



Promoting Transparency and  
Efficiency in Public Procurement

**Public Procurement Commission**

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Georgetown, Guyana

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**CIRCULAR NO 04 /2023**

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

From: Mr. Michael Singh, Chief Executive Officer, Public Procurement Commission

Date: April 4, 2023

Subject: **Public Procurement Commission Public Open Day**

The Public Procurement Commission (PPC) hereby extends an invitation to your entity to attend its Open Day Event on **April 19, 2023**, from **10 am – 3 pm**, at its Secretariat's office located at **262 New Garden Street, Queenstown, Georgetown**.

The event is open to the general public and is intended to attract procuring entities, contractors, and suppliers. Officers of the Commission will be on hand to engage with attendees to advise and give guidance on matters relating to-

- The Procurement Process,
- The Administrative Review Process (filing of complaints),
- The Debarment Process.

The aim of the event is to impart on the participants, pertinent information touching and concerning the public procurement process so that they may be better able to execute and navigate the system in accordance with legislative requirements.

We shall be grateful for the confirmation by April 12, 2023 of your entity's attendance and the number of officers from your entity who will attend. The Commission would also be most obliged to receive feedback from your entity regarding any additional areas in which guidance is needed.

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

We look forward to welcoming you.

Sincerely Yours,



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**Michael Singh (Mr.)**  
**Chief Executive Officer**