

CIRCULAR No. 04/2025

To: All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Department
From: Chairman, Public Procurement Commission
Date: June 10, 2025
Subject: **Amended Checklist for Procurement Process from Bidding to Contract Award**

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.


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

On June 12, 2024, the Commission, in pursuance to the aforementioned, issued **Circular No. 02/2024 – Checklist for Procurement Process from Bidding to Contract Award** with an attached checklist for the various procurement methods.

The Commission, as it continues its review and approval of public procurement procedures, has modified the aforementioned checklist. This amended checklist is attached hereto as *Appendix A* and is to serve as a guide to all public procuring entities to be considered in the course of conducting procurement proceedings.

The checklist attached to this Circular replaces that previously issued by way of Circular No. 02/2024.

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


Pauline Chase (Ms.)
Chairman

cc: Chairman, National Procurement and Tender Administration Board
Finance Secretary

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AMENDED¹ CHECK LIST² FOR THE VARIOUS PROCUREMENT METHODS – (OPEN TENDERING (OT)³, REQUEST FOR QUOTATIONS (RFQs), SINGLE SOURCE (SS) & RESTRICTED TENDERING (RT)

1. (a) Procurement Guidelines for Open Tendering⁴

(Goods and Services [other than consultancy services])⁵

No.	Procurement Process	Duration (days) ⁶	Variation (days)	Responsibility ⁷	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 documents from NPTAB and print and bind bid documents.	2		Procurement Officer/Head of Department	
7.	Send invitation for bids to be advertised.	1		Procurement Officer/Head of Department	
8.	Advertise.	21 ⁸		Advertising Agency	
9.	Opening of Tender.	1		NPTAB	
10.	Evaluation of Bids (Technical and			Evaluation Committee	

¹ Previous Check List published vide PPC Circular No. 2/2024 (June 21, 2024)

² Extracted from Procurement Manual of the Ministry of Tourism, Industry & Commerce with modifications.

³ Procurement Regulations – Threshold of \$3M and above – National Board (NPTAB)

⁴ Save and except for two-stage tendering. For two-stage tendering, the preliminary pre-qualification process set out in Section 6 of the Procurement Act, Cap. 73:05 must be followed and then the process set out in Section 31 thereof.

⁵ Pursuant to Section 25, Part V and Section 54 of the Procurement Act, Cap. 73:05.

⁶ Suggested guidelines, which may be varied with moderation, save and except where mandated by statute.

⁷ Officer may vary by procuring entity depending on organisational chart.

⁸ Standard suggested guideline is not less than 21 days. May be varied (decreased or increased) depending on technicality of good or service being procured.

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	Financial. ⁹	10			
11.	Preparation and signing of Evaluation Report.	3		Evaluation Committee	
12.	Submission of Evaluation Report to the procuring entity [tender board] identifying the lowest evaluated tender. ¹⁰	1		Evaluation Committee	
13.	Respond on agreement or disagreement with the Evaluation Report. If in disagreement, issue an advisory recommendation to the Evaluation Committee. ¹¹	10		Procuring Entity [Tender Board]	
14.	If procurement exceeds G\$15M and therefore Cabinet review ("no objection") is required - prepare and submit to Cabinet streamlined tender Evaluation Report of contract award recommendation.	14		NPTAB (through Minister of Finance)	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.(a)	Receive contract award recommendation (from NPTAB as applicable) if Cabinet review ("no objection") is not required.	5	plus 5	Procuring Entity from Tender Board	
(b)	Receive contract award recommendation from NPTAB after Cabinet review "no objection", if required.	21		Cabinet/NPTAB	

⁹ Section 39(2) of the Procurement Act, Cap. 73:05

¹⁰ Section 39(3) of the Procurement Act, Cap. 73:05

¹¹ Ibid

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16.	Issue Notice of acceptance to tenderer whose tender has been identified as the lowest evaluated tender. ¹²	7		Permanent Secretary	
17.	Transmit contract award to NPTAB for publication on its website.	within 5 days of issuing notice of acceptance ¹³		Head of Department	
18.	Publication of contract award on NPTAB's website. ¹⁴	2		NPTAB	
19.	Prepare and sign contract (service).	5 days after publication of contract award		Assistant Secretary (G)	
20.	Issue Notice to the unsuccessful tenderers of the name and address of the awarded tenderer who has entered into the contract and contract price. ¹⁵	5		Procuring Entity	
21.	Submit quotation/invoice (goods)/contract (service) and relevant approval to the Accounts Department, including goods/services received note, for processing.	1		Procurement Officer/Head of Department	
22.	Prepare request to purchase, and vouchers (goods).	5		Accounts	

¹² Section 42(1) of the Procurement Act, Cap. 73:05

¹³ Regulation 4(2) of the Procurement Regulations 2004

¹⁴ Section 11 of the Procurement Act, Cap. 73:05

¹⁵ Section 43 of the Procurement Act, Cap. 73:05

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23.	Submit document (RTP or contract) to Ministry of Finance (MOF) (or such paying authority) for processing.	1		Accounts	
24.	Receive cheque from MOF (or such payment issuing authority).	5		MOF	
25.	Service: Supplier collects the cheque from MOF (or such payment issuing authority) after work is completed.	7		Supplier	
26. (a)	Goods: Accounts Department collects cheque from MOF (or such payment issuing authority).	1		Accounts	
(b)	Cheque: Supplier uplifts cheque from Accounts Department of procuring entity.	1		Accounts	

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1. (b) Procurement Guidelines for Open Tendering (Construction/Works)¹⁶

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1.	Develop Specifications (Engineer's Estimate).	7	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 of bid documents 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 for bids 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.	3		Evaluation Committee	
12.	Submission of Evaluation Report to the procuring entity [tender board] identifying the lowest evaluated tender.	1		Evaluation Committee	
13.	Respond on agreement or disagreement with the Evaluation Report. If disagreement, issue advisory recommendation to the Evaluation Committee. ¹⁷	10		Procuring Entity [Tender Board]	

¹⁶ Pursuant to section 25, Part V and section 54 of the Procurement Act, Chapter 73:05

¹⁷ Section 39(3) of the Procurement Act, Cap. 73:05

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14.	If procurement exceeds G\$15M and therefore Cabinet review (“no objection”) is required - prepare and submit to Cabinet streamlined tender Evaluation Report of contract award recommendation.	14		NPTAB (through Minister of Finance)	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.(a)	Receive contract award recommendation (from NPTAB as applicable) if Cabinet review (“no objection”) is not required.	5	plus 5	Procuring Entity from Tender Board	
(b)	Receive contract award recommendation from NPTAB after Cabinet review (“no objection”), if required.	21		Cabinet/NPTAB	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>
16.	Issue Notice of acceptance to tenderer whose tender has been identified as the lowest evaluated tender.	7		Permanent Secretary	
17.	Transmit contract award to NPTAB for publication on its website.	within 5 days of issuing notice of acceptance		Head of Department	
18.	Publication of contract award on NPTAB’s website. ¹⁸	2		NPTAB	
19.	Prepare and sign contract (<i>works</i>).	5 days after publication of contract award.		Assistant Secretary (G)	
20.	Issue Notice to the unsuccessful tenderers of the name and address of the awarded tenderer who has entered into the	5		Procuring Entity	

¹⁸ Section 11 of the Procurement Act, Cap. 73:05 and Regulation 4(3) of the Procurement Regulations 2004

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	contract and contract price. ¹⁹				
21.	Contract execution.	Specific to contract		Contractor	
22.	Schedule of works.	Specific to contract		Contractor	
23.	Submit contract and relevant approval to the accounts department for processing (this is based on payment schedule outlined in contract) including payment certificate that works were satisfactorily completed.	1		Procurement Officer/Head of Department	
24.	Submit request to pay to MOF (or such payment issuing authority).	1		Accounts Department	
25.	Prepare cheque.	5		MOF (or such payment issuing authority)	
26.	Receive cheque from MOF (or such payment issuing authority).	1		Procuring Entity	
27.	Contractor collects the cheque from procuring entity after work is completed.			Contractor	

¹⁹ Section 43 of the Procurement Act, Cap. 73:05

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2. Procurement Guidelines for Consulting Services

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1.	Develop and approve Terms of Reference (TOR).	5	plus 5	Head of Department	
2.	Prepare and approve invitation of Expression of Interest (EOI).	5	plus 5	Head of Department/ Procurement Officer/ Permanent Secretary (approval)	
3.	Send EOI to be published (advertised).	1		Head of Department	
4.	Publish invitation to express interest.	21		Advertising Agency	
5.	Short list consulting services firms from those who responded to invitation to express interest.	5		Head of Department/Permanent Secretary	
6.	Prepare Request for Proposals. (RFPs).	5		Procurement Officer/Head of Department	Section 45 of the Procurement Act sets out the required content of the Request for Proposals.
7.	Submit RFP to NPTAB for approval, if applicable. ²⁰	1		Procuring Entity	
8.	Send RFP to short-listed consulting services firms.	3		Head of Department	
9.	Receive proposals.	14		Head of Department	
10.	Submit to the Evaluation Committee through the relevant Tender Board ²¹ the proposals received.	3		Head of Department/Permanent Secretary	

²⁰ RFQ to be sent to NPTAB for approval if the value of the tender exceeds the maximum threshold for all other boards - Section 17(1) of the Procurement Act, Cap. 73:05 and Schedule 1 of the Procurement Regulations 2004 as amended by Regulation 3 of the Procurement (Amendment) Regulations 2016.

²¹ Threshold depending on value of the service.

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11.	Evaluate tenders in accordance with Evaluation Criteria set out in the RFP.	10		Evaluation Committee	Evaluation must be conducted in accordance with Sections. 46 and 47 of the Procurement Act, Cap. 73:05.
12.	Preparation and signing of Evaluation Report.	3		Evaluation Committee	
13.	Submission of Evaluation Report to the procuring entity [tender board] identifying the lowest evaluated tender.	1		Evaluation Committee	
14.	Respond on agreement or disagreement with the Evaluation Report. If in disagreement, issue an advisory recommendation to the Evaluation Committee.	10		Procuring Entity [Tender Board]	
15.	If procurement exceeds G\$15M and therefore Cabinet review (“no objection”) is required - prepare and submit to Cabinet streamlined tender Evaluation Report of contract award recommendation.	14		NPTAB through Minister of Finance	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>
16. (a)	Receive contract award recommendation from Tender Board if Cabinet review (“no objection”) is not required.	5	plus 5	Procuring Entity from Tender Board	
(b)	Receive contract award recommendation from Tender Board (NPTAB) after Cabinet review (“no objection”), if required.	10		Cabinet/NPTAB	
17.	Issue Notice of acceptance to tenderer whose tender has been identified as the lowest evaluated tender.	7		Permanent Secretary	

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18.	Transmit contract award to NPTAB for publication on its website. ²²	1		Head of Department	
19.	Publication of contract award on NPTAB's website.	2		NPTAB	
20.	Prepare and sign contract (<i>consultancy</i> .)	5		Assistant Secretary (G)	
21.	Issue Notice to the unsuccessful tenderers of the name and address of the awarded tenderer who has entered into the contract and contract price.	5			
22.	Contract execution.	Specific to contract			
23.	Inception Report and Work Plan.	Specific to contract		Consultant	
24.	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	
25.	Submit request to pay to MOF (or such payment issuing authority).	1		Accounts Department	
26.	Prepare cheque.	5		MOF (or such payment issuing authority)	
27.	Receive cheque from MOF (or such payment issuing authority).	1		Procuring Entity	
28.	Consultant collects the cheque from procuring entity.			Consultant	

²² Procurement \$1.5M and above – Procurement (Amendment) Regulations 2016

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3. (a) Procurement Guidelines for Restricted Tendering²³ (Goods or Services [other than Consulting Service])²⁴

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1.	Develop Specifications.	5	plus 5	Department/ Agency	
2.	Prepare bid documents, invitation to tender, (and request for approval for restrictive tendering if applicable ²⁵).	5		Procurement Officer/Head of Department	S. 6 of the Procurement Act, Cap. 73:05 (pre-qualification proceedings) is advisable.
3.	Submission to NPTAB for approval and request for approval for restrictive tendering, if applicable ²⁶ (depending on value of the tender).	1		Procurement Officer/Head of Department	
4.	Review and approval by NPTAB, if applicable.	5		NPTAB	
5.	Collect bid document from NPTAB and print and bind bid documents, and receive approval for restrictive tendering if applicable.	2		Procurement Officer/Head of Department	
6.	Send invitation to restricted list of persons to submit tenders/bids.	1		Procurement Officer /Head of Department	
7.	Await responses.	21		Bidders	
8.	Opening of tender.	1		Tender Board	
9.	Evaluation of Bid (Technical and Price).	10		Evaluation Committee	

²³ Pursuant to section 26, Part V and section 54 of the Procurement Act, Chapter 73:05

²⁴ Thresholds per Regulation 2(a), Procurement (Amendment) Regulations 2019 – below \$10M (contracts for goods & services other than consulting services); below \$20M (contracts for construction)

²⁵ Approval required if the value of the tender exceeds the maximum threshold for all other boards - Section 17(1) of the Procurement Act, Cap. 73:05 and Schedule 1 of the Procurement Regulations 2004 as amended by Regulation 3 of the Procurement (Amendment) Regulations 2016.

²⁶ Ibid

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10.	Preparation and signing of Evaluation Report.	3		Evaluation Committee	
11.	Submission of Evaluation Report to the procuring entity [tender board] identifying the lowest evaluated tender.	1		Evaluation Committee	
12.	Respond on agreement or disagreement with the Evaluation Report. If disagreement, issue advisory recommendation to the Evaluation Committee.	10		Procuring Entity [Tender Board]	
13.	If procurement exceeds G\$15M and therefore Cabinet review ("no objection") is required - prepare and submit to Cabinet streamlined tender Evaluation Report of contract award recommendation.	14		NPTAB (through Minister of Finance)	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. (a)	Receive contract award recommendation from Tender Board, if Cabinet review ("no objection") is not required.	5	plus 5	Procuring Entity from Tender Board	
(b)	Receive contract award recommendation from Tender Board (NPTAB) after review ("no objection") by Cabinet, if required.	21		Cabinet/NPTAB	
15.	Issue Notice of acceptance to tenderer whose tender has been identified as the lowest evaluated tender.	7		Permanent Secretary	
16.	Transmit contract award to NPTAB for publication on its website.	within 5 days of dispatch of contract award to the successful bidder		Head of Department	

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17.	Publication of contract award on NPTAB's website.	2		NPTAB	
18.	Prepare and sign contract.	5 days after contract award is published		Accounting Officer	
19.	Issue Notice to the unsuccessful tenderers of the name and address of the awarded tenderer who has entered into the contract and contract price.	5		Procurement Officer/Head of Department	
20.	Submit invoice contract and relevant approval to the accounts department for processing in accordance with contract terms.	1		Procurement Officer/Head of Department	
21.	Prepare request to purchase and vouchers.	5		Accounts	
22.	Submit document (RTP or contract) to MOF (or such payment issuing authority) for processing payment.	1		Accounts	
23.	Prepare cheque for payment.	5		MOF (or such payment issuing authority).	
24.	Uplift cheque from MOF (or such payment issuing authority).	1		MOF (or such payment issuing authority).	
25.	Supplier/Contractor/Consultant collects the cheque from procuring entity.			Supplier/Contractor/Consultant	

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3.(b) Procurement Guidelines for Restricted Tendering (Construction/Works)²⁷

No.	Procurement Process	Duration (days)	Variation (days)	Responsibility	Remarks
1.	Develop Bill of Quantities (Engineer's Estimate).	7	plus 5	Engineer	
2.	Prepare bid documents, invitation to tender, and request for approval for restrictive tendering.	5		Procurement Officer/Head of Department	
3.	Submission to NPTAB for approval and request for approval for restrictive tendering, if applicable.	1		Procurement Officer/Head of Department	
4.	Review and approval by NPTAB, if applicable.	5		NPTAB	
5.	Collect bid document from NPTAB and print and bind bid documents, and receive approval for restrictive tendering if applicable.	2		Procurement Officer/Head of Department	
6.	Send invitation to restricted list of persons to submit tenders/bids.	1		Procurement Officer/Head of Department	
7.	Await responses.	21		Bidders	
8.	Opening of tender.	1		NPTAB or such relevant Tender Board	
9.	Evaluation of Bid (Technical and Price).	10		Evaluation Committee	
10.	Preparation and signing of Evaluation Report.	3		Evaluation Committee	
11.	Submission of Evaluation Report to the procuring entity [tender board] identifying the lowest evaluated tender.	1		Evaluation Committee	
12.	Respond on agreement or disagreement with the Evaluation Report.	10		Procuring Entity [Tender Board]	

²⁷ Pursuant to section 26, Part V and section 54 of the Procurement Act, Chapter 73:05

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	If disagreement, issue advisory recommendation to the Evaluation Committee.				
13.	If procurement exceeds G\$15M and therefore Cabinet review (" <i>no objection</i> ") is required – prepare and submit to Cabinet streamlined tender Evaluation Report of contract award recommendation.	14		NPTAB (through Minister of Finance)	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. (a)	Receive contract award recommendation from Tender Board, if review (" <i>no objection</i> ") is not required by Cabinet.	5	plus 5	Procuring Entity from Tender Board	
(b)	Receive contract award recommendation from (NPTAB) after review (" <i>no objection</i> ") by Cabinet, if required.	21		Cabinet/NPTAB	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.	Issue Notice of acceptance to tenderer whose tender has been identified as the lowest evaluated tender.	7		Permanent Secretary	
16.	Transmit contract award to NPTAB for publication on its website.	within 5 days of dispatch of contract award to the successful bidder		Head of Department	
17.	Publication of contract award on NPTAB's website.	2		NPTAB	

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18.	Prepare and sign contract (works).	5 days after publication of contract award		Accounting Officer	
19.	Issue Notice to the unsuccessful tenderers of the name and address of the awarded tenderer who has entered into the contract and contract price.	5		Procuring Entity	
20.	Contract execution: Schedule of Works	Specific to contract		Contractor	
21.	Submit contract and payment certificates for relevant approval to the Accounts Department for processing (this is based on payment schedule outlined in contract).	1		Procurement Officer/Head of Department	
22.	Prepare request to purchase and vouchers (works).	5		Accounts	
23.	Submit document (RTP or contract) to MOF (or such payment issuing authority) for processing payment.	1		Accounts	

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24.	Prepare cheque for payment.	5		MOF (or such payment issuing authority)	
25.	Uplift cheque from MOF (or such payment issuing authority).	1		Procuring Entity	
26.	Contractor collects the cheque from-procuring entity.			Contractor	

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4. Procurement Guidelines for Request for Quotation (General)²⁸

No.	Procurement Process	Duration (days)	Responsibility
1.	Develop specifications/terms of reference/bills of quantities.	5	Head of Department
2.	Prepare request for quotation.	1	Head of Department
3.	Receive not fewer than three (3) quotations. ²⁹	14	Head of Department
	Below the Procuring Entity's Tender Board Threshold allowed by Regulations (Head of Entity's Approval Limit):³⁰		
4.	Submit quotations received to the Evaluation Committee.	1	Head of Entity
5.	Evaluate tenders in accordance with Section 27(5) of the Procurement Act, Cap. 73:05.	3	Procurement Officer
6.	Approval of Evaluation Report.	2	Head of Entity
7.	Notify successful tenderer.	1	Procurement Officer
8.	Prepare and sign contract.	5	Head of Entity
9.	Submit quotation, contract and relevant approval to the Accounts Department for processing.	1	Procurement Officer/Head of Department
10.	Prepare Request to Purchase (RTP) and vouchers.	5	Accounts Department
11.	Submit documents (RTP or contract) to MOF (or such payment issuing authority) as applicable for processing.	1	Accounts Department
12.	Uplift cheque from MOF (or such payment issuing authority).	5	MOF (or such payment issuing authority)
13.	Service: supplier or contractor collects cheque from MOF (or such payment issuing authority) after service is completed.		Supplier or Contractor
14.	Goods: Accounts department collects cheque from MOF (or such payment issuing authority).	1	Accounts department.
15.	Goods: collect and pay.	1	Accounts department

²⁸ Section 27 of the Procurement Act, Cap. 73:05 for contracts below \$3M vide Regulation 6 of the Procurement Regulations 2004 and Regulation 2(b) of the Procurement (Amendment) Regulations 2019.

²⁹ Section 27(2) of the Procurement Act, Cap. 73:05

³⁰ Schedule 1 of the Procurement Regulations

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	Within the Procuring Entity's Tender Board Threshold allowed by Regulations:³¹		
16.	Submit quotations received to Evaluation Committee.	1	Head of Entity
17.	Evaluate tenders in accordance with Section 27(5) of the Procurement Act, Cap. 73:05 ³²	3	Evaluation Committee
18.	Evaluation Committee prepares and submits its report to the appropriate board.		Evaluation Committee
19.	Receive approval from the appropriate board.	5	Head of Entity
20.	Notify successful tenderer.	1	Procurement Officer
21.	Send quote (goods)/contract (service) to accounts for processing.	1	Head of Department
22.	Prepare and sign contract (service)	5	Head of Entity
23.	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing.	1	Procurement Officer/Head of Department
24.	Prepare request to purchase and vouchers (goods).	5	Accounts
25.	Submit document (RTP or contract) to MOF (or such payment issuing authority) for processing.	1	Accounts
26.	Uplift cheque from MOF (or such payment issuing authority).	5	MOF (or such payment issuing authority)
27.	Service: Supplier or contractor collects the cheque from MOF (or such payment issuing authority) after service is completed.		Supplier/ Contractor
28.	Goods: Accounts Department collects cheque from MOF (or such payment issuing authority).	1	Accounts
29.	Goods: Collect goods and pay.	1	Accounts
	Above the Procuring Entity's Tender Board Threshold allowed by Regulations³³		
30.	Head of Entity submits all bids received to Evaluation Committee.	1	Head of Entity
31.	Evaluation Committee prepares and submits Evaluation Report to the procuring entity, through the appropriate tender board.	2	Evaluation Committee
32.	Receive approval from National Board.	5	Head of Entity

³¹ Schedule 1 of the Procurement Regulations

³² Section 27(5) of the Procurement Act, Cap. 73:05 - "The procurement contract shall be awarded to the supplier or contractor that submitted the lowest-priced quotation that complied with the requirements of the invitation."

³³ Schedule 1 of the Procurement Regulations

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33.	Send approved quote (goods) / contract (service) to accounts for processing.	1	Department Head
34.	Prepare and sign contract (service).	5	Assistant Secretary (G)
35.	Submit quotation (goods)/contract (service) and relevant approval to the accounts department for processing.	1	Procurement Officer/Head of Department
36.	Prepare request to purchase and vouchers (goods).	5	Accounts
37.	Submit document (RTP or contract) to MOF (or such payment issuing authority) for processing.	1	Accounts
38.	Receive cheque from MOF (or such payment issuing authority).	5	MOF (or such payment issuing authority)
39.	Service: Supplier or contractor collects the cheque from MOF (or such payment issuing authority) after work is completed		Supplier/ Contractor
40.	Goods: Accounts department collects cheque from MOF (or such payment issuing authority).	1	Accounts
41.	Goods: Collect goods and pay	1	Accounts

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5. Procurement Guidelines for Single Source Procurement (General)³⁴

No.	Procurement Process ³⁵	Duration (days)	Responsibility
1.	Develop specifications/terms of reference/bill of quantities.	5	Head of Department
2.	Prepare solicitation/bid document or request for price quotation as circumstances require.	5	
3.	Review and approval of solicitation document or request for price quotation	5	Head of Department
4	Submission of solicitation documents to NPTAB for approval along with justification for single source procurement method.	1	Procurement Officer/Head of Department
5	Review and approval by NPTAB.	5	NPTAB
6	Collect bid documents from NPTAB and print and bind bid documents.	2	Procurement Officer/Head of Department
7.	Solicit proposal or price quotation from identified supplier/contractor/consultant.	3	Permanent Secretary/Accounting Officer
8.	Receive proposal or price quotation.	as circumstances may require	Tenderer to Procuring Entity
9.	Evaluation of Bid (Technical and Financial – where applicable).	10	Evaluation Committee
10.	Preparation and signing of Evaluation Report.	3	Evaluation Committee
11.	Submit Evaluation Report to NPTAB.	1	Evaluation Committee
12. (a)	Receive contract award recommendation from NPTAB, if the value of tender is not above \$15M and therefore review (“no objection”) by Cabinet is not required.	As circumstances may require	NPTAB
(b)	If the value of the tender is \$15M and above and therefore review (“no objection”) by Cabinet is required, receive approval of NPTAB after review by Cabinet.		
13.	Inform tenderer of contract award.	2	Accounting Officer
14.	Prepare and sign contract.	Within 3 days	Procurement Officer/Permanent Secretary

³⁴ Pursuant to section 28, Part V of the Procurement Act, Chapter 73:05 and Part III of the Procurement Regulations 2004

³⁵ These processes do not contemplate circumstances where emergency procurement is required, in which case the processes may be applied retroactively.

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15.	Transmit contract award with value of \$1.5M and above, to NPTAB for publication on its website.	5	Head of Department
16.	Publication of contract award on NPTAB's website.	2	NPTAB
17.	Submit contract and all other relevant documents to the Accounts Department for processing (this is based on payment schedule outlined in contract)	1	Procurement Officer/Head of Department
18.	Submit request for payment to relevant payment issuing authority.	5	Accounting Officer
19.	Prepare cheque.	5	MOF (or such payment issuing authority)
20.	Receive cheque from MOF (or such payment issuing authority)	1	MOF (or such payment issuing authority)
21.	Supplier or contractor collects the cheque from the procuring entity after work is completed.		Supplier/ Contractor

Adopted at a Meeting of the Commission dated June 5, 2025