

Umsaid 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:UBD /SM/ 2022/44

Service Memorandum

Date : 26-12-2022

Nature of Service

Leased saloon cars for executive staffs

Department

HR & Admin

Service Type

Renewal

or

New Service

Supplier name

Emirates Transport

Total Value of SM

AED 73,920/- (Excluding VAT)

Rate per vehicle

AED 1540/- (Excluding VAT)

Period

01/01/2022 - 31/12/2022

Service Memorandum no

UBD/SM/2021/38

CoC: UAE

No of Units : 4

Date 22-Dec-21

Reason/Objective of this Purchase

Extension of Rent a car lease contract for the period from 01 January 2023 till 28 February 2023

Risks/Concerns/Non-compliance of SOPs or Policy

NIL

No

Supplier Name

Country of Origin

Service Description

Currency

Exchange Rate

No of vehicles

Quoted Rate per car per month (AED)

Negotiated Rate per car per month (AED)

Monthly rate for 4 cars (AED)

Total Rate for four cars for 2 months (AED)

Remarks

1

Emirates Transport

UAE

Saloon Cars leasing

AED

1

4

1,540

1,540

6,160

12,320

2

Progress Rent a car

AED

1

4

1,950

1,950

7,800

15,600

3

Europe Car

AED

1

4

2,445

2,445

9,780

19,560

* All the supported documents are attached herewith

Notes:

1. Existing lease is from Emirates Transport (vehicle: Mitsubishi Lancer) with monthly rate of AED 1540/- per vehicle and currently four (4) units of vehicle are taken on lease and lease period is from 01 January 2022 to 31 December 2022.

2. Due to shortage of supply and higher waiting time (1 to 2 months after booking) for receiving new vehicles, there is much delay in getting the quotes, especially for new mid segment sedan saloon cars. After confirming the vehicles by sending LPO to supplier, it will take another 30 to 60 days to receive the new vehicle. There fore, it is recommended to extend the existing lease.

3. Emirates Transport had agreed to extend the lease with same monthly rent (AED 1540/-) and terms and conditions for two months from 01 January 2023 till 28 February 2023. But they are not ready to extend the contract of existing vehicles for another one year, due to high maintenance cost and kilometres driven. One vehicle is 2016 model and other three vehicles are 2017 model and all vehicles have been driven more than 150,000/- KMS

4. Mitsubishi Lancer model has been discontinued by the seller in UAE and subsequently it is not available for lease,hence all suppliers are not able to provide rental price details for Mitsubishi Lancer, instead quote for other vehicles in the eligibility categories are also obtained (Toyota Yaris 1.5Ltr, Nissan Sunny 1.6 ltr & Hyundai Accent 1.6 ltr)

5. Rate from Emirates transport is the cheapest -AED 1,540/- for Mitsubishi Lancer (existing vehicle) including CDW insurance, Full maintenance, Passenger & Driver insurance, Vehicle Service and accident replacement and unlimited monthly mileage limit.

6. Salik (Toll) and other administrative charges will be extra .

7. Additional 5 % VAT will be applicable on above rates.

No

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UAE

Saloon Cars leasing

AED

1

4

1,540

1,540

6,160

12,320

Supplier selection criteria(s):

Better quality

Lowest bidder

Reputed supplier

Others (specify)

☒

☐

☐

☐

Particulars

Amount (AED)

Remarks

Budgeted value for the requested service/expense

114,000

For the period 01 Jan 2023 to 31 Dec 2023 for five vehicles @ AED 1900/- Per Vehicle Per Month

Budget utilized till last purchase

-

Balance available for this purchase

114,000

For the period 01 Jan 2023 to 31 Dec 2023

Proposed as per this service memorandum

(12,320)

For the period 01 Jan 2023 to 28 Feb 2023 for four vehicles @ AED 1,540/- Per Vehicle per Month

Surplus/(deficit)

101,680

Sam Mohamed

Sam Mohamed

Assistant Manager HR & Admin

26/12/2022

Shakir Shaikh

Samer Mohammed

Senior Manager • Finance

27/12/2022

Azeem Azem .

Abraham Puthoor

Dy General Manager

27/12/2022

PURCHASE ORDER

Ummsaid Bakery Dubai Branch

Building 25, Street 29, DIP 2

City : Dubai

Country: United Arab Emirates

Email: contact@rise-uae.ae

Tel : 04 8833303

Fax: 04 8878751

PO Box: 393497


PURCHASE ORDER DETAILS

PO No.	UBDLDP0080-1222	PO Date	29/12/2022
PO Amend No.		Amend Date	
PO Status	DRAFT	PO Type	GENERAL
Project Code		Offer No	
Project Name			

TERMS & CONDITIONS

Pay Term	30 DAYS
Pay Mode	CHECK
Currency	AED
Invoice To	Ummsaid Bakery Dubai Branch
Import	NO
INCO Terms	NONE
Mode of Transport	
Partial Shipment	YES
Transshipment	NO
Remarks	

SUPPLIER DETAILS

Supplier Name	EMIRATES TRANSPORT		
Supplier code	VD002080	Contact Address	
Contact Person	ABBAS		P.O.BOX 5757, DUBAI,
Tel No.	+9712307418		
Fax			UNITED ARAB EMIRATES
Mobile	+971565471125		
Email	mirma@et.ae		

ITEM DETAILS

S.No	Po Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	1	SRLEVE0001-CAR RENTALS EMPLOYEE TRANSPORT	1	06/01/2023	NOS	4.0000	1,540.0000	6,160.00
2	2	SRLEVE0001-CAR RENTALS EMPLOYEE TRANSPORT	1	06/01/2023	NOS	4.0000	1,540.0000	6,160.00

SUB TOTAL 12,320.00

Document Level Tax, Charges and Discounts

INPUT VAT RECEIVABLE @ 5% 616.00

GRAND TOTAL 12,936.00

Amount In Words : Twelve Thousand Nine Hundred Thirty-Six Dirham Only

Delivery Address :

For Ummsaid Bakery Dubai

(Authorized Signatory)

Prepared By: Ajmal Aboobacker

Approved By: Abraham Puthoor

29/12/2022

03:26:04 PM

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