

Ummaisaid Bakery Dubai Branch

P.O Box: 393497, DIFC 2, Dubai UAE
Tel: +971 4 5833 303, Email: contact@rise-uae.ae

No: UBD/PM/2023/147

PURCHASE MEMORANDUM

Date : 18-Sep-2023

BASIC DETAILS		CAPEX/NATURE OF EXPENSE		LAST PURCHASE	
Item / Asset Title	: White Vinegar	<input type="checkbox"/> a) Expansion	<input type="checkbox"/> b) Capacity enhancement	<input type="checkbox"/> Supplier name : Falcons	COO : UAE
Type of Item / Asset	: Raw Material	<input type="checkbox"/> c) Cost reduction	<input type="checkbox"/> d) Replacement	<input type="checkbox"/> Total value : 2,945.68 Dhs	Rate : 1.91 Dhs/ltr
Department	: Bakery- Production	<input type="checkbox"/> e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	<input type="checkbox"/> Total Qty : 1,542.24 Ltr	
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	<input type="checkbox"/> g) Others (specify)	<input type="checkbox"/>	<input type="checkbox"/> Pur. Memo. No : UBD-PM-2023-092	Date : 20/06/2023

REASON/OBJECTIVE OF THIS PURCHASE

- 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/CONCERN/COMPLIANCE OF SOPS OR POLICY

No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/ltr	Negotiated rate/ltr	Exchange rate	QUOTED SUPPLIER(S) DETAILS		Payment Term / Mode	Remarks
								Quantity	Specified UOM (ltr)	Total - AED	
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	Negotiated rate/ltr	Exchange rate	RECOMMENDED SUPPLIER DETAILS		Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
						Quantity/UOM-ltr	Total - AED					
Falcons Eye Marketing LLC (White Vinegar)	UAE	Ex-Stock	Door to door	1.91	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 criterias) ;	<input type="checkbox"/> Lowest bidder	<input type="checkbox"/> Reputed supplier	<input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/>	BUDGET DETAILS		
Better quality <input checked="" type="checkbox"/>				Amount (AED)		
Budgeted value for the requested Capex/expense						
Budget utilised till last purchase						
Balance available for this purchase						
Proposed as per this purchase memorandum						
Surplus/(Deficit)				-		

Ajmal .
Ajmal .
Executive Purchase Manager
18/09/2023

Shahid Malik
Production Manager
18/09/2023

Samer Mhammed
Samer Mhammed
Senior Manager - Finance
20/09/2023

Abraham Puttoor
Abraham Puttoor
Dy General Manager
20/09/2023

Ummsaid Bakery Dubai Branch
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No: UBD/PM/2023/144/R1

PURCHASE MEMORANDUM

Date : 19-Sep-2023

BASIC DETAILS

Item / Asset Title	: Cheddar Cheese	a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name : Falcons	COO : KSA
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value : 31,200 Dhs	Rate : 25.49 Dhs/kg
Department	: Bakery- Production	e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty : 1,224.00 kg	
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No : UBD-PM-2023-089	Date : 20/06/2023

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Cheddar cheese is required for the production Jumbo cheese croissant.
- 2) Selected supplier "Falcon's " is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 1,224 Kg for consumption during a period of 3 months (OCT-DEC 2023). Approximate average monthly consumption will be 408 kg.
- 4) Only two quotations are available.

RISKS/CONCERN/NON-COMPLIANCE OF CODES OF PRACTICE

No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/kg	Negotiated rate/kg.	Exchange rate	Rate in AED	Quantity Specified (kg)	Total - AED	Payment Term / Mode	Remarks	
												Quantity	Unit
1	Falcons Eye Marketing LLC (Cheddar Cheese)	KSA	Door to door	AED	25.49	25.49	1.00	25.49	1,224	31,200	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality. 3) Lowest price.	
2	Modern General Tr. LLC (Cheddar Cheese)	Australia	Door to door	AED	30.00	30.00	1.00	30.00	1,224	36,720	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved Supplier & Quality, However going with Falcons 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/kg	Exchange rate	Rate in AED	Quantity/ Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
Falcons Eye marketing LLC (Cheddar Cheese)	KSA	Ex-Stock	Door to door	25.49	1.00	25.49	1,224	31,200	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)
Ajmal , Shahid Malik	Asst. Manager - Account . Chief Accountant					
Executive Purchase	Production Manager					
19/09/2023	20/09/2023					

Ajmal , Shahid Malik
 Executive Purchase
 19/09/2023

Samer. M. Saeed
 Sameer Mohammed
 Senior Manager - Finance
 22/09/2023

Abraham Puttoo
 Asst. Vice President - Finance
 25/09/2023

Tariq Mohammad
 Tariq Mohammad
 Chief Executive Officer
 26/09/2023