



Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

**Public Procurement Commission**  
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**CIRCULAR NO. 09/2023**

**To:** All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Departments  
**From:** Chairperson, Public Procurement Commission  
**Date:** November 14, 2023  
**Subject:** **Bid Protest Form**

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Pursuant to Part VII of the Procurement Act, Cap. 73:05 and Part V of the Procurement Regulations 2004, a supplier and contractor whose tender or proposal has been rejected may challenge that rejection by way of Bid Protest.

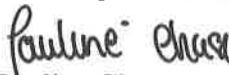
In accordance with Part VII of the Procurement Act, Cap. 73:05, where the contract has not yet been entered into with the successful bidder, the Bid Protest must be submitted to the procuring entity for review, in the first instance. Thereafter, if the supplier or contractor is dissatisfied with the results of the review done by the procuring entity or if the procuring entity fails to conduct a review within five business (5) days from the date of the submission of the Bid Protest, then an independent review can be applied for to the Public Procurement Commission.

To this end and in pursuance to the responsibilities of the Public Procurement Commission (PPC) ('the Commission') as vested by S.17(2) of the Procurement Act, Cap. 73:05, the Commission has designed and approved of the attached Bid Protest Form for use by suppliers and contractors when submitting a Bid Protest. The Form is to ensure that pertinent information required to conduct the aforesaid review is submitted by the supplier or contractor. It is also intended to enable procuring entities to readily identify and process a Bid Protest.

This Circular serves to inform procuring entities that the Commission will shortly apprise suppliers and contractors of the introduction of the aforesaid Form which the Commission is hopeful will be utilised when submitting a Bid Protest to facilitate an easy and efficient review process.

Notwithstanding the introduction of this Bid Protest Form, the Commission reminds procuring entities that a written bid protest in any other format ought not to be rejected.

Procuring entities may contact the Commission for any further advice or guidance on the above.

  
Pauline Chase  
Chairperson

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

## BID PROTEST FORM

*This Form was created by the Public Procurement Commission (PPC)  
pursuant to S. 17(2) of the Procurement Act, Cap. 73:05, for use in Bid Protest proceedings.*

Pursuant to Section 52 of the Procurement Act, Cap. 73:05, I/we, the undersigned, do hereby submit this protest to the rejection of my/our bid, as follows:

Name of Applicant:

Address of Applicant:

Email:  Telephone:

Contract ID No.:  Bid Opening Date: / /   
DD MM YYYY

Procuring Entity:

Procuring Board: [  ] NPTAB [  ] Ministerial [  ] Regional [  ] Other

Has there been a contract award?  Yes  No  Unaware

Name of Contractor/Supplier awarded:

If yes, date of publication of the award: / /   
DD MM YYYY

Has the contract been signed?: [  ] Yes [  ] No [  ] Unaware

If yes, date of contract: / /  [  ] Unaware  
DD MM YYYY

When did you become aware of the circumstances giving rise to the complaint?  
\_\_\_\_\_

Reason for bid protest:

Relief being sought (*tick appropriate box(es)*)-

- review of the contract award
  - reversal of the contract award decision
  - award of the contract to the applicant
  - other
- 

I, \_\_\_\_\_, the undersigned, do hereby declare that the information provided herein is true and correct.

Date:                    \_\_\_\_/\_\_\_\_/\_\_\_\_  
                                  DD MM  YYY

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

*Please note:*

- *If the contract for the tender has not been signed at the time of submission of this Bid Protest, a copy of this completed Bid Protest Form must be submitted to the procuring entity within five (5) business days following the date of the publication of the contract award decision.  
                                  In addition to the procuring entity, a copy of this completed Form may also be submitted to the procuring board.*
- *If this Bid Protest is not reviewed by the procuring entity within five (5) business days of submission to the procuring entity or you are dissatisfied with the review, you may apply to the Public Procurement Commission for an Administrative Review ([www.ppc.org.gy/submit-a-complaint/](http://www.ppc.org.gy/submit-a-complaint/)).*
- *If the contract for the tender has already been signed at the time of submission of this Bid Protest, you may submit this Bid Protest Form directly to the Public Procurement Commission no later than seven (7) days after you became aware of the circumstances giving rise to the complaint.*