

## PURCHASE ORDER

Ummsaid Bakery Dubai

PO Box: 393497, Building 25, Street 29, DIP 2

Dubai Qatar

Email: Tel: 04 8833303 Fax: 04 8878751



### PURCHASE ORDER DETAILS

PO No. 5550202051 PO Date 19/04/2023  
 PO Amend No. Amend Date  
 PO Status Open Type General  
 Project Code Offer No  
 Project Name Pur Group 139-NONE

### TERMS & CONDITIONS

Pay Term within 30 days Due net  
 Currency AED  
 Invoice To Ummsaid Bakery Dubai  
 Pay Mode Pre-Numbered Cheques  
 Import YES  
 INCO Terms None

### SUPPLIER DETAILS

Supplier Name LOYAL LABOR SUPPLY SERVICES L.L.C  
 Supplier Code 20301440  
 Contact Person MS.HETAL Contact Address  
 Tel No. 97145520530  
 Fax 97144412397 Country -Qatar  
 Mobile 971528404559  
 Email lbc@loyalbuild.ae

Mode of Transport  
 Partial Shipment Yes  
 Transshipment  
 Remarks

### ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1.1	00010	550002195 - LABOUR SERVICES	0000	24/04/2023	EA	1.00	12,000.00	12,000.00
2.1	00010	550002195 - LABOUR SERVICES	0000	24/04/2023	EA	1.00	9,600.00	9,600.00
3.1	00010	550002195 - LABOUR SERVICES	0000	24/04/2023	EA	1.00	640.00	640.00
4.1	00010	550002195 - LABOUR SERVICES	0000	24/04/2023	EA	1.00	2,400.00	2,400.00
5.1	00010	550002205 - SECURITY SERVICES	0000	24/04/2023	EA	1.00	6,500.00	6,500.00

Gross Price 31,140.00  
 Tax (5%) 1,557.00  
 Grand Total 32,697.00

Amount in Words: Uae Dirham Thirty-Two Thousand Six Hundred Ninety-Seven and Zero fils Only

For Ummsaid Bakery Dubai

Delivery Address : Ummsaid Bakery Dubai

(Authorized Signatory)

Created by: Ajmal Valiyakath

Approved By: Abraham Puthoor



# Unmsaid 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

## SERVICE MEMORANDUM

Date : 24 February 2023

No: UBD/SM/2023/008-1		LAST PURCHASE/SERVICE MEMO	
Nature of Service	Outsourced manpower service ( office boy )	Supplier name	Loyal labor supply services LLC
Department	HR & Admin	Total value of SM: AED 4,800	Rate : AED 2,400/- Per month
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>	Period:	05 January 2023 to 04 March 2023
		Service Memorandum No:	UBD/SM/2022/046
			Date: 26-Dec-22

### REASON/OBJECTIVE OF THIS PURCHASE

Extension of service of outsourced office boy for six months for the period 05 March 2023 to 04 September 2023

### RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

NIL

### QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Country of origin	Service Description	Currency	Exchange Rate	No of office boy required	Quoted Rate Per Month ( AED )	Negotiated Rate Per month ( AED )	Total amount for one office boy for six months - 05 March 2023 till 04 September 2023 (AED)	Remarks
1	Loyal Labor supply services LLC			AED	1	1	2,400	2,400	14,400	
2	Lahori & Sultan Services & General Maintenance company	UAE	Hiring of outsourced office boy	AED	1	1	2,500	2,500	15,000	
3	Pratige General Services LLC			AED	1	1	2,900	2,900	17,400	
Total Value of the service Memorandum for six months									34,400	

\* All the supported documents are attached herewith:

Notes:

- Office boy who was on our payroll and employment visa had went on leave and submitted resignation from back home ( India ) and will not resume to work. Office boy from outsourced labor supply company ( Loyal Labor Supply LLC ) was hired as leave cover.
- Currently outsourced office boy from ( Loyal Labor Supply LLC ), who is working as leave cover can be continued for another 6 months from the period 05 March 2023 till 04 September 2023 and his performance is satisfactory.
- Monthly cost of outsourced office boy is lesser by AED 782.75/- than own office boy, hence it is advisable to keep outsourced office boy rather than hiring a new Office boy under own visa and there will be savings of AED 4,686.50/- from six months.
- Rate from Loyal labor supply services LLC is the cheapest - (AED 2,400/- per month).
- AED 14,400/- will be the total value for one outsourced office boy for the period 05 March 2023 to 04 September 2023. Outsourced office boy will be working for 12 hours daily ( including 3 hours daily overtime ) for 6 days in a week. Accommodation and Transportation will be provided by the supplier.
- Actual payment amount may vary, if office boy work on off Days/Public Holiday ( if public holiday falls on any of the days other than office staff off day- Sunday). Overtime rate for public holidays /off days will be AED 100/- per off day/Public holiday duty days.
- Payment terms - 30 days from the date of invoice.
- 5% VAT charges will be added to above values.

### RECOMMENDED SERVICE PROVIDER

No	Supplier Name	Country of origin	Service Description	Currency	Exchange Rate	No of office boy required	Quoted Rate Per Month ( AED )	Negotiated Rate Per month ( AED )	Total amount for one office boy for six months - 05 March 2023 till 04 September 2023 (AED)	Remarks
1	Loyal Labor supply services LLC	UAE	Hiring of outsourced office boy	AED	1	1	2,400	2,400	14,400	

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	-	NIL
Budget utilized till last purchase	-	NIL
Balance available for this purchase	-	NIL
Proposed as per this service memorandum	-	NIL
Surplus/(Deficit)	-	NIL

Prepared by: Eni Mohamed      Checked by: Abraham Pillay      Approved by: Chief Executive Officer  
 Assistant Manager HR & Admin      Senior Manager - Finance      Dy General Manager      Asst. Vice President - Finance      Chief Executive Officer  
 24/02/2023      25/02/2023      27/02/2023      27/02/2023



