

<b>Alcat Asphalt Plant</b> Post Box No 220152 Tel: 44355501 / Fax: 44210946																		
No:	ASP/SM/2023/018	<b>SERVICE MEMORANDUM</b>							Date : 05-December-2023									
<b>BASIC DETAILS OF SERVICE MEMO</b>									<b>LAST PURCHASE/SERVICE MEMO</b>									
Nature Service	Annual Lease Agreement for Alcat Asphalt Plant Premises.							Supplier Name	: Doha Municipality (MMUP)									
Department	Operations							Total value of SM	: QAR 214,080      Rate per month : QAR 17,840									
Service Type	Renewal <input checked="" type="checkbox"/> or      New Service <input type="checkbox"/>							Contract Period	: 1 Year									
Reason/Objective of this Service	Annual Lease Agreement for Alcat Asphalt Plant Street 39 lease Agreement Renewal for the Period 01-January-2024 to 31-December-2024 Lease Agreement as per requirement by Ministry of Municipality & urban Planning (MMUP)- Doha Municipality.							Service Memo.	: ASP/SM/2022/012      Date : 20-Dec-22									
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available.	Not Applicable.																	
<b>QUOTED SERVICE PROVIDER DETAILS</b>																		
No	Supplier Name	Service Description	Currency	Quoted Rate	Negotiated Rate	Exchange Rate	Rate in QAR	Service Period in Months	Total - QAR.	Remarks								
1	Doha Municipality (MMUP)	Annual Lease Agreement for Alcat Asphalt Plant Premises	QAR	17,840	17,840	1.00	17,840	12	214,080	Advance Payment through Fund Transfer Total payment value is QAR. 217,080 (QAR.214,080 - Alcat & QAR.3,000 - Cafeteria). Security cheque will not be issued by Doha Municipality aga advance payment.								
* All the supported documents are attached herewith.																		
<b>Notes:</b>																		
1 Renewal of annual lease agreement for year 2024 as mandated by Ministry of Municipality & Urban Planning (MMUP) Doha Municipality. 2 The lease agreement is for the Period 01-January -2024 to 31-December -2024 3 The Total payment to be made for Municipality is QAR. 217,080/- in which QAR. 3,000/- related to the Cafeteria will be collected from them before preparation of fund transfer, cost to Alcat is QAR. 214,080/- 5 Year 2024 evaluated rental value is confirmed by (MMUP)- Doha Municipality official. 6 There is no quotation available due to Ministry of Municipality work.																		
<b>RECOMMENDED SERVICE PROVIDER</b>																		
Supplier Name	Negotiated Rate	Exchange Rate	Rate in QAR	Service Period in Months	Total - QAR.													
Doha Municipality (MMUP)	17,840	1.00	17,840	12	214,080	Advance Payment through Fund Transfer.												
Supplier selection criteria(s) ;																		
Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Doha Municipality annual lease agreement.																		
<b>BUDGET DETAILS</b>																		
Particulars	Amount (QR)																	
Budgeted value for the requested service/expense	214,080																	
Budget utilized til last purchase	-																	
Balance available for this purchase	214,080																	
Proposed as per this service memorandum	(214,080)																	
Surplus/(deficit)	-																	
<b>AUTHORIZATION / APPROVAL</b>																		
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;"> <i>Zahid Hussain</i>                      Zahid Hussain                      Executive Purchase                      1/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Madi Alawneh</i>                      Madi Alawneh                      Operations Manager                      12/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Mohamed Binas</i>                      Mohamed Binas                      Manager Finance                      12/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Kamaluddin Abu Baker</i>                      Kamaluddin Abu Baker                      General Manager                      12/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Shahbaz Ahmad</i>                      Shahbaz Ahmad                      Manager Finance                      12/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Tarique Mohammad</i>                      Tarique Mohammad                      Chief Executive Officer                      12/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Ahmed Osman</i>                      Ahmed Osman                      Business Advisor                      13/12/2023                 </td> <td style="width: 12.5%; text-align: center;"> <i>Sheikh Mansoor</i>                      Sheikh Mansoor                      Board Member                      13/12/2023                 </td> </tr> </table>											<i>Zahid Hussain</i> Zahid Hussain Executive Purchase 1/12/2023	<i>Madi Alawneh</i> Madi Alawneh Operations Manager 12/12/2023	<i>Mohamed Binas</i> Mohamed Binas Manager Finance 12/12/2023	<i>Kamaluddin Abu Baker</i> Kamaluddin Abu Baker General Manager 12/12/2023	<i>Shahbaz Ahmad</i> Shahbaz Ahmad Manager Finance 12/12/2023	<i>Tarique Mohammad</i> Tarique Mohammad Chief Executive Officer 12/12/2023	<i>Ahmed Osman</i> Ahmed Osman Business Advisor 13/12/2023	<i>Sheikh Mansoor</i> Sheikh Mansoor Board Member 13/12/2023
<i>Zahid Hussain</i> Zahid Hussain Executive Purchase 1/12/2023	<i>Madi Alawneh</i> Madi Alawneh Operations Manager 12/12/2023	<i>Mohamed Binas</i> Mohamed Binas Manager Finance 12/12/2023	<i>Kamaluddin Abu Baker</i> Kamaluddin Abu Baker General Manager 12/12/2023	<i>Shahbaz Ahmad</i> Shahbaz Ahmad Manager Finance 12/12/2023	<i>Tarique Mohammad</i> Tarique Mohammad Chief Executive Officer 12/12/2023	<i>Ahmed Osman</i> Ahmed Osman Business Advisor 13/12/2023	<i>Sheikh Mansoor</i> Sheikh Mansoor Board Member 13/12/2023											