

## Ummsaid Bakery Dubai Branch

P.O Box: 393497, DIP 2, Dubai, U.A.E  
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No: UBD/PM/2023/020	PURCHASE MEMORANDUM								Date : 10-Mar-2023			
BASIC DETAILS				IF CAPEX, NATURE OF CAPEX				LAST PURCHASE				
Item / Asset Title	: Cake Sorb / Potassium sorbate .....			a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Supplier name : Fanar .....	COO : China .....	
Type of Item / Asset	: Raw Material .....			g) Others (specify) ..... <input checked="" type="checkbox"/>						Total value : 6,720 Dhs	Rate : 28 Dhs/kg	
Department	: Bakery- Production .....									Total Qty : 240 Kg		
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>									Pur. Memo. No : UBD-PM-2022-064	Date : 27/12/2022	
REASON/OBJECTIVE OF THIS PURCHASE												
1) Potassium sorbate or cake sorb is required for the production cakes & slice brown breads. 2) Quantity request through this PM is 225 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 75 kg. 3) OPM supplier (Only Single quotation available).												
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	Fanar Al Khaleej Tr. (Cake Sorb/Potassium sorbate)	China	Door to door	AED	30.00	30.00	1.00	30.00	225	6,750	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality. 3) OPM supplier
<i>* All the supported quotations should be attached</i>												
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
Fanar Al Khaleej Tr. (Cake Sorb/Potassium sorbate)	China	Ex-Stock	Door to door	30.00	1.00	30.00	225	6,750	60 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	Apr-Jun 2023.
Total= 6,750												
Supplier selection criteria(s) ; Better quality <input checked="" type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> OPM Supplier												
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 .  
Executive Purchase  
13/03/2023

Shahid Malik  
Production Manager  
16/03/2023

Azeem .  
Chief Accountant  
18/03/2023

Shakir Shaikh  
Assistant Manager • Finance  
20/03/2023

Sameer Mohammed  
Senior Manager • Finance  
20/03/2023

Abraham Puthoor  
Dy General Manager  
20/03/2023