

Project Planning and Methodology (cont'd)

statements detailing the scope of works, including descriptions, safety considerations, and equipment lists, reflecting compliance with relevant regulations.

Legal and Compliance Considerations:

11. Resolve Legal Matters: Ensure ongoing legal matters with the Government of Guyana are resolved to avoid disqualification.

12. Disclose Terminated Projects: Provide a letter disclosing any terminated or abandoned projects within the specified timeframe.

Tender Submission:

13. Submit Complete Package: Double-check all submitted documents for accuracy, completeness, and adherence to specified guidelines.

14. Meet Deadlines: Ensure timely submission of the tender package to the procuring entity, meeting all specified deadlines.

Regulatory Compliance:

15. Familiarize with Procurement Regulations: Review and understand the Procurement Act Cap 73:05 and its amendments to ensure full compliance with legal requirements.

16. Seek Clarifications: Seek clarification from the procuring entity on any unclear requirements or guidelines before submission.

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.



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 Public Procurement Commission – Guyana

 Public Procurement Commission of Guyana

 <https://ppc.org.gy/>

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

WHO WE ARE

The Public Procurement Commission (PPC) is an independent constitutional body established to monitor public procurement and the procedure therefor in order to ensure that the procurement of goods, services, and execution of works are conducted in a fair, equitable, transparent, competitive, and cost-effective manner according to law (Article 212W of the Constitution of the Co-operative Republic of Guyana).

WHAT WE DO

There are thirteen functions of the Commission enshrined in the Constitution. Some of our key functions and as enabled by S. 17 of the Procurement Act, Cap. 73:05 are:

- To monitor and review the effectiveness of all public procurement systems.
- To report to the subject Minister on the aforesaid and make recommendations for any amendments to the Procurement Act which may be necessary to improve the effectiveness of the public procurement process.
- To promote awareness of the rules and procedures of the public procurement process.
- Conduct training in the public procurement process including the holding of seminars.
- To investigate complaints from contractors and suppliers by

way of Administrative Review of decisions of procuring entities.

- To determine the standard forms and documents for procurement.
- To adjudicate debarment proceedings.

The Commission strives at all times to maintain the highest standards of conduct and professionalism.

OUR CORE VALUES

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

TENDERING POINTS

Tips for tendering for Suppliers and Contractors

Documentation Compliance:

1. Ensure Validity and Legibility: All required documentation, such as business registration, NIS compliance, and GRA compliance certificates, must be up-to-date and clearly legible.
2. Complete Forms Accurately: Fill out and sign all necessary forms, including the bid submission form and bid securing declaration form, following provided guidelines meticulously.

Financial Capacity:

3. Provide Evidence of Financial Capacity: Submit evidence representing the required

percentage of the bid price, including recent bank statements or lines of credit from licensed financial institutions.

4. Include Audited Financial Statements: For incorporated companies, furnish audited financial statements from the last financial year; for registered businesses, provide certified balance sheets, profit and loss accounts, and income and expenditure accounts.

Experience and References:

5. Demonstrate Construction Experience: Present a list of completed projects and copies of contracts with previous clients to demonstrate both general and specific construction experience as per the outlined requirements.
6. Disclose Litigation History: Clearly disclose any litigation or arbitration stemming from contracts completed or ongoing within the specified timeframe.

Resource Availability:

7. Verify Equipment Ownership: Provide evidence of ownership or possession of key equipment through licenses, purchase documents, or leasing agreements, dated within the specified timeframe.
8. Ensure Adequate Personnel: Submit detailed CVs for designated key personnel and obtain their consent to use their CVs within the outlined timeframe.

Project Planning and Methodology:

9. Develop Detailed Work Programs: Create comprehensive work programs aligned with the bill of quantities, emphasizing step-by-step sequences and adherence to safety regulations.
10. Prepare Method Statements: Craft method