

## Ummsaid Bakery Dubai Branch

P.O Box: 393497, DIP 2, Dubai, U.A.E  
Tel: +971 4 8833 303, Email: contact@rise-uae.ae

**No: UBD/PM/2022/052**

### PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Croissant margarine.....	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/> Supplier name : United Foods..... COO : U.A.E
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/> Total value : N/A..... Rate : 7.70 Dhs/kg
Department	: Bakery- Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/> Total Qty : N/A.....
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>		<input type="checkbox"/> Pur. Memo. No : N/A..... Date : N/A.....

### REASON/OBJECTIVE OF THIS PURCHASE

1) Croissant margarine is required for the production of laminated rolls (Croissants only).

2) Selected supplier "United Foods" is the approved supplier due to the availability of the item & Quality approval based on the trials.

3) Quantity request through this PM is 7500 Kg for consumption during a period of 3 months (JAN-MAR 2023). Approximate average monthly consumption will be 2500 kg.

4) Lowest price.

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

QUOTED SUPPLIER(S) DETAILS								
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate	Rate in AED
1	United Foods (Croissant margarine)	U.A.E	Door to door	AED	7.70	7.70	1.00	7.70
2	IFFCO (Croissant margarine)	U.A.E	Door to door	AED	8.00	8.00	1.00	8.00
3	Modern General Trading LLC (Croissant margarine)	Belgium	Door to door	AED	10.00	10.00	1.00	10.00

\* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS									Period of completion		
Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in AED	Quantity/Volume-Kg	Total - AED	Payment Mode	Date of shipment	Date of arrival
United Foods (Croissant margarine)	U.A.E	Ex-Stock	Door to door	7.70	1.00	7.70	7.500	57,750	60 Days credit	January-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.
							Total=	57,750			

Supplier selection criterias ;  Lowest bidder  Reputed supplier  Others (specify)

BUDGET DETAILS	
Particulars	Amount (AED)
Budgeted value for the requested Capex/expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	
Almal , Executive Purchase	Abraham Puttoo Dy General Manager 28/12/2022
27/12/2022	Shakir Shaikh Chief Accountant 31/12/2022
	Saeer Mohammed Senior Manager • Finance 02/01/2023
	Azeem , Khaja Bahaddin Asst. Vice President - Finance 04/01/2023

Tariq Mohammad  
Chief Executive Officer  
04/01/2023

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**No: UBD/PM/2022/053**

### PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Vegetable Oil.....	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>
Type of Item / Asset	: Raw Material.....	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>
Department	: Bakery- Production.....	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Total Qty	<input type="checkbox"/> Total value : N/A .....
				Pur. Memo. No.	<input type="checkbox"/> Date : N/A .....

### REASON/OBJECTIVE OF THIS PURCHASE

1) Vegetable oil is required for the production of Slice Breads, Buns, Croissants & Confectionery products, Except Arabic bread.

2) Selected supplier "United Foods " is the approved supplier due to the availability of the item & Quality approval based on the trials.

3) Quantity request through this PM is 9000 Ltr for consumption during a period of 3 months (JAN-MAR 2023). Approximate average monthly consumption will be 3000 Ltr.

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

QUOTED SUPPLIER(S) DETAILS							
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate	Negotiated rate	Exchange rate
1	United Foods (Vegetable Oil)	U.A.E	Door to door	AED	4.533	4.533	1.00
2	IFFCO (Vegetable Oil)	U.A.E	Door to door	AED	4.583	4.588	1.00
3	SAFCO (Vegetable Oil)	Malaysia	Door to door	AED	5.00	5.00	1.00

\* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS								BUDGET DETAILS		Period of completion		
No	Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in AED	Quantity/ Volume-ltr	Total - AED	Payment Mode	Date of shipment	Date of arrival
1	United Foods (Vegetable Oil)	U.A.E	Ex-Stock	Door to door	4.533	1.00	4.533	9,000	40,800	60 Days credit	January-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.
								Total=	40,800			

Supplier selection criterias(s) ;		Reputed supplier <input checked="" type="checkbox"/>		Others (Specify) <input type="checkbox"/>		BUDGET DETAILS	
Particulars		Amount (AED)					
Budgeted value for the requested Capex/Expense							
Budget utilized till last purchase							
Balance available for this purchase							
Proposed as per this purchase memorandum							
<b>Surplus/(Deficit)</b>							
Abraham Pathor	Shakir Shaikh	Khaja Bahaddin	Tarique Mohammad				
Ajmal , Executive Purchase	Azeem , Chief Accountant	Asst. Vice President - Finance	Chief Executive Officer				
28/12/2022	29/12/2022	04/01/2023	04/01/2023				
		31/12/2022					

  
 Signature of Tarique Mohammad  
 Tarique Mohammad  
 Chief Executive Officer  
 04/01/2023

  
 Signature of Asst. Vice President - Finance  
 Asst. Vice President - Finance  
 04/01/2023