

P.O Box: 393497, DIP 2, Dubai, U.A.E

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

No: UBD/PM/2023/032

PURCHASE MEMORANDUM

Date : 10-Mar-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	: Salt	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	<input type="checkbox"/>	Supplier name : SAFCO	COO : U.A.E			
Type of Item / Asset	: Raw Material	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	<input type="checkbox"/>	Total value : 10,395 Dhs	Rate : 0.63 Dhs/kg			
Department	: Bakery- Production	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	<input type="checkbox"/>	Total Qty : 16,500 Kg				
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No : UBD-PM-2022-077	Date : 27/12/2022			

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Salt is required for the production of Slice Breads, Buns, Croissants & Cakes, Cookies , Arabic breads & Mini muffins.
- 2) Selected supplier "SAFCO " is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 13,500 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 4,500 kg.
- 4) Lowest Price & Better quality.

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)	Total - AED	Payment Term / Mode	Remarks
1	SAFCO Intl.Gen.Tr. LLC (Salt)	U.A.E	Door to door	AED	0.63	0.63	1.00	0.63	13,500	8,505	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Better quality.
2	AL Adil Tr. Co. LLC (Salt)	India	Door to door	AED	0.72	0.72	1.00	0.72	13,500	9,720	45 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality (Physical contamination particles received more than several times).
3	Fanar Al khaleej Tr. LLC (Salt)	Europe	Door to door	AED	1.50	1.50	1.00	1.50	13,500	20,250	60 Days credit	1) 5% VAT amount is exclusive. 2) Good quality, However going with 'SAFCO' due to the price advantage.

* 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	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Salt)	U.A.E	Ex-Stock	Door to door	0.63	1.00	0.63	13,500	8,505	45 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	Apr-Jun 2023.

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

Shahid Malik

Azeem

Shakir Shailik

Sameer Mohammed

Abraham Puttoor

Ajmal .

Shahid Malik

Azeem .

Shakir Shaikh

Sameer Mohammed

Abraham Puttoor

Executive Purchase

Production Manager

Chief Accountant

Assistant Manager • Finance

Senior Manager • Finance

Dy General Manager

13/03/2023

16/03/2023

17/03/2023

20/03/2023

20/03/2023

20/03/2023

Umm Said Bakery Dubai Branch

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No: UBD/PM/2023/036

PURCHASE MEMORANDUM

Date : 10-Mar-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	Zaatar powder	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	SAFCO	COO :	U.A.E
Type of Item / Asset	Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	2400 Dhs	Rate :	10 Dhs/kg
Department	Bakery- Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	240 kg		
Type of expenditure	Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	UBD-PM-2022-081	Date :	27/12/2022

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Zaatar powder is required for the production of zaatar croissant jumbo.
- 2) Selected supplier "SAFCO" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 240 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 80 kg.
- 4) Only two quotations are available for zaatar powder.

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)	Total - AED	Payment Term / Mode	Remarks
1	SAFCO Intl.Gen.Tr. LLC (Zaatar Powder)	U.A.E	Door to door	AED	10.00	10.00	1.00	10.00	240	2,400	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality.
2	Fanar Al Khaleej Tr. (Zaatar Powder)	U.A.E	Door to door	AED	25.00	25.00	1.00	25.00	240	6,000	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with SAFCO is due to the price advantage.

* 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	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Zaatar Powder)	U.A.E	Ex-Stock	Door to door	10.00	1.00	10.00	240	2,400	45 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	APR-JUN 2023.

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 til last purchase											
Balance available for this purchase											
Proposed as per this purchase memorandum											
Surplus/(Deficit)	-										

Ajmal
Ajmal .
Executive Purchase
13/03/2023

Shahid Malik
Shahid Malik
Production Manager
16/03/2023

Azeem
Azeem .
Chief Accountant
18/03/2023

Shakir Shaikh
Shakir Shaikh
Assistant Manager • Finance
20/03/2023

Sameer Mohammed
Sameer Mohammed
Senior Manager • Finance
20/03/2023

Abraham Puthoor
Abraham Puthoor
Dy General Manager
20/03/2023

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No: UBD/PM/2023/084

PURCHASE MEMORANDUM

Date : 20-Jun-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	: Salt	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: SAFCO	COO :	U.A.E
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	: 8,505 Dhs	Rate :	0.63 Dhs/kg
Department	: Bakery- Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	: 13,500 Kg		
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	: UBD-PM-2023-032	Date :	10/03/2023

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Salt is required for the production of Slice Breads, Buns, Croissants & Cakes, Cookies , Arabic breads & Mini muffins.
- 2) Selected supplier "SAFCO " is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 12,300 Kg for consumption during a period of 3 months (JUL-SEP 2023). Approximate average monthly consumption will be 4,100 kg.
- 4) Recommended quality from production department.

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)	Total - AED	Payment Term / Mode	Remarks
1	SAFCO Intl.Gen.Tr. LLC (Salt)	India	Door to door	AED	0.66	0.66	1.00	0.66	12,300	8,118	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Better quality.
2	AL Adil Tr. Co. LLC (Salt)	India	Door to door	AED	0.60	0.60	1.00	0.60	12,300	7,380	45 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality (Physical contamination particles received more than several times).
3	Fanar Al khaleej Tr. LLC (Salt)	Europe	Door to door	AED	1.50	1.50	1.00	1.50	12,300	18,450	60 Days credit	1) 5% VAT amount is exclusive. 2) Good quality, However going with 'SAFCO' due to the price advantage.

* 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	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Salt)	India	Ex-Stock	Door to door	0.66	1.00	0.66	12,300	8,118	45 Days credit	July-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	JUL-SEP 2023.

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 .
Ajmal .
Executive Purchase
20/06/2023

Shahid Malik
Shahid Malik
Production Manager
20/06/2023

Azeem .
Azeem .
Chief Accountant
21/06/2023

Sameer Mohammed
Sameer Mohammed
Senior Manager • Finance
22/06/2023

Abraham Puthoor
Abraham Puthoor
Dy General Manager
22/06/2023