

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"/>	Supplier name	: United Foods
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	Total value	: N/A
Department	: Bakery - Production	e) Office equipments	<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"/>	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	Quantity Specify UOM (kg)
1	United Foods (Croissant margarine)	U.A.E	Door to door	AED	7.70	7.70	1.00	7.70	7,500
2	IFFCO (Croissant margarine)	U.A.E	Door to door	AED	8.00	8.00	1.00	8.00	7,500
3	Modern General Trading LLC (Croissant margarine)	Belgium	Door to door	AED	10.00	10.00	1.00	10.00	7,500
* All the supported quotations should be attached									
RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Negotiated rate	Rate in AED	Quantity/ Volume-kg	Payment Mode	Remarks
United Foods (Croissant margarine)	U.A.E	Ex-Stock	Door to door	1.00	7.70	7.70	7,500	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with United Foods is due to the price advantage.
									1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with United Foods is due to the price advantage.
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Total=								57,750	

Supplier selection criteria(s) :

☒ Better quality
 ☒ 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)	-

Ajmal Executive Purchase 27/12/2022	Abraham Puthoor Dy General Manager 28/12/2022	Shaker Shaikh Assistant Manager - Finance 30/12/2022	Samer Mohammed Senior Manager - Finance 31/12/2022	Abraham Puthoor Dy General Manager 02/01/2023	Khaja Bahaddin Asst. Vice President - Finance 04/01/2023	Tarique 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"/>	Supplier name : IFFCO	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 : 5.00 Dhs/Ltr
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"/>		Pur. Memo. No : N/A	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	Rate in AED	Quantity Specify UOM (Ltr)
1	United Foods (Vegetable Oil)	U.A.E	Door to door	AED	4.533	4.533	1.00	4.533	9,000
2	IFFCO (Vegetable Oil)	U.A.E	Door to door	AED	4.588	4.588	1.00	4.588	9,000
3	SAFCO (Vegetable Oil)	Malaysia	Door to door	AED	5.00	5.00	1.00	5.00	9,000
* All the supported quotations should be attached									
RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Rate in AED	Quantity/ Volume-Ltr	Total - AED	Payment Mode	Date of shipment
United Foods (Vegetable Oil)	U.A.E	Ex-Stock	Door to door	1.00	4.533	9,000	40,800	60 Days credit	January-2023 onwards based upon our LPO schedule.
Total=							40,800		

Supplier selection criteria(s) :		Supplier selection criteria(s) :	
Better quality <input checked="" type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier <input checked="" type="checkbox"/>	Others (specify) <input type="checkbox"/>

Period of completion	Date of arrival	Date of shipment	Payment Mode	Total - AED	Quantity/ Volume-Ltr	Rate in AED	Exchange rate	Negotiated rate	Quoted rate	Shipment Term	Country of Origin	Party Name
JAN-MAR 2023.	1-2 days from the date of receiving LPO.	January-2023 onwards based upon our LPO schedule.	60 Days credit	40,800	9,000	4.533	1.00	4.533	4.533	Door to door	U.A.E	United Foods (Vegetable Oil)

BUDGET DETAILS

Particulars	Amount (AED)
Budgeted value for the requested Capex/expense	
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Proposed as per this purchase memorandum	
Surplus/(Deficit)	

Ajmal . Executive Purchase 27/12/2022	Abraham Puthoor Dy General Manager 28/12/2022	Samer Mohammed Senior Manager • Finance 31/12/2022	Shaker Shaikh Assistant Manager • Finance 30/12/2022	Abraham Puthoor Dy General Manager 02.01/2023	Khaja Bahuddin Asst. Vice President • Finance 04/01/2023	Tarique Mohammad Chief Executive Officer 04/01/2023
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