

SERVICE MEMORANDUM												Date : 22-11-2022	
No:	UBD/SM/2022/036		LAST PURCHASE/SERVICE MEMO										
Nature Service	Solid Garbage Waste Collection (Skip Services)											Supplier name: Master skip services LLC COO: U.A.E	
Department	Production											Total value of SM : 19,200 Dhs Contract period : 01-Jan-2022 to 31-Dec-2022 Rate per trip : 40 Dhs	
Service Type	Renewal <input checked="" type="checkbox"/>		or New Service <input type="checkbox"/>		Service Memo. : UBD/SM/2021/032		Date: 27-10-2022						
REASON/OBJECTIVE OF THIS PURCHASE													
1) Monthly charges mentioned are after considering required minimum trips of 30 per skip. Any additional trips will be chargeable extra at the rate of AED 39 per trip. 2) Two skips are required to collect the garbage waste on daily basis. 3) Service is considered for one year starting from 01-JAN-2023 to 31-DEC-2023. 4) Above charges covers for 2 skips on an annual basis, And the charges are based on 5 CBM skips. 5) Security deposit for 2 skips 3000 Dhs (1500 Dhs/Skip) has already been paid initial stage. 6) All other terms & conditions as per the quotation no: CTMS 4387 dated on 08-11-2022.													
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY													
Garbage waste collection (skip services) is mandatory as per the municipality requirement.													
QUOTED SERVICE PROVIDER DETAILS													
No	Supplier Name	Country of Origin	Service Description	Currency	Quoted rate/trip	Negotiated rate/trip	Exchange rate	Rate In AED	Total No: of trips per months	Total - AED.	Remarks		
1	Master Skip Services LLC	UAE	Solid Garbage Waste Collection (Skip Services)	AED	39.00	39.00	1.00	39.00	60	28,080	1) 5 % VAT amount is exclusive. 2) For Annual service charges :- No: of skips 5CBM = 2 nos. No. of trips required for each skips = 30 x 2 nos=60 Unit price /per trip = 39 Dhs. Total = 60 Trips X 39 Dhs x 12 Months = 28,080. 3) Security deposit of AED 1500 Dhs for each skip is already paid before (2 x 1500 = 3000 Dhs). 4) Monthly minimum value is based on our service requirement. 5) Dubai Municipality tipping fees (Government fees) = AED 110/trip.		
2	MR Skips Waste Services.	UAE		AED	55.00	55.00	1.00	55.00	60	39,600	1) 5 % VAT amount is exclusive. 2) Minimum monthly rental value should be AED 3,300. 3) Security deposit- 1000 dhs/skip (2 x 1000 = 2000 Dhs) have to be paid extra. 4) Dubai Municipality tipping fees (Government fees) = AED 125/trip.		
3	Concept Zone Waste Collection Services LLC	UAE		AED	75.00	75.00	1.00	75.00	60	54,000	1) 5 % VAT amount is exclusive. 2) Security deposit- 1000 dhs/skip (2 x 1000 = 2000 Dhs) have to be paid extra. 3) Dubai Municipality tipping fees (Government fees) = AED 125/trip.		
* All the supported documents are attached herewith													
Notes:													
1. Contract Period: 01-January-2023 to 31-December 2023 (1 year).													
2. All other terms & conditions as per the reference number: CTMS 4387.													
RECOMMENDED SERVICE PROVIDER													
Supplier Name	Country of Origin	Negotiated rate	Exchange rate	Rate In AED	Total No: of trips per months	Total - AED.	Payment Terms						
Master Skip Services LLC	UAE	39	1.00	40	60	28,800	30 Days Credit						
Supplier selection criteria(s);													
Better quality <input type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier <input checked="" type="checkbox"/>	Others (specify) <input checked="" type="checkbox"/> Service is as per our expectation										
BUDGET DETAILS													
Particulars					Amount (AED)								
Budgeted value for the requested service/expense													
Budget utilized till last purchase					-								
Balance available for this purchase					-								
Proposed as per this service memorandum					-								
Surplus/(deficit)					-								

Ajmal .	Shahid Malik	Azeem .	Shakir Shaikh	Sameer Mohammed	Abraham Puthoor	Rajin	Tariqee Mohammed
Executive Purchase	Production Manager	Chief Accountant	Assistant Manager • Finance	Senior Manager • Finance	Dy General Manager	Asst. Vice President - Finance	Chief Executive Officer
11/22/2022	11/22/2022	11/22/2022	11/22/2022	11/22/2022	11/23/2022	11/24/2022	11/27/2022

SERVICE MEMORANDUM												Date : 01-03-2023
No:	UBD/SM/2022/037/REV 1			LAST PURCHASE/SERVICE MEMO								
BASIC DETAILS OF SERVICE MEMO												
Nature Service	Disposal/Tipping Fees of General Waste in Emirate of Dubai (Government Fees)								Supplier name:	Master Skip Services LLC		
Department	Production								COO:	U.A.E		
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>				Total value of SM	: 82,800 Dhs		Rate per trip :	AED 110 / trip (Exclusive 5% VAT)			
					Contract period	: 01-Jan-2022 to 31-Dec-2022						
					Service Memo.	: UBD/SM/2022/001		Date	: 13-01-2022			
REASON/OBJECTIVE OF THIS PURCHASE												
<p>1) Dubai Municipality has implemented a new tipping fees/Disposal charges to be borne by the customer/waste generator and is payable in advance to Dubai Municipality before dumping the waste to the landfill.</p> <p>2) The starting date of 'Tipping fees/Disposal charges in DUBAI is from 01-JAN-2022.</p> <p>3) Disposal rate per trip for 5CBM skip is AED 110/- (Including admin fee) & 5% VAT Exclusive.</p> <p>4) We have existing 2nos of 5CBM skip with an average of 30 trips monthly for each skips, Excluding extra trip.</p> <p>5) The current average monthly trips will be 60 (30 trips for each 5CBM skip) and we have to pay in advance an amount of AED 6,600/- (60 trips x 110 Dhs) monthly to the Master Skip Services L.L.C.</p> <p>6) Master Skip Services L.L.C is our existing AMC vendor (SM reference - 'UBD-SM-2022-036') for solid garbage waste collection and they can have the access to pay the charges to 'Dubai Municipality'.</p> <p>7) Proposed Service Memorandum is for the period 1st JAN to 31st DEC 2023.</p>												
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY												
1) It is mandatory applicable as per the Dubai Municipality rules and regulations												
QUOTED SERVICE PROVIDER DETAILS												
No	Supplier Name	Country of Origin	Service Description	Currency	Quoted rate/trip	Negotiated rate/trip	Exchange rate	Rate in AED	Total No: of trips per month	Total - AED.	Remarks	
1	Master Skip Services LLC (Government Fees)	UAE	Disposal/Tipping Fees of General Waste disposal in Emirate of Dubai	AED	110.00	110.00	1.00	110.00	60	79,200	<ul style="list-style-type: none"> • 5% VAT amount is exclusive. • Rate per trip for 5CBM skip is AED 110/- • Average no. of trips for each 5CBM skip is 60 (30 trips x 2 nos. of 5CBM Skips). • Total Monthly Amount to be paid in advance to Master Skip Services will be AED6,600/- [60 trips x 110 Dhs]. • Total Amount Per Annum will be AED79,200/- (12 Months x 6,600 Dhs). • AED 110/- per trip will be charged for any extra trips. 	
* All the supported documents are attached herewith												
Notes:												
1- Copy of Dubai Municipality Executive counsil Resolution No. (58) of 2017.												
2- Tipping/Disposal charges details from the supplier as per the quotation reference no: CTMS 4387 dated on 08-11-2022.												
RECOMMENDED SERVICE PROVIDER												
Supplier Name	Country of Origin	Negotiated rate	Exchange rate	Rate in AED	Total No: of trips per month	Total - AED.	Payment Terms					
Master Skip Services LLC (Government Fees)	UAE	110	1.00	110	60	79,200	Monthly Advance					
Supplier selection criteria(s) ;												
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input checked="" type="checkbox"/> Government Fees									
BUDGET DETAILS												
Particulars		Amount (AED)										
Budgeted value for the requested service/expense												
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Proposed as per this service memorandum												
Surplus/(deficit)												

Ajmal
Ajmal .
Executive Purchase
01/03/2023

Shakil Malik
Shahid Malik
Production Manager
01/03/2023

Azeem .
Chief Accountant
01/03/2023

Shakir Shaikh
Shakir Shaikh
Assistant Manager • Finance
03/03/2023

Sameer Mohammed
Sameer Mohammed
Senior Manager • Finance
06/03/2023

Abraham Puthoor
Abraham Puthoor
Dy General Manager
06/03/2023

Khaja Bahauddin
Asst. Vice President - Finance
07/03/2023

Tariqee Mohammad
Tariqee Mohammad
Chief Executive Officer
07/03/2023