

UmmSaid Bakery Dubai Branch

P.O BOX No:393497,Building No: 25, Street No: 29 Dubai Investment Park -2,Dubai, UAE

00971 4 88 333 03

No: 1

UBD/SM/2023/043-4

DATE : 03-October-2023

Health insurance policy renewal for Managerial and Executive level staffs

HR & ADMIN

Renewal ☒ or New Service ☐

Supplier Name: Noor Takaful / Wataniya Takaful

Total Value of SM & Basmah Plan: AED 202,628/- (Including Premium & Basmah Plan charges)

Service Memo: UBD/SM/2022/033

No of members: 29

Name of the Third Party Administrator: NAS

Date: 03-10-2022

REASON/OBJECTIVE OF THIS PURCHASE

To renew Health insurance policy for managerial and executive level staffs for the period 8th October 2023 to 7th October 2024. Health insurance policy is mandatory for all employees by law.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

NIL

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Country of Origin	Service Description	Currency	Exchange rate	Avg quoted rate/member	Avg negotiated rate/member	No of members	Total annual premium	Remarks
1	Yas Takaful	UAE	Health Insurance	AED	1.00	7,799	7,686	28	215,212	
2	Abudhabi National Takaful (ADNT)		Health Insurance			8,966	8,966		251,036	
3	Noor Takaful / Wataniya Takaful		Health Insurance			18,553	18,553		519,473	

* All the supported documents are attached herewith

Notes:

1. Policy period will be from 8th October 2023 to 7th October 2024. Currently there are 28 members eligible for this plan.

2. Loss ratio for the existing policy is 219% and average loss ratio for last three years is 187 %

3. Renewal quote provided by Yas Takaful is the lowest. Above quoted total amount AED 215,212/- includes Annual Premium - AED 214,176/- & Basmah Plan charges - AED 1,036/- . Basmah plan is a cancer care plan advised by DHA (Dubai Health Authority).

4. There is an increase of AED 12,584/- in the total annual amount from last year. It is recommended to renew the policy with Yas Takaful.

5. All medical policies are on annual terms basis and cannot be renewed for period less than 12 months.

6. Benefits and network coverage from Yas Takaful is same as existing policy.

7. Additional amount of AED 100/- to be paid as one time policy issuance fee.

8. If Policy is terminated during the policy period refund of premium will be as follows :

SI No.	Termination of Policy	% of premium refund	% of premium refund
1	Within 1 month	80%	30%
2	After 1 month	70%	25%
3	After 2 months	60%	20%
4	After 3 months	50%	15%
5	After 4 months	40%	0%

9. Note : a. After completion of 9 months if policy is terminated insurance company will not refund any premium.
b. Refund will be calculated on the total insurance premium (excluding basmah charges) paid at the beginning of policy

10. Any addition/deletion of members, premium will be charged/ refunded at above rates on pro-rated basis.

11. Additional 5% VAT (AED 10,766/-) will be applicable on above total amount. VAT amount is not considered as part of cost as we can avail Input VAT credit and same will be utilised against our VAT payments.

RECOMMENDED SERVICE PROVIDER

No	Supplier Name	Country of Origin	Service Description	Currency	Exchange rate	Avg negotiated rate/member	No of members	Total annual premium	Remarks
1	Yas Takaful	UAE	Health Insurance	AED	1.00	7,686	28	215,212	Payment Terms - 100 % advance payment

Supplier selection criteria(s) :

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

BUDGET DETAILS

Particulars	Amount (AED)	Remarks
Budgeted value for the requested service/expense	269,795	For the year 2023
Budget utilized till last purchase	(191,168)	For the period 1st January 2023 to 30th Sept 2023
Balance available for this purchase	78,627	
Proposed as per this service memorandum	(53,803)	For the period 1st October 2023 to 31st December 2023
Surplus/(deficit)	24,824	

AUTHORIZATION / APPROVAL

Signature	Name	Designation	Date	Signature	Name	Designation	Date
	Sam Mohamed	Senior Manager - Finance	03/10/2023		Abdul Salam	Vice President - Finance	03/10/2023
	Assistant Manager HR & Admin	Chief Accountant	03/10/2023		Tarique Mohammad	Chief Executive Officer	04/10/2023
					Almoud Osman	Business Advisor	04/10/2023
					Sheikh Mansoor	Board Member	04/10/2023