

P.O Box: 393497, DIP 2, Dubai, U.A.E

P.O Box: 393497, DIP 2, Dubai, U.A.E  
Tel: +971 4 8833 303, Email: contact@rise-uae.ae

No: UBD/PM/2023/032

PURCHASE MEMORANDUM

Date : 10-Mar-2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title	: Salt	a) Expansion	<input type="checkbox"/> b) Capacity enhancement	Supplier name	: SAFCO COO : U.A.E
Type of Item / Asset	: Raw Material	c) Cost reduction	<input type="checkbox"/> d) Replacement	Total value	: 10,395 Dhs Rate : 0.63 Dhs/kg
Department	: Bakery- Production	e) Office equipments	<input type="checkbox"/> f) Furniture & Fittings	Total Qty	: 16,500 Kg
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	g) Others (specify)	<input type="checkbox"/>	Pur. Memo. No	: UBD-PM-2022-077 Date : 27/12/2022

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Salt is required for the production of Slice Breads, Buns, Croissants & Cakes, Cookies , Arabic breads & Mini muffins.
- 2) Selected supplier "SAFCO " is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 13,500 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 4,500 kg.
- 4) Lowest Price & Better quality.

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	SAFCO Intl.Gen.Tr. LLC (Salt)	U.A.E	Door to door	AED	0.63	0.63	1.00	0.63	13,500	8,505	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Better quality.
2	AL Adil Tr. Co. LLC (Salt)	India	Door to door	AED	0.72	0.72	1.00	0.72	13,500	9,720	45 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality (Physical contamination particles received more than several times).
3	Fanar Al khaleej Tr. LLC (Salt)	Europe	Door to door	AED	1.50	1.50	1.00	1.50	13,500	20,250	60 Days credit	1) 5% VAT amount is exclusive. 2) Good quality, However going with 'SAFCO' 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	Exchange rate	Rate in AED	Quantity/ Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Salt)	U.A.E	Ex-Stock	Door to door	0.63	1.00	0.63	13,500	8,505	45 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	Apr-Jun 2023.
Total=								8,505				

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 til last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	-

Ajmal

Ajmal .

Executive Purchase

13/03/2023

Shahid Malik

Shahid Malik

Production Manager

16/03/2023

Azeem

Azeem .

Chief Accountant

17/03/2023

Shakir Shaikh

Shakir Shaikh

Assistant Manager • Finance

20/03/2023

Sameer Mohammed

Sameer Mohammed

Senior Manager • Finance

20/03/2023

Abraham Puthoor

Abraham Puthoor

Dy General Manager

20/03/2023

<b>Ummsaid Bakery Dubai Branch</b> P.O Box: 393497, DIP 2, Dubai, U.A.E Tel: +971 4 8833 303, Email: contact@rise-uae.ae												
No: UBD/PM/2023/036			PURCHASE MEMORANDUM					Date : 10-Mar-2023				
BASIC DETAILS				IF CAPEX, NATURE OF CAPEX					LAST PURCHASE			
Item / Asset Title : Zaatar powder				a) Expansion <input type="checkbox"/> b) Capacity enhancement <input type="checkbox"/>					Supplier name : SAFCO COO : U.A.E			
Type of Item / Asset : Raw Material				c) Cost reduction <input type="checkbox"/> d) Replacement <input type="checkbox"/>					Total value : 2400 Dhs Rate : 10 Dhs/kg			
Department : Bakery- Production				e) Office equipments <input type="checkbox"/> f) Furniture & Fittings <input type="checkbox"/>					Total Qty : 240 kg			
Type of expenditure : Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>				g) Others (specify) <input type="checkbox"/>					Pur. Memo. No : UBD-PM-2022-081 Date : 27/12/2022			
REASON/OBJECTIVE OF THIS PURCHASE												
1) Zaatar powder is required for the production of zaatar croissant jumbo. 2) Selected supplier "SAFCO " is the approved supplier due to the availability of the item & Quality approval based on the trials. 3) Quantity request through this PM is 240 Kg for consumption during a period of 3 months (APR-JUN 2023). Approximate average monthly consumption will be 80 kg. 4) Only two quotations are available for zaatar powder.												
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	SAFCO Intl.Gen.Tr. LLC (Zaatar Powder)	U.A.E	Door to door	AED	10.00	10.00	1.00	10.00	240	2,400	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Quality.
2	Fanar Al Khaleej Tr. (Zaatar Powder)	U.A.E	Door to door	AED	25.00	25.00	1.00	25.00	240	6,000	60 Days credit	1) 5% VAT amount is exclusive. 2) Approved Supplier, However going with SAFCO 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	Exchange rate	Rate in AED	Quantity/ Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Zaatar Powder)	U.A.E	Ex-Stock	Door to door	10.00	1.00	10.00	240	2,400	45 Days credit	April-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	APR-JUN 2023.
Total=								2,400				
Supplier selection criteria(s) ;												
Better quality <input checked="" type="checkbox"/> Lowest bidder <input checked="" type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/>												
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

Ajmal .

Executive Purchase

13/03/2023

Shahid Malik

Shahid Malik

Production Manager

16/03/2023

Azeem

Azeem .

Chief Accountant

18/03/2023

Shakir Shaikh

Shakir Shaikh

Assistant Manager - Finance

20/03/2023

Sameer Mohammed

Sameer Mohammed

Senior Manager - Finance

20/03/2023

Abraham Puthoor

Abraham Puthoor

Dy General Manager

20/03/2023



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No: UBD/PM/2023/084

PURCHASE MEMORANDUM

Date : 20-Jun-2023

BASIC DETAILS			IF CAPEX, NATURE OF CAPEX			LAST PURCHASE		
Item / Asset Title	: Salt		a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	: SAFCO COO : U.A.E
Type of Item / Asset	: Raw Material		c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	: 8,505 Dhs Rate : 0.63 Dhs/kg
Department	: Bakery- Production		e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	: 13,500 Kg
Type of expenditure	: Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>		g) Others (specify)	<input type="checkbox"/>			Pur. Memo. No	: UBD-PM-2023-032 Date : 10/03/2023

REASON/OBJECTIVE OF THIS PURCHASE

- 1) Salt is required for the production of Slice Breads, Buns, Croissants & Cakes, Cookies , Arabic breads & Mini muffins.
- 2) Selected supplier "SAFCO " is the approved supplier due to the availability of the item & Quality approval based on the trials.
- 3) Quantity request through this PM is 12,300 Kg for consumption during a period of 3 months (JUL-SEP 2023). Approximate average monthly consumption will be 4,100 kg.
- 4) Recommended quality from production department.

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	SAFCO Intl.Gen.Tr. LLC (Salt)	India	Door to door	AED	0.66	0.66	1.00	0.66	12,300	8,118	45 Days credit	1) 5% VAT amount is exclusive. 2) Approved supplier & Better quality.
2	AL Adil Tr. Co. LLC (Salt)	India	Door to door	AED	0.60	0.60	1.00	0.60	12,300	7,380	45 Days credit	1) 5% VAT amount is exclusive. 2) Poor quality (Physical contamination particles received more than several times).
3	Fanar Al khaleej Tr. LLC (Salt)	Europe	Door to door	AED	1.50	1.50	1.00	1.50	12,300	18,450	60 Days credit	1) 5% VAT amount is exclusive. 2) Good quality, However going with 'SAFCO' 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	Exchange rate	Rate in AED	Quantity/ Volume-kg	Total - AED	Payment Mode	Date of shipment	Date of arrival	Period of completion
SAFCO Intl.Gen.Tr. LLC (Salt)	India	Ex-Stock	Door to door	0.66	1.00	0.66	12,300	8,118	45 Days credit	July-2023 onwards based upon our LPO schedule.	1-2 days from the date of receiving LPO.	JUL-SEP 2023.
Total=								8,118				

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 til last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	-

Ajmal  
Ajmal,  
Executive Purchase  
20/06/2023

Shahid Malik  
Shahid Malik  
Production Manager  
20/06/2023

Azeem  
Azeem,  
Chief Accountant  
21/06/2023

Sameer Mohammed  
Sameer Mohammed  
Senior Manager • Finance  
22/06/2023

Abraham Puthoor  
Abraham Puthoor  
Dy General Manager  
22/06/2023