



Promoting Fairness, Transparency and  
Efficiency in Public Procurement Process

**Public Procurement Commission**  
262 New Garden Street  
Georgetown, Guyana

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**CIRCULAR NO. 02 /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 12, 2024

**Subject:** **Checklist for Procurement Process from Bidding to Contract Award**

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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.

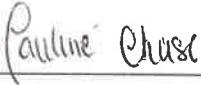
Section 17 (2) (b) of the Procurement Act, Chapter 73:05 (the Act), mandates that the Commission determines the forms of documents for procurement including, but not limited to procurement manuals, guidelines and procedures.

To this end and in pursuance of the responsibilities of the Commission as vested by Section 17 (2)(b) of the Act, the Commission has developed and approved the attached procurement checklist for use by Procuring Entities.

This Circular serves as a guide to all public procuring entities to be considered in the course of conducting procurement proceedings.

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.

Sincerely Yours,

  
**Pauline Chase (Ms.)**  
**Chairman**

**PUBLIC PROCUREMENT COMMISSION**  
262 New Garden Street, Queenstown  
Georgetown, Guyana

**Check List for the various Procurement Methods (OT, RFQ, SS & RT)**

**1. Procurement Guidelines for Open Tendering (Goods and Services)<sup>1</sup>**

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1	Develop Specifications	5	Plus 5	Department/ Agency	
2	Prepare bid documents and invitation to tender	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents and invitation to tender	5		Head of Department	
4	Submission to NPTAB for approval	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents	2		Procurement Officer/Head of Department	
7	Send invitation to be advertised	1		Procurement Officer/Head of Department	
8	Advertise	21		Advertising agency	
9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	
12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	
13	Receive approval from NPTAB if cabinet no	5	Plus 5	NPTAB	

<sup>1</sup> Pursuant to section 25, Part V and section 54 of the Procurement Act, Chapter 73:05

	objection is not Required.				
14	Receive NPTAB approval if cabinet no objection is required	20		Cabinet	Section 54(1) of Procurement act "The Cabinet shall have the right to review all procurements the value of which exceeds fifteen. million Guyana dollars."
16	Prepare and sign contract (service)	5		Assistant Secretary (G)	
17	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1		Procurement Officer/Head of Department	
18	Prepare request to purchase and vouchers (good)	5		Accounts	
19	Submit document (RTP or contract) to Ministry of Finance for processing	1		Accounts	
20	Receive cheque from MOF	5		MOF	
21	Service: Supplier collects the cheque from MOF after work is completed			Supplier	
22	Good: Accounts department collects cheque from MOF	1		Accounts	
23	Goods: Collect goods and pay	1		Accounts	

## 2. Procurement Guidelines for Open Tendering (Works)<sup>2</sup>

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1	Develop Specifications (Engineer estimate)	10	Plus 5	Engineer	
2	Prepare bid documents and invitation to tender	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents and invitation to tender	5		Head of Department	
4	Submission to NPTAB for approval	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents	2		Procurement Officer/Head of Department	
7	Send invitation to be advertised	1		Procurement Officer/Head of Department	
8	Advertise	21		Advertising agency	
9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	
12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	
13	Receive approval from NPTAB <i>if Cabinet no objection is not</i>	5	Plus 5	NPTAB	

<sup>2</sup> Pursuant to section 25, Part V and section 54 of the Procurement Act, Chapter 73:05



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	<i>required</i>				
	Receive NPTAB approval <i>if Cabinet no objection is required</i>	20		Cabinet	Section 54(1) of Procurement act " <i>The Cabinet shall have the right to review all procurements the value of which exceeds fifteen million Guyana dollars.</i> "
15	Prepare and sign contract ( <i>service</i> )	5		Assistant Secretary (G)	
16	Contract execution:	Specific to contract			
17	Schedule of works	Specific to contract		Contractor	
16	Submit contract and relevant approval to the accounts department for processing (this is based on payment schedule outlined in contract)	1		Procurement Officer/Head of Department	
17	Contractor collects the cheque from MOF after work is completed			Contractor	

### 3. Procurement Guidelines for Open Tendering (Consultancy)<sup>3</sup>

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1	Develop and approve terms of reference	5	Plus 5	Head of Department	
2	Prepare bid documents and invitation to tender	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents and invitation to tender	5		Head of Department	
4	Submission to NPTAB for approval	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents	2		Procurement Officer/Head of Department	
7	Send invitation to be advertised	1		Procurement Officer/Head of Department	
8	Advertise	21		Advertising agency	
9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	
12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	

<sup>3</sup> Pursuant to section 25, Parts V and VI and section 54 of the Procurement Act, Chapter 73:05



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	Receive approval from NPTAB <i>if cabinet no objection is not required</i>	5	Plus 5	NPTAB	
13	Receive NPTAB approval <i>if cabinet no objection is required</i>	20		Cabinet	Section 54(1) of Procurement act " <i>The Cabinet shall have the right to review all procurements the value of which exceeds fifteen million Guyana dollars.</i> "
14	Prepare and sign contract ( <i>service</i> )	5		Assistant Secretary (G)	
15	Contract execution: Inception report and workplan	Specific to contract		Consultant	
16	Submit contract and relevant approval to the accounts department for processing (this is based on payment schedule outlined in contract)	1		Procurement Officer/Head of Department	
17	Consultant collects the cheque from MOF after work is completed.			Consultant	

**4. Procurement Guidelines for Restricted Tendering (Goods and Services)<sup>4</sup>**

<b>No.</b>	<b>Procurement Process</b>	<b>Duration (days)</b>	<b>Variation (days)</b>	<b>Responsibility</b>	<b>Remarks</b>
1	Develop Specifications	5	Plus 5	Department/ Agency	
2	Prepare bid documents, invitation to tender, and request for approval for restrictive tendering	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents, invitation to tender, and request for approval for restrictive tendering	5		Head of Department	
4	Submission to NPTAB for approval and request for approval for restrictive tendering	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents, and receive approval for restrictive tendering	2		Procurement Officer/Head of Department	
7	Send invitation to restricted list of persons	1		Procurement Officer/Head of Department	
8	Await responses	21		Bidders	

<sup>4</sup> Pursuant to section 26, Part V and section 54 of the Procurement Act, Chapter 73:05





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9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	
12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	
13	Receive approval from NPTAB <i>if cabinet no objection is not required</i>	5	Plus 5	NPTAB	
	Receive NPTAB approval <i>if cabinet no objection is required</i>	20		Cabinet	Section 54(1) of Procurement act " <i>The Cabinet shall have the right to review all procurements the value of which exceeds fifteen million Guyana dollars.</i> "
14	Prepare and sign contract ( <i>service</i> )	5		Assistant Secretary (G)	
15	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1		Procurement Officer/Head of Department	



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16	Prepare request to purchase and vouchers (good)	5		Accounts	
17	Submit document (RTP or contract) to Ministry of Finance for processing	1		Accounts	
18	Receive cheque from MOF	5		MOF	
19	Service: Supplier collects the cheque from MOF after work is completed			Supplier	
20	Goods: Collect goods and pay	1		Accounts	

### 5. Procurement Guidelines for Restricted Tendering (Works)<sup>5</sup>

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1	Develop Specifications (Engineer estimate)	10	Plus 5	Engineer	
2	Prepare bid documents, invitation to tender, and request for approval for restrictive tendering	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents, invitation to tender, and request for approval for restrictive tendering	5		Head of Department	
4	Submission to NPTAB for approval and request for approval for restrictive tendering	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents, and receive approval for restrictive tendering	2		Procurement Officer/Head of Department	
7	Send invitation to restricted list of persons	1		Procurement Officer/Head of Department	
8	Await responses	21		Bidders	
9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	

<sup>5</sup> Pursuant to section 26, Part V and section 54 of the Procurement Act, Chapter 73:05

12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	
	Receive approval from NPTAB <i>if cabinet no objection is not required</i>	5	Plus 5	NPTAB	
13	Receive NPTAB approval <i>if cabinet no objection is required</i>	20		Cabinet	Section 54(1) of Procurement act <i>"The Cabinet shall have the right to review all procurements the value of which exceeds fifteen million Guyana dollars."</i>
14	Prepare and sign contract ( <i>service</i> )	5		Assistant Secretary (G)	
15	Contract execution: Schedule of Works	Specific to contract			
16	Submit contract and relevant approval to the accounts department for processing (this is based on payment schedule outlined in contract)	1		Procurement Officer/Head of Department	



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17	Contractor collects the cheque from MOF after work is completed			Contractor	
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## 6. Procurement Guidelines for Restricted Tendering (Consultancy)<sup>6</sup>

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1	Develop and approve terms of reference	5	Plus 5	Head of Department	
2	Prepare bid documents, invitation to tender, and request for approval for restrictive tendering	5		Procurement Officer/Head of Department	
3	Review and approval of bid documents, invitation to tender, and request for approval for restrictive tendering	5		Head of Department	
4	Submission to NPTAB for approval and request for approval for restrictive tendering	1		Procurement Officer/Head of Department	
5	Review and approval by NPTAB	5		NPTAB	
6	Collect bid document from NPTAB and print and bind bid documents, and receive approval for restrictive tendering	2		Procurement Officer/Head of Department	
7	Send invitation to restricted list of persons	1		Procurement Officer/Head of Department	
8	Await responses	21		Bidders	
9	Opening of tender	1		NPTAB	
10	Evaluation of Bid (Technical and Price)	10		Appointed evaluators	
11	Preparation and signing of evaluation report	5		Procurement Officer/Head of Department	
12	Submission of evaluation report to NPTAB	1		Procurement Officer/Head of Department	

<sup>6</sup> Pursuant to section 26, Parts V and VI and section 54 of the Procurement Act, Chapter 73:05



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	Receive approval from NPTAB <i>if cabinet no objection is not required</i>	5	Plus 5	NPTAB	
13	Receive NPTAB approval <i>if cabinet no objection is required</i>	20		Cabinet	Section 54(1) of Procurement act " <i>The Cabinet shall have the right to review all procurements the value of which exceeds Fifteen million Guyana dollars.</i> "
14	Prepare and sign contract ( <i>service</i> )	5		Assistant Secretary (G)	
15	Contract execution: Inception report and workplan	Specific to contract		Consultant	
16	Submit contract and relevant approval to the accounts department for processing (this is based on payment schedule outlined in contract)	1		Procurement Officer/Head of Department	
17	Consultant collects the cheque from MOF after work is completed			Consultant	

## 7. Procurement Guidelines for Request for Quotation (General)<sup>7</sup>

No.	Procurement Process	Duration (days)	Responsibility
1	Develop specifications/terms of reference	5	Head of Department
2	Prepare request for quotation with specifications attached (below \$90,000 one quote, above \$90,000 three quotes)	1	Head of Department
3	Receive quotations	14	Head of Department
	<b>Below \$250,000:</b>		
4	Send quote (goods)/ contract (service) to accounts for processing	1	Department Head
5	Prepare and sign contract ( <i>service</i> )	5	Assistant Secretary (G)
6	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1	Procurement Officer/Head of Department
7	Prepare request to purchase and vouchers ( <i>good</i> )	5	Accounts
8	Submit document (RTP or contract) to Ministry of Finance for processing	1	Accounts
9	Receive cheque from MOF	5	MOF
10	Service: Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
11	Good: Accounts department collects cheque from MOF	1	Accounts
12	Goods: Collect goods and pay	1	Accounts
	<b>Above \$250,000 but below \$1,500,000</b>		
13	Prepare request for submission to Ministerial Tender Board	1	Department Head

<sup>7</sup> Pursuant to section 27 and Part V of the Procurement Act, Chapter 73:05 and Part III of the Procurement Regulations 2004



14	Receive approval from MTB	5	Department Head
15	Send quote (goods) / contract (service) to accounts for processing	1	Department Head
16	Prepare and sign contract (service)	5	Assistant Secretary (G)
17	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1	Procurement Officer/Head of Department
18	Prepare request to purchase and vouchers (good)	5	Accounts
19	Submit document (RTP or contract) to Ministry of Finance for processing	1	Accounts
20	Receive cheque from MOF	5	MOF
21	Service: Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
22	Good: Accounts department collects cheque from MOF	1	Accounts
24	Goods: Collect goods and pay	1	Accounts
	<b>Above \$1,500,000</b>		
24	Prepare request for submission to National Procurement and Tender Board	1	Department Head
25	Receive approval from NPTAB	5	Department Head
24	Send quote (goods)/ contract (service) to accounts for processing	1	Department Head
27	Prepare and sign contract (service)	5	Assistant Secretary (G)
28	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1	Procurement Officer/Head of Department



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29	Prepare request to purchase and vouchers (good)	5	Accounts
30	Submit document (RTP or contract) to Ministry of Finance for processing	1	Accounts
31	Receive cheque from MOF	5	MOF
32	Service: Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
33	Good: Accounts department collects cheque from MOF	1	Accounts
34	Goods: Collect goods and pay	1	Accounts

### **8. Procurement Guidelines for Single Source Procurement (General)<sup>8</sup>**

<b>No</b>	<b>Procurement Process</b>	<b>Duration (days)</b>	<b>Responsibility</b>
1	Develop specifications/terms of reference	5	Head of Department
2	Prepare request for quotation with specifications attached	1	Head of Department
3	Receive quotations	14	Head of Department
	<b>Below \$250,000:</b>		
4	Send quote (goods)/ contract (service) to accounts for processing	1	Department Head
5	Prepare and sign contract ( <i>service</i> )	5	Assistant Secretary (G)
6	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1	Procurement Officer/Head of Department
7	Prepare request to purchase and vouchers ( <i>good</i> )	5	Accounts
8	Submit document (RTP or contract) to Ministry of Finance for processing	1	Accounts
9	Receive cheque from MOF	5	MOF
10	<i>Service:</i> Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
11	<i>Good:</i> Accounts department collects cheque from MOF	1	Accounts
12	<i>Goods:</i> Collect goods and pay	1	Accounts
	<b>Above \$250,000 but below \$1,500,000</b>		
13	Prepare request for submission to Ministerial Tender Board	1	Department Head
14	Receive approval from MTB	5	Department Head
15	Send quote (goods)/ contract (service) to accounts for processing	1	Department Head
16	Prepare and sign contract ( <i>service</i> )	5	Assistant Secretary (G)
17	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing	1	Procurement Officer/Head of Department

<sup>8</sup> Pursuant to section 28, Part V of the Procurement Act, Chapter 73:05 and Part III of the Procurement Regulations 2004



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18	Prepare request to purchase and vouchers ( <i>good</i> )	5	Accounts
19	Submit document (RTP or contract) to Ministry of Finance for processing	1	Accounts
20	Receive cheque from MOF	5	MOF
21	<i>Service:</i> Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
22	<i>Good:</i> Accounts department collects cheque from MOF	1	Accounts
24	<i>Goods:</i> Collect goods and pay	1	Accounts
	<b><i>Above \$1,500,000</i></b>		
25	<i>Prepare request for submission to National Procurement and Tender Board</i>	1	Department Head
26	<i>Receive approval from NPTAB</i>	5	Department Head
27	<i>Send quote (goods)/ contract (service) to accounts for processing</i>	1	Department Head
28	<i>Prepare and sign contract (service)</i>	5	Assistant Secretary (G)
29	<i>Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing</i>	1	Procurement Officer/Head of Department
30	<i>Prepare request to purchase and vouchers (good)</i>	5	Accounts
31	<i>Submit document (RTP or contract) to Ministry of Finance for processing</i>	1	Accounts
32	<i>Receive cheque from MOF</i>	5	MOF
33	<i>Service:</i> Supplier or contractor collects the cheque from MOF after work is completed		Supplier/ Contractor
34	<i>Good:</i> Accounts department collects cheque from MOF	1	Accounts
35	<i>Goods:</i> Collect goods and pay	1	Accounts