

Alcat Asphalt Plant

Post Box No 220152
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No:	ASP/SM/2023/018	SERVICE MEMORANDUM						Date : 05-December-2023		
BASIC DETAILS OF SERVICE MEMO								LAST PURCHASE/SERVICE MEMO		
Nature Service	Annual Lease Agreement for Alcat Asphalt Plant Premises.							Supplier Name	Doha Municipality (MMUP)	
Department	Operations							Total value of SM	QAR 214,080 Rate per month : QAR 17,840	
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>							Contract Period	1 Year	
Reason/Objective of this Service	Annual Lease Agreement for Alcat Asphalt Plant Street 39 lease Agreement Renewal for the Period 01-January-2024 to 31-December-2024 Lease Agreement as per requirement by Ministry of Municipality & urban Planning (MMUP)- Doha Municipality.							Service Memo.	ASP/SM/2022/012 Date : 20-Dec-22	
Purchasing from a Supplier at a higher rate, despite a lower quoted price being available.	Not Applicable.									
QUOTED SERVICE PROVIDER DETAILS										
No	Supplier Name	Service Description	Currency	Quoted Rate	Negotiated Rate	Exchange Rate	Rate in QAR	Service Period in Months	Total - QAR.	Remarks
1	Doha Municipality (MMUP)	Annual Lease Agreement for Alcat Asphalt Plant Premises	QAR	17,840	17,840	1.00	17,840	12	214,080	Advance Payment through Fund Transfer Total payment value is QAR. 217,080 (QAR.214,080 - Alcat 8 QAR.3,000 - Cafeteria). Security cheque will not be issued by Doha Municipality aga advance payment.
<p>* All the supported documents are attached herewith.</p> <p>Notes:</p> <p>1 Renewal of annual lease agreement for year 2024 as mandated by Ministry of Municipality & Urban Planning (MMUP) Doha Municipality. 2 The lease agreement is for the Period 01-January -2024 to 31-December -2024 3 The Total payment to be made for Municipality is QAR. 217,080/- in which QAR. 3,000/- related to the Cafeteria will be collected from them before preparation of fund transfer, cost to Alcat is QAR. 214,080/- 5 Year 2024 evaluated rental value is confirmed by (MMUP)- Doha Municipality official. 6 There is no quotation available due to Ministry of Municipality work.</p>										
RECOMMENDED SERVICE PROVIDER										
Supplier Name	Negotiated Rate	Exchange Rate	Rate in QAR	Service Period in Months	Total - QAR.	Advance Payment through Fund Transfer.				
Doha Municipality (MMUP)	17,840	1.00	17,840	12	214,080					
<p>Supplier selection criteria(s) :</p> <p>Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Doha Municipality annual lease agreement.</p>										
BUDGET DETAILS										
Particulars	Amount (QR)									
Budgeted value for the requested service/expense	214,080									
Budget utilized til last purchase	-									
Balance available for this purchase	214,080									
Proposed as per this service memorandum	(214,080)									
Surplus/(deficit)	-									
AUTHORIZATION / APPROVAL										
Zahid Hussain	Madi Alawneh	Mohamed Binus	Kamaluddin Abu Baker	Shahbaz Ahmad	Tarique Mohammad	Ahmed Osman	Sheikh Mansoor			
Executive Purchase	Operations Manager	Manager Finance	General Manager	Manager Finance	Chief Executive Officer	Business Advisor	Board Member			
1/12/2023	12/12/2023	12/12/2023	12/12/2023	12/12/2023	12/12/2023	12/12/2023	13/12/2023			
13/12/2023										