

Alcat Logistics Company		Industrial Area, Street No. 11 Gate No. 377		Tel: +971444167959, Fax: +97144169201, E-mail: info@alcatlogistics.ae	
No:	ALC/SM/2023/01A	BASIC DETAILS OF SERVICE MEMO		Date:	17-JAN-2023
Nature Service	Container Delivery Operation	SUPPLIER DETAILS		LAST PURCHASE/SERVICE MEMO	
Department	Operation Department	Supplier name:	N/A		
Service Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> or <input type="checkbox"/> New Service	Total value of SM:	Rate per month		
		Contract period:			
		Service Memo:	Date:		
REASON/OBJECTIVE OF THIS SERVICE					
RISKS/CONCERN(S)/NON-COMPLIANCE OF SOP(S) OR POLICY					
QUOTED SERVICE PROVIDER DETAILS					
No	Service Provider	Negotiated Rate/Hamad Port To Industrial Area	Negotiated Rate/Hamad Port To Um Salal	Payment Mode	
1	Union Transport	600	700	30 days from invoice	
2	Bin Mufrah Transport	700	700	30 days from invoice	
3	Jalidh Motors	650	750	30 days from invoice	
4	Gath Transport	650	750	30 days from invoice	
5	All Bin Al Transport	N/A	800	30 days from invoice	
6	All Sawaid Transport	600	725	30 days from invoice	
7	Falcon Customs Clearance & Transport	600	800	30 days from invoice	
8	All Shabab	600	800	30 days from invoice	
* All the supported documents are attached herewith					
Notes:					
1. We will be taking service from all above transporters depending upon availability of trailers. Also, we will engage any other transporter's (not including above) if they agree on the approved rate or low.					
2. The rates proposed for approval under this SM are based on current market rates. The rates are subject to increase during exceptional conditions viz Port Congestion, Customs process delay, lower availability of trailers in market, etc. Hence an upward tolerance of up to 25% is requested for approval as part of this SM. In case the market rates go above the 25% approved tolerance, then approval for higher rates, if any, will be sought from the CEO over email.					
3. All above transport companies are without detention charges. Detention charges, if any payable to the transporter, will be recoverable from customers.					
4. Rate are based on container & location of loading trailers and will be effective from November 01, 2022.					
5. This service memorandum is also for the purpose of resumption of the pending payments in respect of service already availed.					
6. Service agreement shall be valid for a period of one year and will automatically be renewed if required for further period unless any changes by any of the party.					
RECOMMENDED SERVICE PROVIDER					
Service Provider	Negotiated rate	Exchange rate	Rate in Qr	Service Period	Payment Terms
All above transporter	500 / 800	1.00	600 / 800	In months	Total - Cr. Within 30 days of receiving the invoice from supplier
Supplier selection criterias(s):					
Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/>	Reputed Supplier <input type="checkbox"/>	Others [specify] <input type="checkbox"/>		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					
Supplier/distributor					
AUTHORIZATION / APPROVAL					
Abdul Majeed, Manager, Sr. Accounts Office, 18/01/2023					
Fayyaz Mohammad Aml, Senior Manager – Procurement, 19/01/2023					
Abu Alnoud Saeed, Manager Finance, 19/01/2023					
Khalid Butiuddin, General Manager, 19/01/2023					
Asif Vice President - Finance, 19/01/2023					
Jasmin Mohamed, Chief Executive Officer, 27/01/2023					