

QFM/SM/2020/000

SERVICE MEMORANDUM

Date : 17.05.2020

LAST PURCHASE/SERVICE MEMO

Nature Service	Disposal Service	Supplier name : First Time
Department	Maintenance	Total value of SM : Rate per month :
Service Type	<input type="checkbox"/> Renewal or <input checked="" type="checkbox"/> New Service	Contract period :
Reason/Objective of this Service	Disposal of	Service level no. : Date :
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available	N/A	

[illegible]

Notes:

- 1.Required for.....
- 2.There are.....
- 3.ABC is.....
- 4.Since w.....
- 5.Going with
6. Ticket & Hotel.....
7. Commissioning.....

RECOMMENDED SERVICE PROVIDER						
Supplier Name	Service Description	Negotiated	Exchange	Service period in months	Total - Qr.	Payment Terms
		Amount	QAR			
YZZ	DEF	7,836	1.00	N/A		Within
Total QAR					-	

Better quality ☐ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☐

Particulars	Amount (QR)
Budgeted value for the requested service/expense	
Budget utilized til last purchase	
Balance available for this purchase	-
Proposed as per this service memorandum	-
Surplus/(deficit)	-

super	LC
super admin	
General Manager	
1/26/2022	