

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			
<i>* All the supported documents are attached herewith</i>														
<p>Notes:</p> <p>1. Required for 2. There are..... 3. ABC is..... 4. Since w..... 5. Going with 6. Ticket & Hotel..... 7. Commissioning</p>														
RECOMMENDED SERVICE PROVIDER														
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									
<p>Supplier selection criteria(s) :</p> <p>Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/></p>														
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														
<i>Sarim</i> Sarim Mohammed Senior Executive 3/15/2021				<i>Lijo</i> Lijo Chungath Senior Executive 3/15/2021				<i>Nazamuddin</i> Nazamuddin Riyazuddin Executive 3/15/2021				<i>Arif</i> Arif Hashmi Senior Manager 3/15/2021		