



Promoting Fairness, Transparency and
Efficiency in Public Procurement Process

Public Procurement Commission
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CIRCULAR NO. 01 /2024

To: All Permanent Secretaries, Chief Executive Officers, Regional Executive Officers, Heads of Procuring Agencies, and Heads of Department

From: Ms. Pauline Chase, Chairman, Public Procurement Commission

Date: June 11, 2024

Subject: **Procurement Plan Template**

Article 212AA. (1) (e) of the constitution of The Co-operative Republic of Guyana mandates the Public Procurement Commission (PPC) ('the Commission') to approve of procedures for public procurement, disseminate rules and procedures for public procurement and recommend modifications thereto to the public procurement entities.

Section 17 (2) (b) of the Procurement Act, Chapter 73:05 (the Act), mandates that the Commission determines the forms of documents for procurement including, but not limited to procurement manuals, guidelines and procedures.

S. 11A. (1) of the Act mandates that every procuring entity shall that entity's procurement plans to the PPC for the fiscal year covered in the Budget within three (3) weeks after the National Budget is approved.

To this end and in pursuance of the responsibilities of the Commission as vested by section 17 (2) of the Act, the Commission has developed and approved the attached Procurement Plan Template for use by Procuring Entities. The template is to ensure that pertinent information required in the public procurement process is being captured.

This Circular serves as a guide to all Procuring Entities to be considered in the course of conducting procurement proceedings and in compliance with the aforementioned Section 11A.

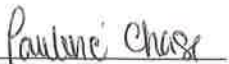
To view and download the latest version of the Procurement Plan Template, please visit the Commission's website: Website Link: <https://ppc.org.gy/resources/#forms>

Please do not hesitate to contact the Commission at the above email address or on any of the telephone numbers listed above should you require any additional information.

Procuring entities who have not yet submitted their Procurement Plans to the Commission for the
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fiscal year 2024 are encouraged to do so forthwith to remedy their breach of the aforementioned Section 11A.

Sincerely Yours,


Pauline Chase (Ms.)
Chairman.

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