

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				TERMS & CONDITIONS	
PO No.	5550202051	PO Date	19/04/2023	Pay Term	within 30 days Due net
PO Amend No.		Amend Date		Currency	AED
PO Status	Open	Type	General	Invoice To	Ummsaid Bakery Dubai
Project Code		Offer No		Pay Mode	Pre-Numbered Cheques
Project Name		Pur Group	139-NONE	Import	YES
SUPPLIER DETAILS				INCO Terms	None
Supplier Name	LOYAL LABOR SUPPLY SERVICES L.L.C			Mode of Transport	
Supplier Code	20301440			Partial Shipment	Yes
Contact Person	MS.HETAL	Contact Address	.	Transshipment	
Tel No.	97145520530			Remarks	
Fax	97144412397	Country	-Qatar		
Mobile	971528404559				
Email	lbc@loyalbuild.ae				

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sl.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

No.: UBD /SM/2023/011		Basic Details of Service Memo		Date : 23-02-2023						
Nature of Service	Outsourced manpower service	Supplier name	Primary Technical Services L.L.C.	UAE	000 - 000					
Department	HR & Admin	Total value of SM	AED 76,800/- AED 96,000 & AED 3,400/-	Period Helper: AED 2,400/- per month						
Service Type	Renewal	Period (in months)	01 January 2023 to 28 Feb - early 2023 01 December 2023 to 31 March 2023 01 February 2023 to 15 March 2023	Date: 16/12/2022 22:41:2022 & 17/01/2023						
Reason/Objective of this Purchase										
Extension of service of outsourced helpers from outsourcing manpower supply company - 01 March 2023 to 31 March 2023										
Risks/Concerns/Non-Compliance of SOPs or Policy										
III. QUOTED & RECOMMENDED SERVICE PROVIDERS										
No	Supplier Name	Country of origin	Service Description	Currency	Exchange Rate	No of helpers required	Quoted Rate Per helper Per Month (AED)	Negotiated Rate Per Helper Per month (AED)	Total amount for 27 helpers for one month (AED)	Remarks
1	Primary Technical Services L.L.C	AED	Hiring of outsourced helpers	AED	1	27	2,400	2,400	64,800	Accommodation, Transportation and other expenses by Supplier
2	Prestige Labour Supply	AED		AED	1	27	2,400	2,400	64,800	Accommodation, Transportation and other expenses by Supplier
3	Loyal Labor Supply Services LLC	AED		AED	1	27	2,400	2,400	64,800	Accommodation, Transportation and other expenses by Supplier
Notes:										
<p>1. Helpers from outsourced companies are deployed based on operational requirement from production/dispach department.</p> <p>2. Eighteen helpers are taken to process the orders from Modern Bakery (TPL Business) and Eight helpers are taken to meet the operational deficit of helpers in lieu with BP 2023 and remaining one helper is taken as leave cover for helper Dispatch) who is on vacation.</p> <p>3. Primary Technical services LLC/Prestige Labour Supply & Loyal Labor Supply Services LLC are giving the best rates, helpers are taken from any of the three suppliers as per our requirement and availability of helpers with food handling experience and OHC issued by Dubai Health authority - AED 2,400/- is the monthly rate for each helper.</p> <p>4. AED 64,800/- will be the total value for 27 helpers, for the period 01 March 2023 to 31 March 2023 (one Month). Out sourced helpers will be working for 12 hours daily (including 3 hours daily overtime) for 6 days in a week.</p> <p>5. Above rates from suppliers are locked for a period of 12 months, from the period 01 January 2023 till 31 December 2023.</p> <p>6. Monthly Cost of outsourced helper is lower by [AED 88.75/- per helper] v/s monthly cost of our own helper. There is an average savings of approximately AED 2,397 per month.</p> <p>7. Actual payment amount may vary, if number of helpers deployed are changed as per operational requirement and if public holiday falls on any of the days other than production off day. Over time for public holidays /off days will be paid as per rate agreed in the contract.</p> <p>8. 5% VAT charges will be added to above values.</p>										
Supplier selected/shortlisted:		<input checked="" type="checkbox"/>	Lowest Bidder	Reputed Supplier	Others (specify)		Budget Details		Remarks	
Better quality										
Surplus/deficit										
IV. AUTHORIZATION / APPROVAL										

SERVICE MEMORANDUM								LAST PURCHASE/ SERVICE MILEU		
Nature of Service	Outsourced manpower service (office boy)			Supplier name			Loyal Labor supply services			
Department	HR & Admin			Total value of 3M: AED 4,400/- Period:			COO: UAE Rate : AED 2,400/- Per month			
Service Type	Renewal	<input checked="" type="checkbox"/>	or	New Service	<input type="checkbox"/>	Service Memorandum No:	1 AE01800 6: 05 January 2023 to 04 March 2023	Date : 26 Dec-22		
REASON/OBJECTIVE OF THIS PURCHASE								1 AED 1344/2022/046		
Extension of service of outsourced office boy for six months for the period 05 March 2023 to 04 September 2023								Date : 26 Dec-22		
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or Policies								Nil		
QUOTED SERVICE PROVIDER DETAILS								Remarks		
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	
2	Lahes & Sultan Services & General Maintenance company			AED	1	1	2,500	2,500	15,000	
3	Prestige General Services LLC			AED	1	1	2,900	2,900	17,400	
Total Value of the Service Memorandum for six months										14,400
* All the supported documents are attached herewith										
Notes:										
1. 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.										
2. 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.										
3. 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 4,696.50/- from six months.										
4. Rate from Loyal labor supply services LLC is the cheapest -(AED 2,400/- per month).										
5. 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 5 days in a week. Accommodation and Transportation will be provided by the supplier.										
6. 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.										
7. Payment terms - 30 days from the date of invoice.										
8. 5% VAT charges will be added to above values.										
RECOMMENDED SERVICE PROVIDER								BUDGET 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	UAE	Hiring of outsourced office boy	AED	1	1	2,400	2,400	14,400	
Supplier selection criteria(s) :										
Better quality <input checked="" type="checkbox"/> Lowest Bidder <input type="checkbox"/> Reported supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>										
PARTICULARS								Amount (AED)		
Budgeted value for the requested service/expense								Nil		
Budget utilized till last purchase								Nil		
Balance available for this purchase								Nil		
Prepared as per this service memorandum								Nil		
Signature/initials -								Signature/initials -		
Sum Received								Sum Received		
Accountant								Accountant		
Assistant Manager HR & Admin								Assistant Manager HR & Admin		
24/02/2023								24/02/2023		
27/02/2023								27/02/2023		
Assistant Manager Finance								Assistant Manager Finance		
25/02/2023								25/02/2023		
Dy General Manager								Dy General Manager		
27/02/2023								27/02/2023		
Asst. Vice President - Finance								Asst. Vice President - Finance		
27/02/2023								27/02/2023		
Chief Executive Officer								Chief Executive Officer		
27/02/2023								27/02/2023		

Ummisaid Bakery Dubai Branch
P.O BOX No:398497, Building No: 25, Street No: 28,Dubai Investment Park -2,Dubai UAE
05971 4 88 333 03

No:		UBD /SM/2023/03		BASIC DETAILS OF SERVICE MENU				SERVICE MEMORANDUM			
Nature of Service	Security Guard service	Total Value of Service		Supplier name	Loyal Facility Management Services LLC	Date	16-01-2023	UAE PURCHASE/SERVICE METHOD	UAE	Date	16-01-2023
Department	IT & Admin	Service Type	Renewal <input checked="" type="checkbox"/>	Total Value of Service	AED 78,000/- Excluding VAT	No of Guards	2	Supplier name	Loyal Facility Management Services LLC	Date	16-01-2023
				Rate per Security Guard per month	: AED 3,250/- Excluding VAT	Period	01/01/2023 - 31/01/2023	Service Memo/Ref. No.	01/01/2023 - 31/01/2023	Date	17-Jan-23
				Renewal	<input type="checkbox"/>			Reason/Objection/Or/This Purchase	URBN/SM/2023/0002		
								RISKS/CONCERN/NON-COMPLIANCE OR SOCP OR POLICY			
								Nil			
								QUOTED SERVICE PROVIDER DETAILS			
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate	No of Guards	Quoted Rate per guard per month (AED)	Negotiated Rate per guard per month (AED)	Monthly rate for 2 security guards (AED)	Rate for two security guards for 12 months (AED)	Remarks
1	Loyal Facility Management Services LLC	UAE	Security Guard Service	AED	1	2	3,250	3,250	6,500	78,000	Payment Terms- 30 days credit period from the date of invoice
2	Abilits Guard Services			AED	1	2	3,200	3,200	6,400	76,800	Payment Terms- 30 days credit period from the date of invoice
3	Prestige Guards Services LLC			AED	1	2	3,600	3,600	7,200	86,400	Payment Terms- 30 days credit period from the date of invoice
* All the supported documents are attached herewith											
Notes: 1. It is mandatory to have SIA (Securities Industry Regulatory Authority) approved security guards deployed at company site as per local government authorities requirement in for two security guards with two shift of 22 hrs each, 7 days in a week. 2. Currently two security guards with monthly rate of AED 2,250/- each is deployed and contract with existing service provider [Loyal Facility Management Services LLC] will get expire on 31 January 2023. 3. Renewal quote from Loyal Facility Management Services LLC (existing Supplier) is the cheapest AED 3,250/- per security per month and there is no increase in rate from last year. 4. Yearly rate for two security guards is AED 78,000/- (excluding VAT) and period of contract will be from 01 February 2023 till 31 January 2024. 5. Accommodation, food, transportation and uniforms will be provided by the security service company. 6. Additional 5% VAT will be applicable on above rates.											
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate	No of Guards	Charged Rate per guard per month (AED)	Negotiated Rate per guard per month (AED)	Monthly rate for two security guards for 12 months (AED)	Rate for two security guards for 12 months (AED)	Remarks
1	Loyal Facility Management Services LLC	UAE	Security Guard Service	AED	1	2	3,250	3,250	6,500	78,000	Payment Terms- 30 days credit period from the date of invoice
RECOMMENDED SERVICE PROVIDER											
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate	No of Guards	Charged Rate per guard per month (AED)	Negotiated Rate per guard per month (AED)	Monthly rate for two security guards for 12 months (AED)	Rate for two security guards for 12 months (AED)	Remarks
1	Loyal Facility Management Services LLC	UAE	Security Guard Service	AED	1	2	3,250	3,250	6,500	78,000	Payment Terms- 30 days credit period from the date of invoice
BUDGET DETAILS											
Supplier selection criteria(s):	<input type="checkbox"/> Lowest bidder	<input type="checkbox"/> Required supplier	<input type="checkbox"/> Others (specify)	Amount (AED)							
Particulars				78,000	For 12 months @ AED 6500/- for two Guards						
Revised value for the requested service/service				(8,520)	Charges for the Period 01 January 2023 till 31 January 2023 for two Security Guards						
Supplier utilized @ last purchase				71,500							
Balance available for this purchase				(7,500)	Projected Value is per SM is AED 78,000/- for the period 01 February 2023 till 31 January 2024, New rate for this budget comparison year gone, Value taken is for remaining 11 months in this year 2023 (01 February to 31 December 2023)						
Proceed as per this service memorandum											
Supplier/Defect											

T-17-1-7-7-
Tarique Mohammad
Chief Executive Officer
18/01/2023

AED - Dir. - - - - -
Abraham Petham
Dy General Manager
17/01/2023

S. L. L. - - - - -
Shakir Shailkh
Assistant Manager - Finance
16/01/2023

S. L. L. - - - - -
Sam Mohamed
Chief Accountant
16/01/2023