



Promoting Fairness, 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

MEMORANDUM

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

From: Mr. Michael Singh, Chief Executive Officer, Public Procurement Commission

Date: June 8th, 2025

Subject: **Invitation to participate in Contract Management Training**

The Public Procurement Commission (PPC) ('the Commission') is an independent and impartial body established under Article 212W of the Constitution of the Co-operative Republic of Guyana ('the Constitution') to monitor public procurement and applicable procedures in order to ensure that the procurement of goods, services and execution of works are conducted in a fair, equitable, transparent and cost-effective manner and in compliance with the procurement laws of Guyana.

The Commission is committed to its mission to promote transparency, competition, equity, achievement of value for money, sustainability and environmental best practices in the public procurement system.

Pursuant to Article 212AA (1)(b) of the Constitution a function of the Commission is to "*promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, constructors and public bodies;*" and as enabled by Section 17(2) of the Procurement Act, Cap. 73:05 the Commission is vested with the responsibility of "*organizing training seminars regarding procurements*".

In light of this context, the PPC hereby extends an invitation to representatives from your Ministry/ Agency and or Department to attend a one-day training seminar on **Contract Management** which is scheduled for **June 24, 2025**. This training will be held at the Arthur Chung Conference Centre and will commence at **9:00 am and will conclude at 2:00 pm**. Similarly, registration will commence at 8:30am.



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The commission encourages full in-person participation of this training to extract the maximum benefit. If, however, you are for any reason unable to participate in the face-to-face session, you may be facilitated via a Zoom Audio/Visual Link. The Zoom login and passcode is found below.

The training is intended to target such officers who have direct responsibility for managing and or overseeing contract execution. Therefore, individuals participating in this training should come from the following units/divisions or departments: - Head of Procuring Agencies' representative (i.e. PS, CEO, etc.), Works Department (i.e. Engineers, Clerk of Works, Technical/Project Officer, or such relevant officer) and Procurement Department (i.e. Manager).

Please note that the names of a maximum of two (2) participants or representatives from your Ministry/ Agency or Department should be submitted to the Public Procurement Commission by **June 17, 2025**.

Your response to this letter and submission of participant or representative names can be done via email to publicprocurement@ppc.org.gy.

On confirmation of attendance, the Programme will be sent to you.

Lunch will be provided to participants attending the face-to-face session.

Zoom meeting information:

Topic: Public Procurement Commission's Contract Management Training

Time: Jun 24, 2025, 09:00 La Paz

Join Zoom Meeting

<https://us06web.zoom.us/j/86097640161?pwd=baDFnt0bLyKaNc6RHljbjEAupYhbGW9.1>

Meeting ID: 860 9764 0161

Passcode: 207310



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The PPC looks forward to your presence at this pertinent training activity.

Best Regards.

Yours faithfully

Michael Singh (Mr.)

Chief Executive Officer

cc: Mr. S. Pasha – Finance Secretary, Ministry of Finance