

Umm Said Bakery Dubai Branch

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No: UBD/PM/2023/147

PURCHASE MEMORANDUM

Date : 18-Sep-2023

Item / Asset Title : White Vinegar

Type of Item / Asset : Raw Material

Department : Bakery- Production

Type of expenditure : Capital ☐ Revenue ☒

☐ Expansion

☐ Cost reduction

☐ Office equipments

☐ Others (specify) ☐

☐ Capacity enhancement

☐ Replacement

☐ Furniture & Fittings

☐

Supplier name : Falcons

COO : UAE

Total value : 2,945.68 Dhls

Rate : 1.91 Dhls/ltr

Total Qty : 1,542.24 Ltr

Pur. Memo. No : UBD-PM-2023-092

Date : 20/06/2023

1) White Vinegar is required for the production of slice breads (White, Brown & Multigrain).

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

3) Quantity request through this PM is 1,632.96 ltr for consumption during a period of 3 months (OCT-DEC 2023). Approximate average monthly consumption will be 544.32 ltr.

4) Only single quotation are available for White Vinegar.

RISKS / CONCERNS / NON-COMPLIANCE OF SOPs OF POLICY

No

Party Name

Country of Origin

Shipment Term

Currency

Quoted rate/ Ltr

Negotiated rate/ Ltr

Exchange rate

Rate in AED

Quantity Specify UOM (ltr)

Total - AED

Payment Term / Mode

Remarks

1

Falcons Eye Marketing LLC (White Vinegar)

UAE

Door to door

AED

1.91

1.91

1.00

1.91

1,632.96

3,118.95

45 Days credit

1) 5% VAT amount is exclusive.
2) Approved supplier & Quality.

* All the supported quotations should be attached

Party Name

Country of Origin

Shipment Mode

Shipment Term

Exchange rate

Rate in AED

Quantity UOM-ltr

Total - AED

Payment Mode

Date of shipment

Date of arrival

Period of completion

Falcons Eye Marketing LLC (White Vinegar)

UAE

Ex-Stock

Door to door

1.00

1.91

1,632.96

3,118.95

45 Days credit

OCT-2023 onwards based upon our LPO schedule.

1-2 days from the date of receiving LPO.

OCT-DEC 2023.

Supplier selection criteria(s) ;

Better quality ☒ Lowest bidder ☐ Reputed supplier ☒ Others (specify) ☐

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)

Signature: Ajmal

Executive Purchase

18/09/2023

Signature: Shabid Malik

Production Manager

18/09/2023

Signature: Sameer Mohammed

Senior Manager - Finance

20/09/2023

Signature: Abraham Puthoor

Dy General Manager

20/09/2023

