

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 Dhhs
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	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/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SUPPLIERS DETAILS						
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/kg	Remarks
1	Star Vision Foodstuff Tr.LLC (Sugar-India)	India	Door to door	AED	2.84	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality. 3) Price validity - (OCT-DEC 2023).
2	Al Adli Tr. Co.LLC (Sugar-Renuka)	India	Door to door	AED	2.84	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).
3	Modern Gen. Tr.LLC (Sugar-AI (Khaleel))	U.A.E	Door to door	AED	3.40	1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with star vision 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	Exchange rate	Rate in AED	Quantity/ Volume-kg
Star Vision Foodstuff Tr.LLC (Sugar-India)	India	Ex-Stock	Door to door	1.00	2.84	36,000
Total=					102,240	

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)	

Approved	Shahid Malik	Production Manager	19/09/2023	Khaja Bahaudin	Asst. Vice President - Finance	25/09/2023	Tarique Mohammad	Tarique Mohammad	Chief Executive Officer	26/09/2023	Alied Osman	Business Advisor	27/09/2023	Sheikh Musoor	Board Member	27/09/2023
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