

Alcat Asphalt Plant

Post Box No 220152
Tel: 44355501 / Fax: 44210946

No:	ASP/SM/2022/010	SERVICE MEMORANDUM					Date : 16-October-2022				
BASIC DETAILS OF SERVICE MEMO										LAST PURCHASE/SERVICE MEMO	
Nature of Service	Pest control treatment									Supplier name	: Boecker Public Safety LLC
Department	HR Admin									Total value of SM	: QR 2600 Rate per month : 217
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>									Contract period	: 23rd October 2021 to 22nd October 2022
Reason/Objective of this Service	To carry our quarterly pest control treatment at our office in street 41 & street 11, 41 labour accommodation as per safety requirement. Existing contract is expiring on 01-Nov-2022.									Service Memo.	: ASP/SM/2021/008 Date : 10-Oct-21
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	Not applicable										
QUOTED SERVICE PROVIDER DETAILS											
No	Supplier Name	Country of Origin	Service Description	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in QR	Service Period in months	Total - QR.	Remarks
1	Boecker Public Safety LLC	Qatar	Annual pest control treatment contract renewal	QAR	2,400	2,400	1.00	2,400	12	2,400	30 days after submission of invoice
2	Doha Pest Control & Cleaning Co. W.L.L.	Qatar		QAR	3,500	3,500	1.00	3,500	12	3,500	Payment in Advance
3	Veteran General Contracting W.L.L	Qatar		QAR	4,400	4,400	1.00	4,400	12	4,400	15 days after submission of invoice
* All the supported documents are attached herewith											
Notes: 1 Past service rendered by Boecker was satisfactory. 2 Recommended by HR based on previous work experience and lowest quote receiving. 3 Contract renewal period: 02nd November 2022 to 01st November 2023.											
RECOMMENDED SERVICE PROVIDER											
Supplier Name		Negotiated rate	Exchange Rate	Rate in QR	Service Period in months	Total - QR.	Payment Terms				
Boecker Public Safety LLC		2,400	1.00	2,400	12	2,400	30 days after submission of invoice on every quarterly.				
Supplier selection criteria(s) ; Better quality <input checked="" type="checkbox"/> Lowest bidder <input checked="" type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>											
BUDGET DETAILS											
Particulars		Amount (QR)									
Budgeted value for the requested service/expense		2,600									
Budget utilized til last purchase		-									
Balance available for this purchase		2,600									
Proposed as per this service memorandum		(2,400)									
Surplus/(deficit)		200									
AUTHORIZATION / APPROVAL											

<i>Zahid Hussain</i> Zahid Hussain Executive Purchase 10/17/2022	<i>Zuhair Ahmed</i> Zuhair Ahmed Senior Executive - HR & Admin 10/17/2022	<i>Madi Alawneh</i> Madi Alawneh Senior Manager-Operations 10/17/2022	<i>Mohamed Binas</i> Mohamed Binas Manager Finance 10/18/2022	<i>Kamaluddin Abu Baker</i> Kamaluddin Abu Baker General Manager 10/23/2022
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