

COMMON MISTAKES TO AVOID

1. Late Submission

Plans must be submitted within three weeks of budget approval.

2. Incomplete Information

Missing information such as project codes, budgets, or procurement methods can lead to request for correction resulting in delays.

3. Failure to Update Plans

Plans should be revised when procurement needs change.

4. Non-Compliance with Procurement Act

Ensure adherence to all legal and regulatory requirements.

BENEFITS OF TIMELY SUBMISSION

- ✓ Streamlined procurement process
- ✓ Reduced delays in project execution
- ✓ Greater transparency and accountability
- ✓ Compliance with legal requirements



Need Assistance?

For more information or guidance, contact:
Public Procurement Commission

✉ publicprocurement@ppc.org.gy

🌐 <https://ppc.org.gy/>

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

📍 262 New Garden Street,
Queenstown, Georgetown

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PUBLIC PROCUREMENT COMMISSION



Submission of Procurement Plan

*Ensuring Transparency,
Accountability,
and Efficiency in
Public Procurement*

WHAT IS THE PUBLIC PROCUREMENT COMMISSION?

The Public Procurement Commission (PPC) is an independent and impartial constitutional body mandated to monitor and review public procurement processes to ensure compliance with laws and best practices.

WHY IS PROCUREMENT PLANNING IMPORTANT?

Procurement planning ensures that public resources are used effectively and efficiently, fostering transparency, competition, and accountability in the procurement process.



WHAT IS A PROCUREMENT PLAN?

Definition:

A Procurement Plan is a strategic document outlining all procurement activities for the fiscal year, detailing items, works and services to be procured, estimated costs, procurement methods, and timelines.

WHO NEEDS TO SUBMIT A PROCUREMENT PLAN?

All procuring entities covered under the Procurement Act must submit their procurement plans to the PPC within **three weeks of the approval of the National Budget**.

All procuring entities are required to submit their entity's Procurement Plan to the Public Procurement Commission for the fiscal year covered in the National Budget within three weeks of its approval. (Section 4 of Procurement (Amendment) Act 2019.

HOW TO SUBMIT A PROCUREMENT PLAN:

1. Prepare the Plan

Identify procurement needs, estimate costs, and select appropriate procurement methods.

2. Categorize Activities

Classify procurement activities under Capital Goods, Capital Works, Capital Services, Current Goods, Current Works, or Current Services.

3. Use the Standard Template

Follow the PPC's standard procurement plan format.

4. Ensure Accuracy

Include correct project codes, estimated budgets, and timelines.

5. Submit on Time

Forward the completed plan to the PPC via email or in person within the stipulated deadline.

6. Update as Needed

Amend and resubmit the plan in case of changes.