

Ummsaid Bakery Dubai Branch

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No: UBD/PM/2023/138/R1

PURCHASE MEMORANDUM

Date : 19-Sep-2023

| BASIC DETAILS | | IF CAPEX NATURE OF CAPEX | | LAST PURCHASE | |
|----------------------|--|--------------------------|--------------------------|---------------|-------------------|
| Item / Asset Title | Sugar | a) Expansion | <input type="checkbox"/> | Supplier name | : Star Vision |
| Type of Item / Asset | Raw Material | c) Cost reduction | <input type="checkbox"/> | COO : | India |
| Department | Bakery- Production | e) Office equipments | <input type="checkbox"/> | Total value | : 91,080 Dhs |
| Type of expenditure | Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> | g) Others (specify) | <input type="checkbox"/> | Rate | : 2.76 Dhs/kg |
| | | | | Total Qty | : 33,000 kg |
| | | | | Pur. Memo. No | : UBD-PM-2023-083 |
| | | | | Date | : 20/06/2023 |

REASON/OBJECTIVE OF THIS PURCHASE

- Sugar is required for the production of Slice Breads, Buns, Croissants & Cakes, Cookies & Arabic breads, Except mini muffins.
- Selected supplier "Star Vision" is the approved supplier due to the availability of the item & Quality approval based on the trials.
- Quantity request through this PM is 36,000 Kg for consumption during a period of 3 months (OCT-DEC 2023). Approximate average monthly consumption will be 12,000 kg.

RISKS/CONCERNS/NOT COMPLIANCE OF SOPs or POLICY

| QUOTED SUPPLIERS DETAILS | | | | | | | | | |
|--|--|-------------------|---------------|---------------|----------------|---------------------|----------------|---|--|
| No | Party Name | Country of Origin | Shipment Term | Currency | Quoted rate/kg | Negotiated rate/kg | Exchange rate | Rate in AED | Quantity Specify QOM (kg) |
| 1 | Star Vision Foodstuff Tr.LLC (Sugar-India) | India | Door to door | AED | 2.84 | 2.84 | 1.00 | 2.84 | 36,000 |
| 2 | Al Adil Tr. Co.LLC (Sugar-Renuka) | India | Door to door | AED | 2.84 | 2.84 | 1.00 | 2.84 | 36,000 |
| 3 | Modern Gen. Tr.LLC (Sugar-Al Khaleej) | U.A.E | Door to door | AED | 3.40 | 3.40 | 1.00 | 3.40 | 36,000 |
| * 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-kg | Payment Mode | Date of shipment | Date of arrival |
| Star Vision Foodstuff Tr.LLC (Sugar-India) | India | Ex-Stock | Door to door | 1.00 | 2.84 | 36,000 | 30 Days credit | OCT-2023 onwards based upon our LPO schedule. | 1-2 days from the date of receiving LPO. |
| Total= | | | | | | | 102,240 | | |
| Remarks | | | | | | | | | |
| 1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with star vision is due to the price validity advantage. 3) Price validity - (OCT-DEC 2023). | | | | | | | | | |
| 1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with star vision is due to the price validity advantage. 3) Only one month price validity is available (OCT- 2023). | | | | | | | | | |
| 1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with star vision is due to the price advantage. | | | | | | | | | |

Supplier selection criteria(s) :

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

| BUDGET DETAILS | | Amount (AED) |
|--|--|--------------|
| Particulars | | |
| 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 | Ajmal . | Samer Mohammed | Abraham Puthan | Khalid | Tarique Mohammad | Abdel Banna | Sheikh Mansoor |
| Executive Purchase | Production Manager | Chief Accountant | Senior Manager • Finance | Dy General Manager | Asst. Vice President - Finance | Chief Executive Officer | Business Advisor | Board Member |
| 19/09/2023 | 19/09/2023 | 20/09/2023 | 22/09/2023 | 25/09/2023 | 25/09/2023 | 26/09/2023 | 27/09/2023 | 27/09/2023 |