

OUR CORE VALUES

- CONFIDENTIALITY
- RESPECT
- INTEGRITY
- TEAMWORK
- COMMITMENT
- TRANSPARENCY
- IMPARTIALITY

Visit our website <https://ppc.org.gy> for more information and to access relevant Application Forms.




PUBLIC PROCUREMENT COMMISSION

OUR MISSION


To ensure that the procurement of goods, services and execution of works is done in an equitable, transparent, competitive and cost effective manner according to law.



CONTACT US

 (592) 226-3729, (592) 231-7306
(592)226-2364

 publicprocurement@ppc.org.gy

 262 New Garden Street,
Queenstown, Georgetown

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 Public Procurement Commission of Guyana

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THE PROCUREMENT PROCESS

*"Promoting fairness,
transparency and efficiency
in public procurement"*

THE PROCUREMENT PROCESS

The procurement process consists of seven (7) stages:

- Planning
- Solicitation
- Bidding
- Evaluation and Award
- Contract Preparation
- Contract Signature
- Contract Management

STAGE 1: PLANNING

Procuring entities identify their needs, assess the market and determine the appropriate method of procurement to be used.

Procurement Methods

- Open Tendering;
- Restricted Tendering;
- Single Sourcing;
- Request for Quotations;
- Request for Proposals;
- Community Participation.

STAGE 2: PROCUREMENT EXECUTION

Solicitation

- Request; Publication of Ads (ITB, EOI, RFP, Prequalification), RFQ (Letter);
- Information to purchase tender documents is included in the publications;

- Bidders can seek clarity on any area of the solicitation document from the procuring entity. This can be facilitated during the pre-bid meeting or any time before bidding;
- Site visits (If applicable)- This is applicable for construction/works projects.

STAGE 3: BIDDING

Tender Document Contents

- Nature of procurement;
- Instruction for Bidders;
- Bid Data sheet;
- Technical Specifications/Bill of Quantities;
- Delivery Schedule/Price Schedule
- Contractual terms;
- How to show prices and currencies;
- Grouping of lots (if applicable) etc.

STAGE 4: EVALUATION AND AWARD

- Appointment of the evaluation committee (Evaluators);
- Preliminary examination of the bids (Administrative Compliances);
- Technical Review;
- Mathematical verification of all costs;
- Determination of the substantial responsiveness of the bid;
- Recommendation for the award;
- Award of Contract

STAGE 5: CONTRACT PREPARATION

- Notification of award is sent to the bidder identified as the successful bidder;
- Request for the submission of Performance Security (if required);
- Notify the unsuccessful bidders;
- Notify NPTAB (where applicable)

STAGE 6: CONTRACT SIGNATURE

Once all documents are submitted, for example, performance security and revised work programme in the case of a works tender, the contract can be signed.

STAGE 7: CONTRACT MANAGEMENT

Initiate at least once a week, meetings between all parties to ensure that the contract deadlines are being met (not just deadlines but that work is being done as per specifications, value for money, etc. in keeping with contractual terms and conditions).

