order) against the attached approved Quotation.

Thanks & Regards,

Muhammad Shafi Kallingal

Executive-Finance

الشركة القطرية للصناعات الغذائية
QATAR FOODS
INDUSTRIES



Qatar Foods Industries

(A Subsidiary of Zad Holding Company Q.P.S.C)

P.O. Box 1444, Doha – Qatar

Tel: +974 44489720 | Fax: +974 44438137 | Mob: +974 33625548

Email : shafi@qfi.qa | Web : www.qfi.qa

From: Muhammad Shafi Kallingal

Sent: Monday, November 20, 2023 12:23 PM

To: Anzar Hameed <anzarhameed@qfi.qa>

Cc: Fahim Rasmy <rasmy@qfm.qa>; Faizaan Khatri <faizaan@qfi.qa>; Faizal <mfaizal@qfi.qa>

Subject: LOOM Trading

Dear Mr. Anzar,

PFA.

Thanks & Regards,

Muhammad Shafi Kallingal

Executive-Finance




Qatar Foods Industries

(A Subsidiary of Zad Holding Company Q.P.S.C)

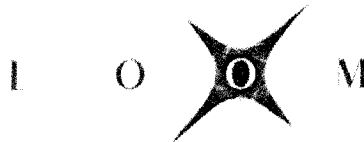
P.O. Box 1444, Doha – Qatar

Tel: +974 44489720 | Fax: +974 44438137 | Mob: +974 33625548

Email : shafi@qfi.qa | Web : www.qfi.qa

Please consider the environment before printing this email 

This electronic mail message and its contents are intended only for the use of addressed recipient(s). If you are not an intended recipient or if you received this email in error, please notify the sender and delete this message from your system immediately. Disclosure, distribution, copying or modification of this communication in any form is strictly prohibit



QUOTATION
LM/QT/2023/81

Date
01/NOV/2023

Prepared For
QFM/QFI
Doha, Qatar

Item	Price (QAR)
Social Media Management <ul style="list-style-type: none">Up to 9 Posts (Static and Dynamic Posts, up to 3 Dynamic)Up to 2 ReelsUp to 12 Stories <p><i>* As per the client's wishes, the number of posts, reels, and stories will be divided between QFM/QFI each month.</i></p> <ul style="list-style-type: none">Kickoff ConsultationEnglish and ArabicContent CalendarCommunity ManagementInfluencer ManagementMandatory Progress Review Meeting/ MonthlyHashtag Research1 Photography Session Every 3 Months1 Paid Ad VoucherUp To 15% Discount on All Services	12,500 MONTHLY
Total:	QAR 12,500

**Quotation validity is (7) days from date of issue*

Guidelines:

1. Validity

- a. This contract shall be valid from January 1, 2024 to December 31, 2024

2. Content Creation

- a. Any custom content requirement, such as photography, videography, voice over, or models, will incur an additional charge



L O O M

- b. All content development shall begin after the approval of the content calendar by the client, and in case of any major deviations from the approved concepts it will be considered a new project, with additional charges
- c. The reels included in the package are sourced from online stock videos only, with the brand name appearing at the end of the video
- d. The duration for any reel shall not be more than 15 sec.
- e. Photography sessions with basic props are included, only if needed. It does not include any products that need to be cooked, only ready-to-eat items provided by the client, each session consists up to 7 products.
- f. The agency shall adapt all the content created to suitable size and versions required for all social platforms active for the client brand
- g. The client shall provide all the existing content such as Videos, Photos, other SM Content available with them to the agency, in high resolution format (as available)
- h. In the event that the client chooses not to use the maximum number of posts, reels, and stories provided, they do not accumulate to the month following

3. Community Management

- a. With the exception of national holidays, this involves responding to all queries received within 12-24 hours, using the standard response list provided by the client, and sharing the same with the team member selected by the client

4. Social Listening

- a. The agency shall actively monitor social media for positive or negative comments, while controlling negative PR and reporting them back to the client

5. Influencer Management

- a. This shall include the agency actively proposing suitable influencers for brand association

6. Paid Voucher

- a. The agency shall provide a free monthly ad campaign of QR 150-200 for the client to boost their content on social media. This amount does not accumulate to the following month

Welcome to our Agency. We are pleased to have you on board to perfectly execute your vision and ideas. Please find below our basic terms and conditions.

Basic Terms and Conditions:

1. Loom Trading and Organizing Conferences and Marketing Services, has the right to preserve all types of preliminary work, which means that all creative content including, but not limited to, concepts, sketches, visual presentation, or documents developed by the agency, and which may be shown or delivered to the client for consideration. Hand-over of all creative set(s) will be made after the settlement of the full payment.





I O O M

2. Client warrant to the agency that client owns all rights, title, and interest in, or otherwise has full right and authority to permit the use of the client's content. Therefore, the agency has the right to showcase, use the final project in its portfolio, and advertising, marketing campaigns.
3. Client's content is accurate and does not infringe the rights of any third party.
4. Mode of Payment:
 - Payment can be made by cash/cheque/bank transfer by the end of each month.
 - When payment has not been received for two consecutive months, the service will be paused until the full amount is received.
5. Upon receiving the content calendar, the client is entitled to have 5 business days to send us in a written format of all types of changes, modifications, and acceptance of project. In the event that the client does not give feedback after 5 business days from submitting the content calendar, the content will be considered approved, and any subsequent revisions will incur an additional fee. Upon rejection of the idea, the client has the right to request (1) another concept while providing a clear description of the objectives.
6. Upon receiving the creatives, the client is entitled to have 3 business days to in a written format of all types of changes (max. number of 2 minor changes only), modifications, and acceptance of design. In the event that the client does not give feedback after 3 business days from submitting the creatives, the design will be considered approved, and any subsequent revisions will incur an additional fee.
7. In the event that the client fails to submit the requirements that are necessary for the completion of any project, including posts, reels, stories, and other services, will not accumulate to the next month and will be put on hold or terminated based on the circumstances.
8. Two weeks prior to the month's start, the client shall receive the content calendar.
9. The client is entitled to a 15% discount on all other services, excluding the social media package.
10. A monthly progress review meeting must be held between the social media manager and the client to discuss all content and progress.
11. Either party may terminate this agreement under its own discretion upon two month written notice.
12. Loom Trading LLC Warrant and confidentiality the client information and concepts and documents.
13. In the event that Loom Trading LLC did not implement all the terms, the contract is considered terminated and must return the amounts received, and will bear any damages.



H J

Loom Trading And Organizing Conferences And Marketing Services	Client
	

We, hereby acknowledge that we have read, understand, and agree to the terms of this document relating to the quotation as well as the basic terms and condition.

Loom Contract – Note

- Previous contract 1st October 2023 to 31st December 2023
- New contract 1st January 2024 to 31st December 2024
- All terms and conditions of this new contract are identical to those of the previous contract.
 - 9 social media posts/month.
 - 2 social media reels/month.
 - 12 social media stories/month.
 - Monthly charges QAR 12,500/-

J

A

