



ANNUAL PROCUREMENT PLAN

Financial Year: 2025-2026 ENDING 31 MARCH 2026

Description	Quantity	Category of Procurement	Code of Good Practice	Procurement Method	Estimated Value R\$	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Reason for deviating from the default method
OPERATIONAL EXPENSES								
Cost of Sales								
COS: ADO 50 ppm	Various	Goods	No	Request for sealed quotations	2,487,219,291.00	01-Apr-25	31-Mar-26	Spot deals
COS: ULP 95	Various	Goods	No	Request for sealed quotations	439,894,992.00	01-Apr-25	31-Mar-26	Spot deals
COS: LSHFO	Various	Goods	No	Request for sealed quotations	455,857,958.00	01-Apr-25	31-Mar-26	Spot deals
COS: Lubricants	Various	Goods	No	Direct Procurement	6,184,582.00	01-Apr-25	31-Mar-26	Supply Agreement with Pro Oil and Logic Lubricants
Storage & Handling Charges: ADO 50 ppm	Various	Non consultancy services	Yes	Direct Procurement	750,023.00	01-Apr-25	31-Mar-26	Accommodation Arrangements with Other Oil Companies and BEM
Storage & Handling Charges: ULP 95	Various	Non consultancy services	Yes	Direct Procurement	23,545.00	01-Apr-25	31-Mar-26	Accommodation Arrangements with Other Oil Companies
Depot Expenses:								
Archiving	Various	Non consultancy services	Yes	Request for sealed quotation	49,183	01-Apr-25	31-Mar-26	As and when required
Cartridges	Various	Goods	Yes	Request for sealed quotation	33,163.00	01-Apr-25	31-Mar-26	As and when required
Cleaning services	Various	Non consultancy services	Yes	Request for sealed quotation	1,454,223.00	01-Apr-25	31-Mar-26	As and when required
Courier Charges	Various	Non consultancy services	Yes	Request for sealed quotation	103,394.00	01-Apr-25	31-Mar-26	As and when required
Computer Licence fees	Various	Non consultancy services	Yes	Request for sealed quotation	3,825,123.00	01-Apr-25	31-Mar-26	As and when required
Comuter maintenance	Various	Non consultancy services	Yes	Request for sealed quotation	1,484,073.00	01-Apr-25	31-Mar-26	As and when required
Depot consumables	Various	Non consultancy services	Yes	Request for sealed quotation	1,867,398.00	01-Apr-25	31-Mar-26	As and when required
Employee Engagements	Various	Non consultancy services	Yes	Request for sealed quotation	20,943.00	01-Apr-25	31-Mar-26	As and when required
Formal Functions	Various	Non consultancy services	Yes	Request for sealed quotation	12,000.00	01-Apr-25	31-Mar-26	As and when required
Insurance	Various	Non consultancy services	No	Request for sealed quotation	1,388,953.00	01-Apr-25	31-Mar-26	As and when required
Communication license renewals	Various	Non consultancy services	No	Request for sealed quotation	16,157.00	01-Apr-25	31-Mar-26	As and when required
Mobile devices	Various	Non consultancy services	No	Direct Procurement	252,064.00	01-Apr-25	31-Mar-26	As and when required
Municipality Charges	Various	Non consultancy services	No	Direct Procurement	11,839,550.00	01-Apr-25	31-Mar-26	As and when required
MVE Fuels & Oils	Various	Non consultancy services	No	Direct Procurement	565,920.00	01-Apr-25	31-Mar-26	As and when required
MVE Leasing Charges	Various	Non consultancy services	No	Direct Procurement	264,152.00	01-Apr-25	31-Mar-26	As and when required
MVE Licence & Registration	Various	Non consultancy services	No	Direct Procurement	16,120.00	01-Apr-25	31-Mar-26	As and when required
MVE Repairs and Maintenance	Various	Non consultancy services	No	Direct Procurement	214,542.00	01-Apr-25	31-Mar-26	As and when required
Office refreshments	Various	Goods	Yes	Small value procurement	819,185.00	01-Apr-25	31-Mar-26	As and when required
Printing Costs	Various	Non consultancy services	No	Direct Procurement	9,142.00	01-Apr-25	31-Mar-26	As and when required
Professional Fees	Various	Services	Yes	Consultancy Services	1,511,560.00	01-Apr-25	31-Mar-26	As and when required
Repairs and Maintenance	Various	Services	Yes	Request for sealed quotation	100,000.00	01-Apr-25	31-Mar-26	As and when required
Security Services	One	Services	Yes	Consultancy Services	28,374,099.00	01-Apr-25	31-Mar-26	As and when required
Stationary	Various	Goods	Yes	Non Consultancy Services	2,799,945.00	01-Apr-25	31-Mar-26	As and when required
Tank and meter calibrations	Various	Non consultancy services	No	Small value procurement	10,341.00	01-Apr-25	31-Mar-26	As and when required
Telephone and Fax	Various	Non consultancy services	No	Open national bidding	3,225,160.00	01-Apr-25	31-Mar-26	As and when required
Training, Registration Fees, Accommodation Flights & Other expenses	Various	Non consultancy services	No	Direct Procurement	7,488.00	01-Apr-25	31-Mar-26	As and when required
Travel Expenses: Accommodation, AA Rates & Other Expenses	Various	Non consultancy services	No	Direct Procurement	1,072,414.00	01-Apr-25	31-Mar-26	As and when required
					1,017,640.00	01-Apr-25	31-Mar-26	As and when required
Retail site expenditure								
Dealer expenditure	Various	Goods/Services	No	Direct Procurement	5,061,117.00	01-Apr-25	31-Mar-26	As and when required
Meter Calibrations	Various	Non Consultancy services	Yes	Direct Procurement	1,721,553.00	01-Apr-25	31-Mar-26	As and when required
Materials/ Consumables	Various	Goods	No	Request for sealed quotations	44,662.00	01-Apr-24	31-Mar-25	As and when required
Municipal Charges	Various	Non Consultancy services	No	Direct Procurement	264,275.00	01-Apr-25	31-Mar-26	As and when required
Maintenance Pumps/ Meters	Various	Non Consultancy services	No	Direct Procurement	2,993,698.00	01-Apr-25	31-Mar-26	As and when required
Non-Trading Expenditure								
Advertising	Various	Non Consultancy services	Yes	Open National bidding	1,996,758.83	01-Apr-25	31-Mar-26	As and when required
Archiving	Various	Non Consultancy services	No	Direct Procurement	311,313.51	01-Apr-25	31-Mar-26	As and when required

Annual Report		One	Non Consultancy services	No	Restricted bidding	269,892.00	01-Apr-25	31-Mar-26	As and when required
Audit Fees		One	Services	No	Direct Procurement	8,200,198.70	01-Apr-25	31-Mar-26	As and when required
Internal Audit fees		One	Services	No	Direct Procurement	2,224,694.50	01-Apr-25	31-Mar-26	As and when required
Tax Advisory services		Various	Services	No	Direct Procurement	250,000.00	01-Apr-25	31-Mar-26	As and when required
Board expenses		Various	Services	No	Direct Procurement/ Request for sealed quotations	1,324,820.00	01-Apr-25	31-Mar-26	As and when required
Business retreat and Strategy		Various	Services	No	Direct Procurement/ Request for sealed quotations	466,997.00	01-Apr-25	31-Mar-26	As and when required
Cartridges		various	Goods	Yes	Open National bidding	311,234.02	01-Apr-25	31-Mar-26	As and when required
Cleaning costs		Various	Goods	Yes	Request for sealed quotation	550,273.40	01-Apr-25	31-Mar-26	As and when required
Computer licenses		Various	Goods	No	Direct Procurement / Restricted bidding	14,817,132.17	01-Apr-25	31-Mar-26	As and when required
Computer maintenance & Accessories		Various	Services	No	Restricted bidding/ Direct procurement	6,196,748.47	01-Apr-25	31-Mar-26	As and when required
Computer software		Various	Goods	No	Restricted bidding/ Direct procurement	1,158,630.48	01-Apr-25	31-Mar-26	As and when required
Conferences: Registration and accommodation		Various	Goods	No	Direct procurement	8,431,648.93	01-Apr-25	31-Mar-26	As and when required
Consumables		Various	Goods	No	Request for sealed quotation	215,948.82	01-Apr-25	31-Mar-26	As and when required
Corestore expenses		One	Non Consultancy services	No	Direct Procurement	364,741.10	01-Apr-25	31-Mar-26	As and when required
Courier and Postage		Various	Non Consultancy services	No	Request for sealed quotation	199,765.19	01-Apr-25	31-Mar-26	As and when required
Décor & Horticulture		One	Non Consultancy services	Yes	Request for sealed quotation	116,184.04	01-Apr-25	31-Mar-26	As and when required
Entertainment meetings		Various	Non Consultancy services	Yes	Request for sealed quotation	843,854.06	01-Apr-25	31-Mar-26	As and when required
HSSE Requirements (Depot, retail & Non trading)		Various	Non consultancy services	No	Request for sealed quotation	142,853.54	01-Apr-25	31-Mar-26	As and when required
Insurance		Various	Non consultancy services	No	Request for sealed quotation	504,222.50	01-Apr-25	31-Mar-26	As and when required
Legal fees		Various	Services	No	Request for proposals	6,800,552.00	01-Apr-25	31-Mar-26	As and when required
Mobile devices		Various	Non- Consultancy services	No	Direct procurement	1,917,282.35	01-Apr-25	31-Mar-26	As and when required
Multi-Audio		Various	Non-consultancy services	No	Request for sealed quotation	704,695.03	01-Apr-25	31-Mar-26	As and when required
Membership fees		Various	Non Consultancy services	No	Direct procurement	1,034,244.11	01-Apr-25	31-Mar-26	As and when required
Municipal Charges		Various	Non Consultancy services	No	Direct Procurement / Execution by Public Entity	1,847,817.36	01-Apr-25	31-Mar-26	As and when required
MVE - Fuel & Oil		Various	Goods	No	Direct Procurement	450,000.00	01-Apr-25	31-Mar-26	As and when required
MVE - License and Registration		various	Goods	No	Direct Procurement	10,400.00	01-Apr-25	31-Mar-26	As and when required
Transport costs		Various	Non Consultancy services	Yes	Request for sealed quotation	109,473.00	01-Apr-25	31-Mar-26	As and when required
Office refreshments		Various	Non consultancy services	Yes	Request for sealed quotation	611,631.24	01-Apr-25	31-Mar-26	As and when required
OCOMTRAC Meetings		Various	Non Consultancy services	No	Request for sealed quotation	6,319,321.49	01-Apr-25	31-Mar-26	As and when required
Printing		Various	Non Consultancy services	No	Direct Procurement	230,508.55	01-Apr-25	31-Mar-26	As and when required
Professional Fees		Various	Services	No	Request for proposals	30,329,319.44	01-Apr-25	31-Mar-26	As and when required
Promotions & Branding		Various	Non Consultancy services	Yes	Request for sealed quotation	1,448,066.36	01-Apr-25	31-Mar-26	As and when required
Quality Control Audits & Risk		Various	Services	No	Direct Procurement	1,817,009.74	01-Apr-25	31-Mar-26	As and when required
Repairs and Maintenance		Various	Non Consultancy services	No	Request for sealed quotation	1,093,852.82	01-Apr-25	31-Mar-26	As and when required
Security services		various	Non Consultancy services	Yes	Open National bidding	505,888.53	01-Apr-25	31-Mar-26	As and when required
Stakeholder Engagement		Various	Non Consultancy services/ G/ Yes	Yes	Request for sealed quotation	493,687.44	01-Apr-25	31-Mar-26	As and when required
Stationery		Various	Goods	Yes	Request for sealed quotation	1,515,701.39	01-Apr-25	31-Mar-26	As and when required
Subscriptions		Various	Non consultancy services	No	Direct Procurement	829,245.83	01-Apr-25	31-Mar-26	As and when required
Telephone and Fax		Various	Non Consultancy Services	No	Direct Procurement	282,640.88	01-Apr-25	31-Mar-26	As and when required
Training: Registration, Travel and accommodation		Various	Non consultancy services	No	Direct Procurement/ Request for sealed quotations	3,415,151.20	01-Apr-25	31-Mar-26	As and when required
Training formal		Various	Non consultancy services	No	Direct Procurement/ Request for sealed quotations	877,700.00	01-Apr-25	31-Mar-26	As and when required
Training : License Blocks		Various	Non consultancy services	No	Direct procurement	4,319,984.11	01-Apr-25	31-Mar-26	As and when required
Translation services (Sworn translation)		Various	Non consultancy services	No	Request for sealed quotation	38,000.00	01-Apr-25	31-Mar-26	As and when required
Testing Services: Customer Installation / Retail sites		Various	Non consultancy services	No	Request for sealed quotations	24,178.03	01-Apr-25	31-Mar-26	As and when required
Travel expenses: Accomodatio, AA Rates & Other expenses		Various	Non consultancy services	No	Direct Procurement/ Request for sealed quotations	3,506,016.07	01-Apr-25	31-Mar-26	As and when required
CAPEX									
Office equipments (Desks)		Various	Goods	No	Request for sealed quotations	617,379.00	01-Apr-25	31-Mar-26	As and when required
Electronic Equipment									
New laptops & docking stations		Various	Goods	Yes	Request for sealed quotations	521,089.00	01-Apr-25	31-Mar-26	As and when required
Printers		Various	Goods	Yes	Request for sealed quotations	8,000.00	01-Apr-25	31-Mar-26	As and when required
Laptop stands		Various	Goods	Yes	Request for sealed quotations	1,800.00	01-Apr-25	31-Mar-26	As and when required
Electronic Equipment		Various	Goods	Yes	Request for sealed quotations	392,874.00	01-Apr-25	31-Mar-26	As and when required
External hard drives		Various	Goods	Yes	Request for sealed quotations	20,800.00	01-Apr-25	31-Mar-26	As and when required
Data room screens		Various	Goods	No	Request for sealed quotations	22,880.00	01-Apr-25	31-Mar-26	As and when required
Video Conferencing Hardware		Various	Goods	No	Request for sealed quotations	319,962.00	01-Apr-25	31-Mar-26	As and when required
Staff screens		Various	Goods	No	Request for sealed quotations	22,880.00	01-Apr-25	31-Mar-26	As and when required
Monitors		Various	Goods	No	Request for sealed quotations	75,000.00	01-Apr-25	31-Mar-26	As and when required
IT Systems									
E & P Dataroom Workstations and storage		Various	Goods	Yes	Request for sealed quotations / ONB	5,000,000.00	01-Apr-25	31-Mar-26	As and when required
Software licence		Various	Goods	Yes	Direct Procurement / Request for sealed quotations	13,313,468.00	01-Apr-25	31-Mar-26	As and when required
Depots Digitization		Various	Goods	Yes	Request for sealed quotations	400,000.00	01-Apr-25	31-Mar-26	As and when required

