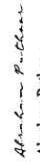
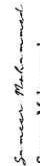
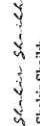


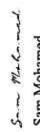
Umm Said Bakery Dubai Branch
P.O BOX No:393497, Building No: 25, Street No: 29,Dubai Investment Park -2,Dubai,UAE
00971 4 88 333 03

BASIC DETAILS OF SERVICE MEMO										SERVICE MEMORANDUM			
Nature of Service	Leased saloon cars for executive staffs									Supplier name : Emirates Transport			
Department	HR & Admin									Total Value of SM : AED 73,920/- (Excluding VAT)	Date : 26-12-2022 LAST PURCHASE/SERVICE MEMO		
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>	Rate per vehicle : AED 1540/- Excluding VAT									
				Period : 01/01/2022 - 31/12/2022									
				Service Memorandum no : UBD/SM/2021/38									
REASON/OBJECTIVE OF THIS PURCHASE : Extension of Rent a car lease contract for the period from 01 January 2023 till 28 February 2023													
RISKS/CONCERN/NON-COMPLIANCE OF SOPS OR POLICY : NIL													
QUOTED SERVICE PROVIDER DETAILS													
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	AED	1	4	1,540	1,540	6,160	6,160	12,320				
2	Progress Rent a car	AED	1	4	1,950	1,950	7,800	7,800	15,600				
3	Europe Car	AED	1	4	2,445	2,445	9,780	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. The 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.													
RECOMMENDED SERVICE PROVIDER													
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	AED	1	4	1,540	1,540	6,160	6,160	12,320				
SUPPLIER SELECTION CRITERIA(s) : <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) _____													
BUDGET DETAILS													
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												
AUTHORIZATION / APPROVAL													


 Abraham Puttoor
 Dy General Manager
 27/12/2022


 Samer Mohammed
 Senior Manager - Finance
 27/12/2022


 Shaktir Shaikh
 Assistant Manager - Finance
 27/12/2022


 Sami Mohamed
 Assistant Manager HR & Admin
 26/12/2022

PURCHASE ORDER

Ummsaid Bakery Dubai Branch

Building 25, Street 29, DIP 2

City : Dubai Country: United Arab Emirates

Tel : 04 8833303 Fax: 04 8878751

Email: contact@rise-uae.ae

PO Box: 393497



PURCHASE ORDER DETAILS

TERMS & CONDITIONS

PO No.	UBDLDPO0080-1222	PO Date	29/12/2022
PO Amend No.	Amend Date		
PO Status	DRAFT	PO Type	GENERAL
Project Code	Offer No		
Project Name			

SUPPLIER DETAILS

Supplier Name	EMIRATES TRANSPORT
Supplier code	VD002080
Contact Person	ABBAS
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