



Promoting Transparency and
Efficiency in Public Procurement

Public Procurement Commission
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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: February 19, 2025

Subject: **Submission of Procurement Plans**

S. 11A (1) of the Procurement Act Cap. 73:05 stipulates that:

– “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 (3) weeks after the National Budget is approved.”

The National Budget having been approved on February 2, 2025, procuring entities are now required to submit their procurement plans for the year 2025 to the Public Procurement Commission (‘PPC’) (‘the Commission’) on or before February 26, 2025.

The Commission encourages procuring entities to utilise the Electronic Procurement Plan Template available on its website: <https://ppc.org.gy/resources/#forms> and to submit the completed plan via email to publicprocurement@ppc.org.gy or hard copy to the Commission’s office at Lot 262 New Garden Street, Queenstown, Georgetown.

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

Sincerely Yours,

Pauline Chase (Ms.)
Chairman