



Promoting Transparency and
Efficiency in the Public Procurement Process

Public Procurement Commission
262 New Garden Street
Georgetown, Guyana

Tel: (592) 226-3729, (592) 231-7306, (592) 226-2364
Email: publicprocurement@ppc.org.gy

CIRCULAR NO 05 /2023

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

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

Date: May 8, 2023

Subject: **Procurement Plan Training**

Pursuant to S.11A. (1) of the Procurement Act, Chapter 73:05 “Every procuring entity shall submit that entity’s procurement plans to the Public Procurement Commission for the fiscal year covered in the National Budget within three weeks after the National Budget is approved.”

To this end, the Public Procurement Commission (PPC) hereby extends an invitation to your entity to attend its Procurement Plan Training on **May 17, 2023, from 9 am – 12 noon**, at the Arthur Chung Conference Centre located at **Liliendaal, East Coast Demerara**.

The aim of the training is to impart pertinent information to the participants to better understand and compile their entity’s procurement plan.

Information will be provided on:

- Introduction to the PPC
- Needs Assessment
- Developing a procurement plan
- Implementing procurement plans
- Case Studies

The Commission appreciates confirmation of your entity's attendance by May 12, 2023, and requests that at least three (3) persons directly involved with the preparation and submission of the procurement plan attend this training session.

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.

The Commission looks forward to welcoming you.

Sincerely Yours,

A handwritten signature in cursive script that reads "Pauline Chase".

Pauline Chase (Ms.)
Chairperson