

No:		QFI/HRSM/25/01		BASIC D.S OF SERVICE MEMO		LAST PURCHASE/SERVICE MEMO		Date : 16-Mar-2025																																													
Nature Service	Rental contract for Employee accommodation Street 52 (Total 40 Rooms)			Supplier Name	Ezdan Holding Company																																																
Department	HR & Admin			Total value of SM	QAR 378,000/- per year & QAR 31,500/- per month for 06 flats i.e. QAR 5,250/- monthly per flat																																																
Service Type	Renewal <input type="checkbox"/> and/or New Service <input checked="" type="checkbox"/>			Contract period	01-Apr-2024 to 31-Mar-2025																																																
				Service Memo.	QFI/HRSM/2024/06	Date : 6-Mar-24																																															
<b>REASON OBJECTIVE OF PURCHASE</b>																																																					
<p>Replacement of 33 rooms at Ezdan Village &amp; Additional 07 rooms required for accommodating increased number of Sales employees (Van Salesman, Sales Helpers &amp; Store staff).</p> <p>Note :- Ezdan is not offering renewals as they are renovating their property. Hence not added as a quote comparison for supplier selection.</p>																																																					
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<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>We have plans in place to launch additional 19 routes for the balance of the year and as required and when required we will take the additional rooms at same rental value from GUIC accordingly within the total budgeted value as per the Business Plan 2025.</li> <li>The new accommodation will have a total capacity of 130 employees (4 Helpers / Room &amp; 3 Driver or Merchandisers/Room). Overall there is annual savings of -QAR 135,300/- as per working enclosed as Annex-1</li> <li>Contract duration is from 01-April-2024 to 31-March-2026. Rent is inclusive of water &amp; electricity and maintenance services, garbage disposal &amp; Sewage charges.</li> <li>We need to procure an additional 18 refrigerators at an estimated total cost of QAR 25,000. (Out of the existing 33 refrigerators 11 belong to Ezdan and need to be returned. This will leave us with 22 existing refrigerators, and with the purchase of 18 new ones, the total will be 40 refrigerators, ensuring one refrigerator per room). Additional Refrigerators will be bought if we add on rooms in future on the basis of 1 refrigerator / room with a approximate price of QAR 1400/Piece.</li> </ol>																																																					
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