

Ummsaid Bakery Dubai Branch

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No: UBD/PM/2023/012-R2

PURCHASE MEMORANDUM

Date : 28-Mar-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Chilled Egg/ Pasteurized Egg	a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name	: Khorakiwala COO : U.A.E
Type of Item / Asset	: Raw Material	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value	: 63,750 Dhs Rate : 8.50 Dhs/kg
Department	: Bakery- Production	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty	: 7,500 Kg
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No	: UBD-PM-2022-056 Date : 27/12/2022

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Pasteurized egg/ Chilled egg is required for the production of confectionary products like slice cakes,muffins & buns.
- 2) Selected supplier "Iqon Eggs" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Chilled eggs are going to be used in the first time of UBD operations due to the quality approval based on the trials & the price advantage, If in case any kind of service and quality related issue happens we will be changing the supplier back to 'Khorakiwala'(PM will be revised).
- 3) Quantity request through this PM is 6600 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 2200 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)	Total - AED	Payment Term / Mode	Remarks
1	Iqon Food Industries LLC (Chilled Egg)	U.A.E	Door to door	AED	9.00	9.00	1.00	9.00	6,600	59,400	60 Days credit	1) 5% VAT amount is exclusive. 2) Lowest Supplier,Approved supplier & Quality. 3) Chilled Egg
2	Khorakiwala Al Basti LLC (Frozen Egg)	U.A.E	Door to door	AED	10.50	10.50	1.00	10.50	6,600	69,300	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality, However Going with 'Iqon Eggs, due to the price advantage. 3) Frozen Egg.
3	SAFCO Intl.Gen.Tr. LLC (Frozen Egg)	Europe	Door to door	AED	14.00	14.00	1.00	14.00	6,600	92,400	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality, However Going with 'Iqon Eggs, due to the price advantage. 3) Frozen Egg.

* 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
Iqon Food Industries LLC (Chilled Egg)	U.A.E	Ex-Stock	Door to door	9.00	1.00	9.00	6,600	59,400	60 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	Apr-Jun 2023.
								Total=	59,400			

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
28/03/2023

Shahid Malik
Production Manager
28/03/2023

Azeem
Chief Accountant
28/03/2023

Sameer Mohammed
Senior Manager • Finance
28/03/2023

Abraham Puthoor
Dy General Manager
29/03/2023

Khaja Bahauddin
Asst. Vice President - Finance
29/03/2023

Tarique Mohammad
Chief Executive Officer
29/03/2023