

Ummsaid Bakery Dubai Branch

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

No: UBD/PM/2022/074

PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	Shredded mozzarella cheese	a) Expansion	<input type="checkbox"/>	Supplier name	COO : Spain
Type of Item / Asset	Raw Material	c) Cost reduction	<input type="checkbox"/>	Total value	Rate : 25 Dhs/kg
Department	Bakery Production	e) Office equipments	<input type="checkbox"/>	Total Qty	
Type of expenditure	Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	Date : N/A

REASON/OBJECTIVE OF THIS PURCHASE

- Cheddar cheese is required for the production Jumbo cheese croissant.
- Selected supplier "MGT" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- Quantity request through this PM is 75 Kg for consumption during a period of 3 months (JAN-MAR 2023). Approximate average monthly consumption will be 25 kg.
- 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	Modern General Trading LLC (Shredded mozzarella cheese)	Spain	Door to door	AED	25.00	25.00	1.00	25.00	75
2	SAFCO (Shredded mozzarella cheese)	UAE	Door to door	AED	25.50	25.50	1.00	25.50	75
3	Falcons Eye marketing LLC (Shredded mozzarella cheese)	KSA	Door to door	AED	30.42	30.42	1.00	30.42	75
* All the supported quotations should be attached									
RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Shipment Mode	Rate in AED	Exchange rate	Quantity/ Volume-kg	Total - AED	Payment Term / Mode
Modern General Trading LLC (Shredded mozzarella cheese)	Spain	Ex-Stock	Door to door	Door to door	25.00	1.00	75	1,875	60 days credit
									1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with MGT is due to the price advantage.
									1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with MGT is due to the price advantage.
									1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with MGT is due to the price advantage.
Total=								1,875	

Party Name	Country of Origin	Shipment Mode	Shipment Term	Shipment Mode	Rate in AED	Exchange rate	Quantity/ Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
Modern General Trading LLC (Shredded mozzarella cheese)	Spain	Ex-Stock	Door to door	Door to door	25.00	1.00	75	1,875	60 days credit	January-2023 onwards based upon our IPO schedule.	2-2 days from the date of receiving IPO.	JAN-MAR 2023.

Supplier selection criteria(s):
 Better quality ☒ Lowest bidser ☒ Repured supplier ☒ Others (specify) ☐

BUDGET DETAILS	
Particulars	Amount (AED)
Budgeted value for the requested Capex/expenditure	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	

Approved By: Abraham Puthoor Dy General Manager 28/12/2022
 Approved By: Sakir Sookh Assistant Manager - Finance 30/12/2022
 Approved By: Sirajer Mohammed Senior Manager - Finance 31/12/2022
 Approved By: Abraham Puthoor Dy General Manager 02/01/2023

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Date : 27-Dec-2022

REASON/OBJECTIVE OF THIS PURCHASE

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

* All the suggested mutations should be attached

RECOMMENDED SUPPLIER DETAILS

Supplier selection criteria(s) :

Better quality	<input checked="" type="checkbox"/>	Lowest bidder	<input type="checkbox"/>	Reputed supplier	<input checked="" type="checkbox"/>	Others (specify)	<input type="checkbox"/>
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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)	*

<p><i>Signed:</i></p> <p>Abraham Puthoor</p> <p>Executive Purchase</p> <p>27/12/2022</p>	<p><i>Signed:</i></p> <p>Azeem</p> <p>Chief Accountant</p> <p>29/12/2022</p>	<p><i>Signed:</i></p> <p>Shakti Shukla</p> <p>Assistant Manager - Finance</p> <p>30/12/2022</p>	<p><i>Signed:</i></p> <p>Senior Mohammed</p> <p>Senior Manager • Finance</p> <p>31/12/2022</p>	<p><i>Signed:</i></p> <p>Abraham Puthoor</p> <p>Dy General Manager</p> <p>02/01/2023</p>	<p><i>Signed:</i></p> <p>Kisja Baburakin</p> <p>Asst. Vice President - Finance</p> <p>03/01/2023</p>	<p><i>Signed:</i></p> <p>Tarique Mobarrad</p> <p>Chief Executive Officer</p> <p>03/01/2023</p>
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REASON/OBJECTIVE OF THIS PURCHASE

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

* All the supported quotations should be attached

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Supplier selection criteria(s) :

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Signature	Abraham Puthoor	Signature	Shafiq Shabbir	Signature	Shafiq Shabbir
Ajmal,	Abraham Puthoor	Ajmal,	Shafiq Shabbir	Ajmal,	Shafiq Shabbir
Executive Purchase	Abraham Puthoor	Executive Purchase	Shafiq Shabbir	Executive Purchase	Shafiq Shabbir
28/12/2022	28/12/2022	28/12/2022	30/12/2022	31/12/2022	02/01/2023

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No: UBD/PM/2022/084

PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Liquid Glucose	a) Expansion	<input type="checkbox"/>	Supplier name	: MGT
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

- Liquid glucose is required for the production of whole meal bread.
- Selected supplier "MGT" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- Quantity request through this PM is 300 Kg for consumption during a period of 3 months (JAN-MAR 2023). Approximate average monthly consumption will be 100 kg.
- Liquid glucose from MGT is not the lowest one, However going with MGT due to the quality approval advantages from production.

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	Modern Gen.Tr. LLC (Liquid Glucose)	China	Door to door	AED	5.20	5.20	1.00	5.20	300
2	Falcons Eye marketing LLC (Liquid Glucose)	Turkey	Door to door	AED	4.00	4.00	1.00	4.00	300
3	Valencia Ind.Gen.Tr. LLC (Liquid Glucose)	India	Door to door	AED	5.75	5.75	1.00	5.75	300
* 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-kg	Total - AED	Payment Mode	Remarks
Modern Gen. Tr. LLC (Liquid Glucose)	China	Ex-Stock	Door to door	1.00	5.20	300	1,560	60 days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality.
							1,200	45 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality.
							1,725	30 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality.

Party Name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Rate in AED	Quantity Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
Modern Gen. Tr. LLC (Liquid Glucose)	China	Ex-Stock	Door to door	1.00	5.20	300	1,560	60 days credit	January-2023 onwards based upon our LPO schedule.	2-2 days from the date of receipting LPO.	JAN-MAR 2023.
Total=							1,560				

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)	

Approved Executive Purchase 27/12/2022	Approved Chief Accountant 29/12/2022	Shaker Shakh Assistant Manager - Finance 30/12/2022	Sumair Rahman Senior Manager - Finance 31/12/2022	Abraham Pudoor Dy General Manager 02/01/2023
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No: UBD/PM/2022/054

PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Vegetable Shortening	a) Expansion	<input type="checkbox"/>	Supplier name	: MST
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	Total value	: 213,398 Dhs
Department	: Bakery- Production	e) Office equipments	<input type="checkbox"/>	Total Qty	: 33,000 kg
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: UBD-PM-2022-036
		Note: PLS attach feasibility study if a / b / c / e is/are applicable.		Date	: 27/09/2022

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Vegetable shortening is required for the production of Slice breads, Buns & Rolls.
- 2) Quantity in this PM will be sufficient for approx. 3 month (JAN-MAR 2023). Approximate average monthly consumption is 12,000 kg.
- 3) Lowest price & Approved quality.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs OF 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	Modern General Trading LLC (Vegetable Shortening)	Malaysia	Door to door	AED	5.867	5.867	1.00	5.867	36,000
2	Mudra General Trading LLC. (Vegetable Shortening)	Indonesia	Door to door	AED	5.90	5.90	1.00	5.90	36,000
3	United Foods (Vegetable Shortening)	U.A.E	Door to door	AED	6.467	6.467	1.00	6.467	36,000

* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS									
Party Name	Country of Origin	Shipment Mode	Shipment Term	Negotiated rate	Exchange rate	Rate in AED	Quantity/ Volume-kg	Total - AED	Payment Mode
Modern General Trading LLC (Vegetable Shortening)	Malaysia	Ex-Stock	Door to door	5.867	1.00	5.867	36,000	211,200	60 Days credit
Total=								211,200	

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 Pechor Dy General Manager	28/12/2022	Shakir Shaikh Assistant Manager - Finance	30/12/2022	Sumar Mohammed Senior Manager - Finance	31/12/2022	Alkham Paboor Dy General Manager	02/01/2023	Khaja Rezauldin Asst. Vice President - Finance	03/01/2023	Turque Mohammad Chief Executive Officer	03/01/2023	Sheikh Mansoor Board Member	03/01/2023
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No: UBD/PM/2022/071

PURCHASE MEMORANDUM

Date : 27-Dec-2022

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	Sesame Seed	a) Expansion	<input type="checkbox"/> Capacity enhancement	Supplier name	India
Type of Item / Asset	Raw Material	c) Cost reduction	<input type="checkbox"/> Replacement	Total value	Rate : 9.33 Dhs/kg
Department	Bakery- Production	e) Office equipments	<input type="checkbox"/> Furniture & Fixings	Total Qty	N/A
Type of expenditure	Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)		Pur. Memo. No	Date : N/A

REASON/OBJECTIVE OF THIS PURCHASE

- Sesame seed is required for the production of burger bun & Zatar croissant.
- Selected supplier "MGT" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- Quantity request through this PM is 1800 Kg for consumption during a period of 3 months (JAN-MAR 2023). Approximate average monthly consumption will be 600 kg.
- Approved quality & 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	Modern Gen.Tr.LLC (Sesame Seed)	India	Door to door	AED	9.33	9.33	1.00	9.33	1,800
2	Fanar Al Khaleej Tr. (Sesame Seed)	India	Door to door	AED	10.00	10.00	1.00	10.00	1,800
3	SAFCO Gen.Tr.LLC (Sesame Seed)	U.A.E	Door to door	AED	12.50	12.50	1.00	12.50	1,800
* 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 kg	Total - AED	Payment Mode	Date of shipment
Modern Gen.Tr.LLC (Sesame Seed)	India	Ex-Stock	Door to door	1.00	9.33	1,800	16,794	60 days credit	January-2023 onwards based upon our LPO schedule.
Total=							16,794		

Party Name	Country of Origin	Shipment Mode	Shipment Term	Exchange rate	Rate in AED	Quantity/ Volume kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
Modern Gen.Tr.LLC (Sesame Seed)	India	Ex-Stock	Door to door	1.00	9.33	1,800	16,794	60 days credit	January-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	JAN-MAR 2023.
Total=							16,794				

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)	

Approved Ajmal Executive Purchase 27/12/2022	Approved Azeem Chief Accountant 28/12/2022	Approved Shaikr Shaikh Assistant Manager - Finance 30/12/2022	Approved Sumner Mohammed Sumner Mohammed Senior Manager - Finance 31/12/2022	Approved Abraham Pudoor Dy General Manager 02/01/2023
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