



ANNUAL REPORT

JULY 8, 2023-JULY 7, 2024

1. COVERING LETTER	2
2. LIST OF ACRONYMS	3
3. INTRODUCTION	4
4. EXECUTIVE SUMMARY	5
5. PUBLIC PROCUREMENT COMMISSION	8
a. Mandate	
b. Functions	
c. Responsibilities	
d. Mission Statement	
e. Core Values	
f. Personnel	
i. The Commission	
ii. The Secretariat	
iii. Organisational Structure	
iv. Staffing	
6. GOVERNANCE AND ADMINISTRATION	17
a. Meetings of the Commission	
b. Meetings with Stakeholders & Other Bodies	
7. THE SECRETARIAT'S WORK PROGRAMME	22
a. Programme Performance Statements	
8. DEPARTMENTAL REPORTS	27
I. Operations Department	
a. Training Unit	
b. Monitoring Unit	
i. Tender Opening Monitoring	
ii. Media Monitoring-Invitation to Bid	
iii. Submission of Procurement Plans	
iv. Review of Contract Awards	
v. Review of Standard Bidding Documents and Evaluation Criteria Forms	
vi. Standardised Evaluation Report	
vii. Review of Procurement Manuals	
viii. Review of Internal Procurement Procedures	
ix. Compliance Reviews	
c. Investigations Unit	
i. Investigations	
ii. Bid Protests/Administrative Reviews	
iii. Debarment	
d. Public Relations Unit	
e. Information Technology Unit	
II. Legal Department	
III. Accounts Department	
IV. Human Resources Department	
9. CONCLUSION	135
10. APPENDICIES	136
Appendix A – List of Procuring Entities	
Appendix B Open Days and Training Activities	
Appendix C – Circulars	
Appendix D – Notices	



Co-operative Republic of Guyana

PUBLIC PROCUREMENT COMMISSION

Established Under Articles 212W, X & Y of the Constitution.

262 New Garden Street, Queenstown, Georgetown

E-mail: publicprocurement@ppc.org.gy

Website: <https://ppc.org.gy>

Tel: (592) 226-2364, (592) 226-3729, (592) 231-7306, (592) 231-7304

April 14th, 2025

Hon. Manzoor Nadir, MP
Speaker
National Assembly
Parliament Buildings
Brickdam
Georgetown

Dear Hon. Speaker,

Re: Report of the Public Procurement Commission

In accordance with Article 212CC (1) of the constitution of The Co-operative Republic of Guyana, I am pleased to submit, as approved at a meeting of the Public Procurement Commission (PPC) held on April 10th, 2025, the Annual Report of the activities of the PPC for its preceding year of operation, to wit, July 8, 2023, to July 7, 2024.

Yours sincerely,

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

LIST OF ACRONYMS

AG	Auditor General
AOG	Audit Office of Guyana
BPC	Bid Protest Committee
CEO	Chief Executive Officer
CP	Community Participation
GOG	Government of Guyana
HOL	Head of Legal
HOO	Head of Operations
IDB	Inter-American Development Bank
IFB	Invitation For Bid
MOF	Ministry of Finance
MOPS	Ministry of Public Service
NDC	Neighbourhood Democratic Council
NPTA	National Procurement & Tender Administration
NPTAB	National Procurement & Tender Administration Board
OT	Open Tender
PPC	Public Procurement Commission
PPP	Public-Private Partnership
RDC	Regional Democratic Council
RFQ	Request For Quotation
RT	Restricted Tender
SS	Single Source

INTRODUCTION

The Public Procurement Commission (PPC) ('the Commission') is an independent, impartial, and constitutionally mandated oversight body established by virtue of Article 212W of the Constitution of The Co-operative Republic of Guyana ('the Constitution'). The Commission serves as a critical mechanism for ensuring transparency, accountability, and efficiency in the public procurement process. It is vested with the responsibility of monitoring and regulating all aspects of public procurement to guarantee that procurement activities across government agencies are conducted in a fair, equitable, competitive, and cost-effective manner, in accordance with statutory and regulatory requirements.

The Public Procurement Commission was first constituted by, President David Arthur Granger, as he then was, on October 28, 2016, pursuant to Article 212Y (1) of the Constitution, for an initial tenure of three (3) years. Following the expiration of the initial term, the tenures of both the Chairman and Deputy Chairman were subsequently extended for an additional one (1) year by President Granger with effect from October 25, 2019, pursuant to Article 212Y (2). However, during this period, no additional Commissioners were appointed, resulting in a Commission that was not fully constituted or quorate.

The life of the prior Commission, having expired in 2020, inclusive of the aforementioned extension, the PPC was subsequently reconstituted by His Excellency, Dr. Mohamed Irfaan Ali, with effect from July 8, 2022, for the constitutionally prescribed period of three (3) years.

The current composition of the Commission has since its constitution, been actively executing its mandate, providing independent oversight of public procurement processes, regulatory compliance, institutional capacity-building, and policy recommendations aimed at strengthening Guyana's public procurement framework.

Article 212CC (1) of the Constitution mandates that the Commission shall –

"As soon as practicable after the end of each year of its operation, ... submit to the National Assembly an annual report of the activities of the Commission during the preceding year..."

This Report constitutes the second consecutive Annual Report submitted by this subsisting second constituted Commission, covering the period July 8, 2023, to July 7, 2024. The first Annual Report, covering the period July 8, 2022, to July 7, 2023, was the first such report to ever be laid before the National Assembly by the PPC. The submission of this Annual Report, 2023/2024, represents the Commission's continued commitment to upholding transparency and accountability in accordance with Article 212CC of the Constitution.

Throughout the reporting period, the Commission encountered both challenges and successes in executing its mandate. The year 2023/2024 was marked by significant strides in public procurement oversight, capacity-building initiatives, and enhanced public engagement, reflecting the Commission's proactive approach to improving procurement efficiency and regulatory compliance. However, the Commission also faced operational and structural challenges, including resource constraints, workforce limitations, and procurement process inefficiencies within various government agencies. These challenges underscored the need for policy reforms, institutional strengthening, and strategic realignments to ensure that Guyana's procurement system continues to evolve in alignment with global best practices.

As the Commission presents this Annual Report 2023/2024, it reaffirms its unwavering dedication to ensuring integrity, transparency, and efficiency in the public procurement landscape. This Report provides a comprehensive review of the Commission's activities, key performance indicators, challenges encountered, and strategic recommendations, serving as a roadmap for strengthening public procurement in Guyana. Through continued collaboration with stakeholders, government agencies, and the wider public, the Commission remains steadfast in its mission to uphold the highest standards of accountability and governance in procurement administration.

The Public Procurement Commission's Annual Report for the period July 8, 2023, to July 7, 2024, provides a comprehensive overview of procurement activities undertaken by the Commission to ensure transparency, efficiency and value for money in the use of public funds. This year's report highlights key achievements, challenges and strategic initiatives that have contributed to an improved public procurement landscape.

By virtue of Article 212W of the Constitution, the Commission continued to execute its constitutional mandate, to impartially and independently oversee the operations of public procurement in Guyana.

During the reporting period, the Commission undertook activities in execution in all categories of its functions, to wit, public awareness, monitoring, investigations and legislative reform, expanding in all areas from its previous year of operation.

Public Awareness

The Commission embarked on an aggressive public awareness campaign in furtherance of the Commission's function to "promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies" pursuant to Article 212AA (1) b of the Constitution. This was carried out through extension Training and Public Relations Units of the commission. The training exercises built on those from the previous reporting year, as the Commission expanded its training activities throughout all ten (10) Administrative Regions in Guyana and covering more procuring entities.

The Commission reached a total number of one thousand four hundred and two (1,302) persons through these training activities. The training sessions which targeted public procuring entities, attracted the participation of sixty-three (63) entities, and a total of six hundred and thirty-four (634) participants attended.

In the cases of the Public Open Days and Training Sessions for suppliers and contractors, a total of five hundred and fifty-six (556) persons and one hundred and twelve (112) stakeholders participated, respectively.

The Commission successfully collaborated with the Small Business Bureau (SBB) and the Ministry of Public Service (MOPS) in hosting a number of training seminars. It is important to note that the Commission continues its work with MOPS to formalise training programmes that create recognised certification of procurement staff and further encourage upward mobility in this area.

The Commission revamped its Public Relations Unit which now functions under the Operations Department. The aim of this Unit in accordance with Article 212AA(1)(a) of the Constitution, is to demystify procurement rules among procuring entities and other bodies and to increase cohesiveness, better understanding, and more broadly, public awareness through a stronger media presence.

In this way, the Commission refined its proactive communication with procuring entities, other public bodies and stakeholders. From the work done thus far, it is projected that engaging with the media and building relationships in this sense will continue to build a two-way communication stream between the public and the Commission, strengthening its oversight by building public trust and rapport.

Monitoring

The Commission, with respect to its monitoring function, has conducted a robust media monitoring exercise within its Secretariat. This exercise was manned by the Operations Department, which constantly and systematically observed and reviewed the publications of tenders and other procurement activities. The Commission also further expanded its monitoring activities during the subsisting reporting year as compared with its previous year of operation

While more responsible procurement practices were observed as this monitoring exercise improves, observations were made for areas of improvement.

Within this year, the Commission set out to review the procurement plans and manuals for 100% of the procuring entities. Requests were made to every entity by the Commission, for the submission of their procurement plans and manuals. The results are that 75% of the entities have complied with the Commission's request for submission and/or corrections of the procurement plans and manuals, and 25% remain non-compliant.

The Commission commenced the process of creating standardised forms for procurement manuals, procurement plans and forms of tender documents including a Standardised Evaluation Report and a review of the Standard Bidding Documents. This is aimed at further streamlining the procurement process and promoting higher levels of compliance with the Procurement Act and supporting Regulations.

The Commission continued its compliance reviews exercise for projects awarded by the National Procurement Tender Board (NPTAB). During the period under review, a total of 48 tenders were examined, marking a significant increase from the sample size of twelve in the previous year. Of the 48 tenders, 31 were deemed compliant and 17 at the end of the reporting period were ongoing as they required further clarification from the subject procuring entities.

Investigations

During the reporting period, the Commission received requests for ten (10) investigations. At the end of the reporting period all requests for investigations were dealt with to finality resulting in no pending investigations. Of the 10 requests, two (2) were withdrawn, two (2) did not respond to requests of the Commission and six (6) resulted in Summaries of Findings being issued wherein the complaints were thoroughly addressed and Recommendations issued accordingly.

The Bid Protest Committee was established during the reporting period pursuant to Part VII of the Procurement Act, Cap. 73:05. There was one (1) bid protest which at the end of the reporting period was awaiting determination by that committee.

As in the previous year of operation, no applications were received within the current reporting year to debar any contractor or supplier.

Legislative Reform

As the Commission settled into the execution of its functions, areas for legislative reform to improve the effectiveness and efficiency of the procurement process were highlighted. Pursuant to Article 212AA(1) of the constitution, recommendations for amendments and reform were made as detailed herein.

The Secretariat

In terms of the Secretariat's administrative functions, this year was met with several challenges mainly due to human resources constraints. Notwithstanding, the Secretariat dutifully executed its responsibilities functioning under the following Departments:

- **Operations Department**
 - *Training Unit*
 - *Monitoring Unit*
 - *Investigations Unit*
 - *Public Relations Unit*
 - *Information Technology Unit*
- **Legal Department**
- **Accounts Department**
- **Human Resources Department**

Given the influx of data, specifically from executing its monitoring and investigative functions, the Commission established a working relationship with the National Data Management Authority (NDMA) to provide for the storage of information while maintaining confidentiality and security. This engagement has been spearheaded by the Information Technology Unit of the Commission. Further, the Unit supported the Commission by providing stakeholders with access to critical information and has greatly improved the Commission's cyber posture.

The Legal Department worked throughout this period on the revision and improvement of the internal manuals of the Commission, the drafting of a Code of Conduct for the Commissioners and staff and developing an internal investigative policy and procedure. The legal department's work was also extended to reviewing the entire legislative framework for procurement in Guyana, *vis a vis*, the Procurement Act, Cap. 73:05 and all other supporting Regulations and Acts.

The holistic revision of the legal framework includes work that also sees contribution from the Law Reform Commission and the Attorney General's Chambers itself. The Commission continues to work in concert with these offices towards a new and improved legal framework for public procurement.

This Annual Report underscores the Commission's commitment to responsible procurement practices that deliver significant benefits to both the government and the country at large. As Guyana develops, the Commission remains dedicated to enhancing procurement strategies that are resilient, sustainable, and equitable and is dedicated to ensuring that its functions are executed in the manner intended by the Constitution.

THE PUBLIC PROCUREMENT COMMISSION

I. Mandate

Pursuant to Article 212W of the Constitution, the purpose of the PPC is to-

"... monitor public procurement and the procedure therefor in order to ensure that the procurement of goods, services and the execution of works are conducted in a fair, equitable, transparent, competitive and cost-effective manner according to law and such policy guidelines as may be determined by the National Assembly."

II. Functions

The PPC is entrusted with thirteen (13) functions as prescribed in Article 212AA of the Constitution, to wit-

- a) monitor and review the functioning of all procurement systems to ensure that they are in accordance with law and such policy guidelines as may be determined by the National Assembly.
- b) promote awareness of the rules, procedures, and special requirements of the procurement process among suppliers, constructors, and public bodies.
- c) safeguard the national interest in public procurement matters, having due regard to any international obligations.
- d) monitor the performance of procurement bodies with respect to adherence to regulations and efficiency in procuring goods and services and execution of works.
- e) approve of procedures for public procurement, disseminate rules and procedures for public procurement and recommend modifications thereto to the public procurement entities.
- f) monitor and review all legislation, policies, and measures for compliance with the objects and matters under its purview and report the need for any legislation to the National Assembly.
- g) monitor and review the procurement procedures of the ministerial, regional, and national procurement entities as well as those of project execution units.
- h) investigate complaints from suppliers, contractors and public entities and propose remedial action.
- i) investigate cases of irregularity and mismanagement and propose remedial action.
- j) initiate investigations to facilitate the effective functioning of public procurement system.
- k) enlist the aid of such persons, as may be necessary, to assist the Commission with expert advice.
- l) liaise with and refer matters to the police and Auditor General.
- m) do all other acts and things as may be necessary to facilitate the efficient discharge of the functions of the Commission.

III. Responsibilities

Key responsibilities of the Commission are outlined in Section 17(2) (a) to (f) of the Procurement Act, Cap. 73:05:

- (a) making regulations governing procurement to carry out the provisions of this Act;
- (b) determining the forms of documents for procurement including, but not limited to-
 - i. standard bidding documents.
 - ii. pre-qualification documents.
 - iii. contracts.
 - iv. evaluation forms; and
 - v. procurement manuals, guidelines, and procedures.
- (c) organising training seminars regarding procurements;
- (d) reporting annually to the Minister on the effectiveness of the procurement processes and recommending therein any amendment to this Act that may be necessary to improve the effectiveness of the procurement process;
- (e) as provided for in section 53 of the Procurement Act, upon request by Contractors and Suppliers, facilitating the reviewing of decisions by the procuring entities through the Bid Protest Committee;
- (f) adjudicating debarment proceedings.

IV. Mission Statement

To promote transparency, competition, equity, achievement of value for money, sustainability, and environmental best practices in the public procurement system.

V. Core Values

The Commission in execution of its mandate is guided by the following Core Values-

- Confidentiality
- Respect
- Integrity
- Teamwork
- Commitment
- Transparency
- Impartiality

VI. Personnel

i. The Commissioners

Article 212X of the Constitution mandates that the PPC shall comprise of five (5) members, who shall have expertise in procurement, legal, financial and administrative matters, appointed by the President after approval by not less than two thirds of the elected members of the National Assembly.

Messrs. Berkley Wickham, Rajnarine Singh and Joel Bhagwandin together with Ms. Dianna Rajcumar were sworn into office on July 1, 2022, while Ms. Pauline Chase took the oath of office on July 8, 2022. The Commission thereby became fully constituted and effectual from July 8, 2022.

Thereafter, the Commission, in accordance with Article 212Y (3), at its first meeting held on July 15, 2022, unanimously elected Ms. Pauline Chase as Chairman and Mr. Berkley Wickham as Deputy Chairman

The Commissioners are bound by an Oath of Confidentiality sworn to on February 21, 2023. Together with the Oath of Office taken before His Excellency, Dr. Mohamed Irfaan Ali on their appointment, they so serve.



From left:

PAULINE CHASE
CHAIRMAN

BERKLEY WICKHAM
DEPUTY CHAIRMAN

RAJNARINE SINGH
COMMISSIONER

DIANNA RAJCUMAR
COMMISSIONER

JOEL BHAGWANDIN
COMMISSIONER

ii. The Secretariat

Article 212Z (1) of the Constitution provides that-

"The Commission shall establish a secretariat comprising its officers and employees."

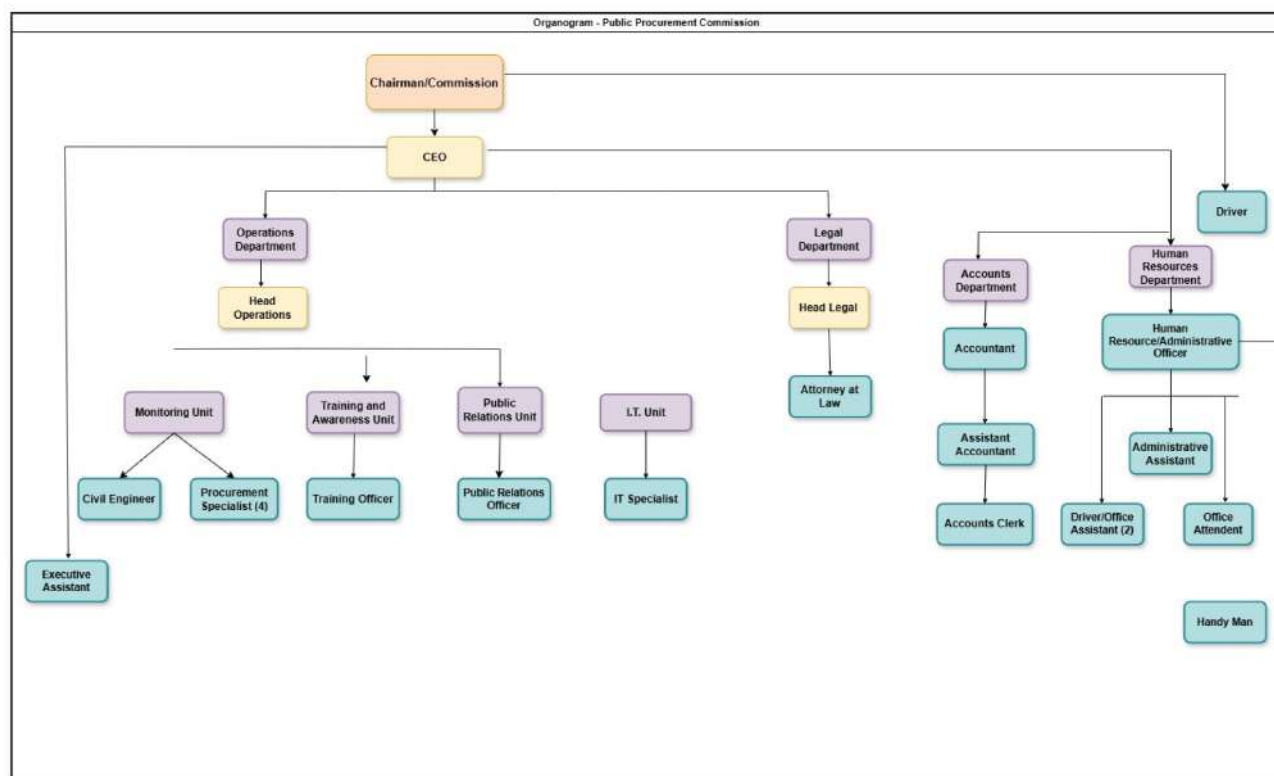
The Secretariat is the executing arm of the Commission. In accordance with Article 212Z(2) and (3) of the Constitution, it is headed by a Chief Executive Officer (CEO) who also serves as Secretary to the Commission and under whose direction and control he falls.

iii. Organizational Structure

During the period under review, the Secretariat continued to function under the Organisational Chart which was inherited from the prior constituted Commission and revised during this Commission's first year of operation.

The (revised) structure of the Commission, established for the Secretariat, clear Departments and Units thereunder, in line with the Commission's constitutionally mandated functions, to wit-

- a. Operations Department, under which falls-
 - *Training Unit*
 - *Monitoring Unit*
 - *Investigations Unit*
 - *Public Relations Unit*
 - *Information Technology Unit*
- b. Legal Department
- c. Accounts Department
- d. Human Resources Department

Diagram 1: Depiction of the Public Procurement Commission's Organogram**iv. Staffing**

The Commission spared no effort to ensure that the Secretariat was fully and competently staffed in order to execute its functions.

The Commission commenced the year under review with 85% of its staff complement, with 17 of its 20 positions being filled.

During the term, there was one (1) resignation, one (1) contract renewal and three (3) new recruitments. There were no terminations.

Accordingly, the Commission ended the year under review with 95% of its staff complement, with 19 of its 20 positions being filled. A request was also made to add three (3)

While members of staff of the Secretariat executed their functions commendably, the loss of the Head of Operations proved challenging and impacted the Work Plan of the Commission.

Table 1: Staffing at the beginning of the 2023/2024 reporting period:

Chief Executive Officer	1
Head of Operations	1
Head of Legal/Compliance	1
Procurement Specialist	2
Civil Engineer	1
Information Technology Specialist	1
Assistant Accountant	1
Human Resource/ Administrative Officer	1
Training Officer	1
Executive Assistant	1
Administrative Assistant	1
Accounts Clerk	1
Office Attendant	1
Chauffeur	1
Driver/Office Assistant	1
Handyman	1
TOTAL	17

Table 2: Vacancies at the beginning of the reporting period 2023/2024

Public Relations Officer	1
Attorney-at-Law	1
Accountant	1
TOTAL	3

Table 3: Appointments within the reporting period 2023/2024

Public Relations Officer	1
Attorney-at-Law	1
Head of Operations	1
TOTAL	3

Table 4: Staff at the end of the reporting period 2023/2024

Chief Executive Officer	1
Head of Operations	1
Head of Legal/Compliance	1
Procurement Specialist	2
Civil Engineer	1
Information Technology Specialist	1
Assistant Accountant	1
Human Resource/ Administrative Officer	1
Training Officer	1
Executive Assistant	1
Administrative Assistant	1
Accounts Clerk	1
Office Attendant	1
Chauffeur	1
Driver/Office Assistant	1
Handyman	1
Public Relations Officer	1
Attorney-at-Law	1
TOTAL	19

Table 5: Resignations during the 2023/2024 reporting period

Head of Operations	1
TOTAL	3

Table 6: Renewed Contracts for the 2023/2024 reporting period

Procurement Specialist	1
TOTAL	3

Table 7: Acting Appointments during the 2023/2-2024 reporting period

Assistant Accountant acted as Accountant	from 30/04/2023 & continuing
Head of Operations Department acted as CEO	from 11/09/2023 to 10/10 /2023
Head the Legal Department acted as CEO	from 09/05/2024 to 22/05/2024

Table 8: Requests for budgetary allocation to hire additional staff within the 2023/2024 reporting period

Procurement Specialist	2
Assistant Information Technology Specialist	1
TOTAL	3

In accordance with State budgetary procedures, the Commission on 18th of April 2024 requested the creation of three (3) aforementioned additional positions in the Secretariat.

Inter alia, with the increased budgetary allocations for Government projects between the reporting periods, there has been an increase in contract awards resulting in more activity in the public procurement process¹. This has led to an increased workload at the level of the Commission's responsibilities, including but not limited to its monitoring, investigative and training functions. An increased staff complement is therefore necessary. This need was anticipated as reported in Commission's prior (2022-2023) Annual Report². At the end of the period under review, the Commission was awaiting approval of the request to add additional staff as hereinbefore set out.

¹Table 52: Key Metrics for Comparison, page 98 of this Report

²2023 Report of the Public Procurement Commission, page 16

CHIEF EXECUTIVE OFFICER & DEPARTMENTAL HEADS:



MICHAEL SINGH
CHIEF EXECUTIVE OFFICER
(Secretary to the Commission)

BIBI SHABENA ALI
HEAD OF LEGAL DEPARTMENT

MERVYN CHUNG
(Former) HEAD OF OPERATIONS DEPARTMENT
(Mr. Chung resigned during the 2023/2024 reporting period. Mr. Dwight Dodson was appointed subsequently and functioned in this post for a part of the reporting period).

The Commission maintained oversight, direction and control of the Secretariat primarily through scheduled weekly meetings. The CEO, as the constitutionally appointed Secretary to the Commission, attended all meetings of the Commission and reported thereto.

a. Meetings of the Commission

As during the last reporting period, the Commission's weekly meetings continued to be scheduled to be held on Fridays, unless otherwise agreed by a majority. This was changed in May 2024, when the Commission unanimously approved that, going forward, meetings would be held on Thursdays instead of Fridays.

A total of forty-three (43) Statutory Meetings were held during the period under review. All meetings of the Commission were chaired by the Chairman, Ms. Pauline Chase.

Attendance was as follows-

Ms. Pauline Chase	-	Chairman	-	43/43
Mr. Berkley Wickham	-	Deputy Chairman	-	42/43
Mr. Rajnarine Singh	-	Commissioner	-	43/43
Ms. Dianna Rajcumar	-	Commissioner	-	43/43
Mr. Joel Bhagwandin	-	Commissioner	-	43/43

Meetings of the Commission were aimed at discharging, and did discharge, the work of the Commission in accordance with its Work Programme for the year under review, formulated through its 2023/2024 Strategic Work Plan which was adopted during the last reporting period.

Key objectives-

- received and considered complaints,
- addressed correspondence received,
- reviewed the performance of the Secretariat against targets established for the Departments, and
- generally gave directions to the Secretariat for execution in accordance with the Work Programme and such matters before the Commission.

b. Meetings with Stakeholders & Other Bodies

As done in its previous year of operation, the Commission also met with other bodies, key stakeholders and persons aligned in the execution of its functions.

i. Meeting with the Public Procurement Commission and the National Procurement and Tender Administration Board (NPTAB)

On February 8, 2024, the Commission met with the National Procurement and Tender Administration Board (NPTAB) at the former's invitation. The meeting, held at the Commission's Boardroom, followed up on the bodies' meeting held during the prior reporting period, on May 11, 2023.

The meeting was chaired by Ms. Pauline Chase, Chairman of the PPC and attended by Commissioners Rajnarine Singh and Joel Bhagwandin together with Mr. Michael Singh, CEO of the PPC. From NPTAB, attendees included Dr. Tarachand Balgobin, Chairman; Mr. Arvin Parag, CEO and Board Members, Mr. Bernard Lord and Ms. Gloria Beharry.

NPTAB is established and vested under the Procurement Act, Cap. 73:05 with the operation of the fundamental aspects of the procurement process, particularly in the evaluation of bids for tenders exceeding the maximum value set for other tender boards and the establishment of those boards.

NPTAB therefore falls squarely in the oversight mandate and monitoring functions of the Commission.

Matters Discussed:

Significant matters touching and concerning the procurement process were addressed including-

- Update on the introduction of e-procurement
- Publication of contract awards made by Regional and Ministerial Tender Boards
- Improvement to NPTAB's website to make it compliant with the Procurement Act, Cap. 73:05, particularly the publication of the date of contract awards
- The evaluation process
- Review of the Standard Bidding Documents
- Formulation of a Standardised Evaluation Report
- Designation of Procurement Specialist within the public sector
- Ensuring compliance with S. 24 of the Procurement Act, Cap. 73:05, and
- Staffing and other constraints at NPTAB

Outcomes of the Meeting:

Coming out of the meeting, NPTAB made a significant and crucial step towards improved transparency in the system. To wit, the Administration began as at in or about May 2024, to input and publish on its website, the date of publication of contract awards. This is of utmost importance in the complaint process. Pursuant to Section 52 of the Procurement Act, Cap. 73:05 the time for the lodging of a protest by a bidder against the rejection of his bid runs from the date of publication of the contract award. Prior, this date was not published, and it therefore hindered an effective complaint process since it was not possible to definitively determine whether a protest was lodged within the statutorily prescribed time. The action of NPTAB in remedying this deficiency shows a commendable commitment towards enhancing the visibility of the procurement process, providing direct access to vital information for the public.

Moreover, NPTAB apprised the Commission that it was actively engaged with the Inter-American Development Bank (IDB) in technical studies to assess the scope, requirements, and design of a new Management Information System (MIS). The emphasis on digitizing records and establishing a fully operational registry reflects a commitment to modernizing and streamlining procurement processes. Future plans include the creation of a documentation centre, installation of a new MIS, and a structural re-engineering to accommodate an expanding workload. These, NPTAB reported, were necessary formative steps in establishing an e-procurement system. The Commission while welcoming these steps, encouraged NPTAB to accelerate its endeavours to bring e-procurement on board without delay.

The meeting delved into crucial aspects of public procurement. A robust discussion on legislative reform, online signatures, and the necessity for Standard Operating Procedures (SOPs) highlighted the commitment to minimising discrepancies and ensuring effective procurement processes, the commission underscoring the importance of standardized procedures.

Addressing current challenges, NPTAB highlighted staffing concerns, underscoring the immediate need for action, especially in light of the higher volume of tenders being received. Discussions revolved around challenges with bid document management and the necessity for additional Evaluators to bolster the system's efficiency. The potential use of Artificial Intelligence to streamline document processing was also explored for future use.

Ensuring compliance and regulation of corporations in accordance with Section 24 of the Procurement Act, Cap. 73:05 was also a focal point of the discussions. NPTAB informed of the progress made in engaging these entities.

Such engagements between the PPC and NPTAB underscore a commitment to navigating critical aspects of public procurement. As discussions continue, these efforts aim to enhance efficiency and transparency within the procurement processes, ultimately contributing to the promotion of good governance in Guyana.

ii. Meeting with Public Procurement Commission and the Law Reform Commission

On April 11, 2024, representatives from the Public Procurement Commission (PPC) and the Law Reform Commission (LRC) met to discuss collaborative efforts to enhance Guyana's legislative framework.

Article 212AA(f) of the Constitution, enshrines the PPC with the function to-

"monitor and review all legislative, policies and measures for compliance with the objects and matters under its purview and report the need for any legislation to the National Assembly;"

The meeting was chaired by Mr. Berkley Wickham, Deputy Chairman, PPC and attended by Rajnarine Singh and Mr. Joel Bhagwandin, CEO Mr. Micheal Singh, Ms. Bibi Shabena Ali (Head of Legal), Ms. Esther Osborne (Attorney at Law), and Ms. Samantha Sheoprashad (Public Relations Officer). The LRC was represented by Ms. Emily Dodson, Chairman; Mr. Lennox Shuman, Ms. Clarissa Riehl, Ms. Wendy Denauth Secretary; with Reshma Persaud, Mr. Teni Housty, and Ms. Deenawatie Panday participating virtually.

Matters Discussed:

The meeting focused on exploring a collaborative relationship between the PPC and LRC to review and improve the Procurement Act. This included discussions on modernising and aligning the Act with international procurement best practices and enhancing public procurement efficiency and effectiveness in Guyana.

Outcomes of the Meeting:

- Agreement to establish a working group between the PPC and LRC to develop recommendations.
- Development of terms of reference (TOR) to guide the collaboration.
- Establishment of a structural framework outlining roles, responsibilities, and procedures for the partnership.
- Nomination of representatives from each commission for the working group.
- Commitment to enhancing the existing procurement framework to support modernization and improvements in the procurement process.

iii. Meeting with Public Procurement Commission and Ministry of Finance

On April 16, 2024, the Commission, led by its Chairman Ms. Pauline Chase and attended by Deputy Chairman Mr. Berkley Wickham (virtual), Commissioners Mr. Joel Bhagwandin and Mr. Rajnarine Singh, CEO Mr. Michael Singh, Head of the Legal Department Ms. Bibi Shabena Ali, and PRO Ms. Samantha Sheoprashad, met with representatives from the Ministry of Finance (MOF), led by Finance Secretary Mr. Sukrishnalall Pasha, Advisor Mr. Vishnu Nan, and Deputy Audit Manager Ms. Melissa Singh.

The meeting aimed to strengthen collaboration between the PPC and the Ministry to enhance public procurement efficiency in Guyana.

Matters Discussed:

The meeting focused on access to information by the PPC to enhance its monitoring function.

Outcomes of the Meeting:

- Development of SOPs for Monitoring and Evaluation to enhance PPC's oversight on procurement.
- Access to Contract Awards data across all levels (ministerial, regional, and national) to increase transparency.
- General Information on Project Lifecycle made available to PPC for effective monitoring.
- Project Progress Monitoring to ensure adherence to guidelines and value for money in public procurement.

This partnership supports PPC's goal of optimizing procurement practices nationwide.

iv. Meeting with public Procurement Commission and International Development Bank

On May 8th, 2024, the Public Procurement Commission (PPC) met with representatives from the Inter-American Development Bank (IDB) to continue their collaboration on strengthening procurement systems in Guyana. This meeting followed on a prior meeting between the PPC and IDB in February 2023. That is, during the last reporting period.

The PPC team, including Chairman Ms. Pauline Chase, Deputy Chairman Mr. Berkley Wickham, Commissioners Dianna Rajcumar, Joel Bhagwandin, Rajnarine Singh, and CEO Mr. Michael Singh, were joined by IDB representatives Ms. Lorena Solórzano Salazar (IDB Representative in Guyana), Mr. Iván-Alonzo Gaviria (Chief of Operations), and Ms. Patricia Yamilee Payen (Procurement Specialist).

Matters Discussed:

The PPC and IDB representatives met to discuss enhancing Guyana's procurement processes, with a focus on international best practices and training to strengthen the PPC's oversight functions and effectiveness.

Outcomes of the Meeting:

- **IDB Assistance:** The IDB pledged support to help the PPC in international best practices and standards in the development of Standard Operating Procedures (SOPs), enhancing contract oversight, and Standard Bidding Documents (SBD) and Standardised Evaluation Reports,
- **Evaluator Training Collaboration:** The IDB committed to partnering with the PPC for training evaluators in international best practices for procurement evaluation
- **Reform Discussion:** The meeting referenced ongoing initiatives from previous engagements, including legislative reform recommendations to improve Guyana's public procurement framework, following the 2018 Report by Ms. Sabine Engelhardt.

v. Meeting with the Attorney General and the Ministry of Legal Affairs

In pursuance to the Commission's constitutional function under Article 212AA(1)(f), to monitor and review all legislation, it met with the Honourable Attorney General & Minister of Legal Affairs on May 21, 2024, at his Chambers. Present at the meeting on behalf of the PPC were, Chairman Ms. Pauline Chase, Deputy Chairman Mr. Berkley Wickham, Commissioners Mr. Rajnarine Singh, Mr. Joel Bhagwandin and Ms. Dianna Rajcumar, Chief Executive Officer Mr. Michael Singh, Head of the Legal Department Ms. Bibi Shabena Ali, and Attorney-at-Law Ms. Esther Osborne. The Hon. Attorney General & Minister of Legal Affairs was accompanied by Ms. Shoshonna Lall, Assistant Solicitor General and Ms. Joann Bond, Deputy Chief Parliamentary Counsel, Ministry of Legal Affairs.

Matters Discussed:

The primary purpose of the meeting was to establish a procedure for a working relationship with the Attorney General's Chambers in execution of the Commission's legislative review function.

Further, the Commission followed up with its previous engagement with the Honourable Attorney General & Minister of Legal Affairs, by way letter dated May 7th, 2024, commending the 2018 IDB Report on Strengthening Guyana Public Procurement Framework complied by Ms. Sabine Engelhardt, Attorney-at-Law. The said Report was commended for due consideration for enactment of the areas of legislative reform identified therein but not yet effected.

The Commission also raised with the Honourable Attorney General & Minister of Legal Affairs, conflicts identified between the Procurement Act, Cap. 73:05 and the 2004 Regulations made thereunder. These conflicts, which were previously documented and adopted by the Commission following a comprehensive internal legal review thereof, were presented in a detailed matrix prepared by the Legal Department of the PPC.

Outcomes of the Meeting:

2018 IDB Report on Strengthening Guyana Public Procurement Framework complied by Ms. Sabine Engelhardt, Attorney-at-Law, is to be sent to the Law Reform Commission (LRC) by the Honourable Attorney General with instructions to consider same in any proposal by that commission (LRC) for amendments to the Procurement Act, Cap. 73:05.

Areas highlighted by the PPC of conflict between the Procurement Act, Cap. 73:05 and the 2004 Regulations made thereunder, are to be reviewed the Attorney General's Chambers.

Officers of the PPC and the Attorney General's Chambers were identified for follow up engagement to advance the process.

THE SECRETARIAT'S WORK PROGRAMME

In accordance with Article 212 (Z) of the Constitution of The Co-operative Republic of Guyana, under the direction and control of the Commission, the Chief Executive Officer (CEO), who also serves as Secretary to the Commission, is responsible for the efficient discharge of its functions.

As Secretary to the Commission, the CEO ensured that Minutes were taken of all forty-three (43) of the Commission's Statutory Meetings held during the reporting year and relevant reports prepared for all engagements undertaken by the Commission.

The funds of the Commission were effectively and properly managed in accordance with the Fiscal Management and Accountability Act (2003) during the reporting period within the budget allocated by the National Assembly for the said period, that is July 1, 2023, to June 30, 2024.³

a. Programme Performance Statements

The Commission, at the beginning of its three-year tenure, which commenced on July 8, 2022, set out a Strategic Plan in accordance with its constitutional mandate. Therefrom, a Work Plan was created to guide the Secretariat on its monthly and yearly output. The Commission monitors the execution of work by the Secretariat through monthly reports detailing the work of every department and unit thereunder, executed during the respective month.

The Secretariat successfully executed the activities outlined below in accordance with the Commission's budget and Work Programme for the reporting period, that is, July 8th, 2023, to July 7th, 2024.

The reporting year 2023/2024 presented both opportunities and challenges, particularly when compared to the preceding year, 2022/2023. A comprehensive evaluation of key performance indicators, including procurement training, compliance monitoring, public engagement, human resource management, and technological advancement, provides an insightful overview of the Commission's trajectory. The comparison highlights both areas of commendable progress and aspects requiring strategic intervention. The following objective reflect the results had by the Commission.

i. Objective A: To foster training and capacity building of procuring entities, suppliers, contractors and consultants.

Table 9: Objective A

Strategy		Conduct training on procurement laws and regulations for procuring entities.			
Impact		For procuring entities trained to undertake procurement activities according to the law and for suppliers, contractors and consultants to be trained on the correct bidding process			
Indicators	Target		Actual		
Number of procuring entities trained	2022/2023	2023/2024	2022/2023	2023/2024	
Number of suppliers, contractors and consultants trained	100	100	91	63	
	200	300	300	112	

³Accounts Department, pages 191 to 193 of this Report

A key responsibility⁴ of the Commission is to ensure that procuring entities, suppliers, contractors, and consultants receive adequate training in procurement processes, laws and regulations. The training programmes are designed to ensure that procurement processes remain transparent, efficient, and fully compliant with statutory requirements.

During the reporting year 2022/2023, the Training Unit set out to train 100 procuring entities, and a total of 91 entities participated in the sessions. For 2023/2024, the Commission engaged with 63 procuring entities who opted to participate, ensuring that those who attended received the necessary training and guidance on procurement processes.

Similarly, for suppliers, contractors, and consultants, the Commission initially targeted to train 200 individuals in 2022/2023. The sessions saw the participation of 300 individuals, reflecting strong engagement during that period, having exceeded the target set by one-third. In 2023/2024, the target was set at 300, and 112 individuals took part in the training, benefiting from the knowledge and resources shared.

The Commission continues to support and facilitate training initiatives, ensuring that those who engage in the sessions are well-equipped with the necessary procurement knowledge and skills. Efforts will remain focused on expanding outreach and maintaining meaningful engagement with all entities.

ii. Objective B: To strengthen systems, policies and processes of procuring entities.

Table 10: Objective B

Strategy	Monitor deficiencies and violations in the public procurement system			
Impact	For the procurement system to be strengthened and improved, and for procuring entities to be in compliance with the law.			
Indicators	Target		Actual	
	2022/2023	2023/2024	2022/2023	2023/2024
Review of capital procurement plans	82	108	75	81
Review of current procurement plans	82	108	48	52

⁴Section 17(2)(c) of the Procurement Act, Cap. 73:05

In fulfilment of its mandate to enhance procurement oversight and ensure compliance with statutory provisions, the Commission continues to conduct thorough reviews of procurement plans submitted by procuring entities, as required under Section 11A of the Procurement Act, Cap. 73:05. The review of both capital and current procurement plans serves as an essential mechanism to assess adherence to procurement regulations and identify areas for improvement.

For capital procurement plan reviews, the Commission had set a target of 82 reviews in 2022/2023, with 75 being reviewed. In 2023/2024, the target was increased to 100, and the Commission reviewed 81 plans. The number of plans reviewed reflects those that were submitted to the Commission by procuring entities in accordance with their legal obligations. All procurement plans submitted to the Commission were reviewed.

Similarly, the review of current procurement plans is contingent on the number of submissions received. In 2022/2023, the Commission aimed to review 82 plans, however only 48 were submitted and thereby reviewed. In 2023/2024, with a target of 85, the Commission reviewed 52 plans. The figures reflect the actual submissions received, as only those procurement plans submitted to the Commission could be reviewed.

Comparatively, there was a decrease in the submission of procurement plans (both capital and current) to the Commission between the prior and current reporting period.

The Commission encourages all procuring entities to submit their procurement plans in a timely manner, in accordance with legal requirements⁵ and proposes to enhance awareness of the requirement and importance for submission.

iii. Objective C: To enhance the Commission's profile through a public relations campaign

Table 11: Objective C

Strategy	Implement public engagement campaigns, media outreaches, social media content and partnerships to increase visibility and share information about the Commission's role and work.			
Impact	For the public to have good knowledge and understanding of the rules and regulations of the Commission and of the purpose and function thereof and thereby increase engagement with the Commission for the effective execution of its mandate.			
	2022/2023	2023/2024	2022/2023	2023/2024
Educational Awareness				
Radio	Unlimited	Unlimited	25,000	40,000
News Paper	Unlimited	Unlimited	38,000	60,000
Press Releases	Unlimited	Unlimited	4,000	15,000
Television Ads	Unlimited	Unlimited	17,500	50,000
Brochures	Unlimited	Unlimited	891	3567
Social Media Awareness				
Facebook	Unlimited	Unlimited	4000	50,011
Instagram	Unlimited	Unlimited	25	307
LinkedIn	Unlimited	Unlimited	40	7,744

⁵Circular No. 01/2024- Procurement Plan Template available at <https://ppc.org.gy/pwc/media/Circular-01-2024.pdf>

A core component of the Commission's mandate is public awareness and education on procurement processes.⁶ A well-informed public is crucial for ensuring transparency and accountability in public procurement.

The Commission leveraged multiple media platforms to expand its outreach efforts in 2023/2024, with notable improvements in engagement when compared to 2022/2023. Radio outreach efforts, for example, reached 25,000 individuals in 2022/2023, but expanded significantly to 40,000 in 2023/2024. Similarly, newspaper advertisements and press releases, which engaged 38,000 and 4,000 individuals, respectively, in 2022/2023, grew to 60,000 and 15,000 in 2023/2024. Television advertisements also saw a substantial increase, with viewership rising from 17,500 to 50,000 over the reporting period.

Social media engagement witnessed the most dramatic increase. Facebook interactions surged from 4,000 in 2022/2023 to an astounding 50,011 in 2023/2024, while LinkedIn engagements rose from 40 to 7,744. This substantial growth in digital engagement indicates that the Commission has successfully adapted to modern communication trends. However, the distribution of educational brochures, which was already limited at 891 copies in 2022/2023, declined even further in 2023/2024, with only 3,567 brochures disseminated. This suggests a shift away from traditional print media towards digital communication channels.

Notwithstanding the expansion of public engagement, the Commission endeavors to make efforts to ensure that all segments of the population, particularly those with limited digital access, remain adequately informed about procurement regulations and the work of the commission

iv. Objective D: To strengthen the administrative and operational structure of the Secretariat of the Commission.

Table 12: Objective D

Strategy	To strengthen the administrative and operational structure of the Secretariat of the commission.			
Impact	Increased efficiency and effectiveness of the work of the Commission.			
Indicators	Target		Actual	
	2022/2023	2023/2024	2022/2023	2023/2024
Number of staff hired	20	5	17	3

⁶Article 212AA(1)(b) of the Constitution of The Co-operative Republic of Guyana

The Commission remains committed to ensuring that the Secretariat is adequately staffed to effectively execute its mandate. During the reporting period, efforts were made to strengthen the administrative and operational structure by recruiting additional personnel in line with the Secretariat's staffing plan.

For the year 2022/2023, the target was set to hire twenty (20) staff members, with sixteen (16) successfully recruited. In 2023/2024, the recruitment target was five (5), and three (3) individuals joined the Secretariat. These staffing efforts reflect the Commission's ongoing work to enhance institutional capacity and maintain operational efficiency.

Despite operating with a lean team, the Secretariat demonstrated commendable dedication in fulfilling its responsibilities. With a current staff complement of 19, the Secretariat has continued to support the Commission's work efficiently, as reflected in the relevant sections of this report. The Commission recognises the efforts of its staff, who have remained steadfast in advancing key initiatives and ensuring the smooth execution of procurement oversight activities.

Moving forward, the Commission will continue to encourage strategic recruitment to further strengthen its operational capacity and enhance the overall effectiveness of its work.

Objective E: To strengthen the Commission's Information Technology Systems.

Table 13: Objective E

Strategy	To strengthen the Commission's Information Technology Systems.			
Impact	Implement and maintain digital time attendance system and firewall device and procure and maintain Microsoft 365 software licences.			
Indicators	Target		Actual	
	2022/2023	2023/2024	2022/2023	2023/2024
Procurement of firewall device	1	0	1	0
Acquisition of Microsoft 365 Business licenses	15	14	15	14
Procurement of time and attendance system	1	0	1	0

To modernise its operations and enhance monitoring capabilities, the Commission aimed to implement a range of technological improvements. These included the acquisition of firewall security devices, the procurement of Microsoft 365 business licenses, and the installation of a digital time attendance system.

In 2022/2023, the Commission successfully enhanced its cybersecurity infrastructure by procuring a firewall device, 15 Microsoft 365 licences, and a time attendance system. This was maintained during the 2023/2024 reporting period. The Commission remains steadfast in its commitment to strengthening cybersecurity and reinforcing this critical aspect of its work programme, ensuring that all essential areas, including technological advancements and procurement monitoring, are addressed efficiently.

I. Operations Department

The Operations Department throughout the 2023/2024 reporting period, remained steadfast in its commitment to fulfilling the Commission's Work Programme, actively striving to improve upon its performance from the previous reporting year. Recognising the need for continuous development and enhanced oversight, the department focused on improving compliance monitoring and modernising investigative processes to address allegations of procurement irregularities and also expanded training initiatives through strengthened public engagement.

To achieve these objectives, the Operations Department's work was organised into Units thereunder, each tasked with a specific function to support the overall governance and regulation of public procurement.

This section of the report will provide a comprehensive overview of the Operations Department's contributions through the various Units.

a. Training Unit

Article 212AA(b) of the Constitution of Guyana mandates that one of the functions of the PPC is to-

"promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies."

Further, Section 17(2) of the Procurement Act, Cap. 73:05 provides that the PPC shall be responsible for *"organizing training seminars regarding procurements."*

During the reporting period, the Commission's Training Unit, first established during the first year of operation of this the second constituted PPC, continued to efficiently execute the aforesaid functions and responsibilities. This Unit forms part of the Commission's Operations Department and together with the other technical officers in the Secretariat, the Unit successfully rolled out a far-reaching public awareness and training programme involving-

- Training seminars, conferences and workshops for both public procuring entities and suppliers/contractors in various aspects of the public procurement process,
- Open Day Activities in Administrative Regions #1 Barima Waini, #7 Cuyuni Mazaruni and #9 Upper Takatu Upper Essequibo, and
- Created training templates for preparation of procurement plans, best practices in procurement, ethics in procurement, procurement procedures and evaluation of bids.

The Commission collaborated with procuring entities and other bodies in the aforementioned, particularly, the Small Business Bureau (SBB), the International Development Bank (IDB) and the Ministry of Public Service (MOPS).

Training and public awareness is a crucial function of the Commission as it sensitises those involved in the public procurement process of its rules and regulations. This in turn improves compliance, efficiency and effectiveness of the process.

During the reporting period, the Commission designed and commenced a training and public awareness campaigns through the work of the Public Relations Officer to target stakeholders in certain key areas. Based on target indicators, reviews and adjustments are made to ensure effectiveness.

Data Analysis

Table 14: Data on participants who attended training session through procuring entities, for the reporting period (July 2023 to July 2024) per quarter.

Table 14: Data on participants who attended training session through procuring entities, for the reporting period (July 2023 to July 2024) per quarter.

Quarters	Sum of No. Participants Attended
Q1 (July 2023 to September,2023)	175
Q2 (October 2023 to December 2023)	142
Q3 (January 2024 to March 2024)	16
Q4 (April 2024 to July 2024)	301
Grand Total	634

Graph 1: Depiction of participants who attended training session through procuring entities, for the reporting period (July 2023 to July 2024) per quarter.

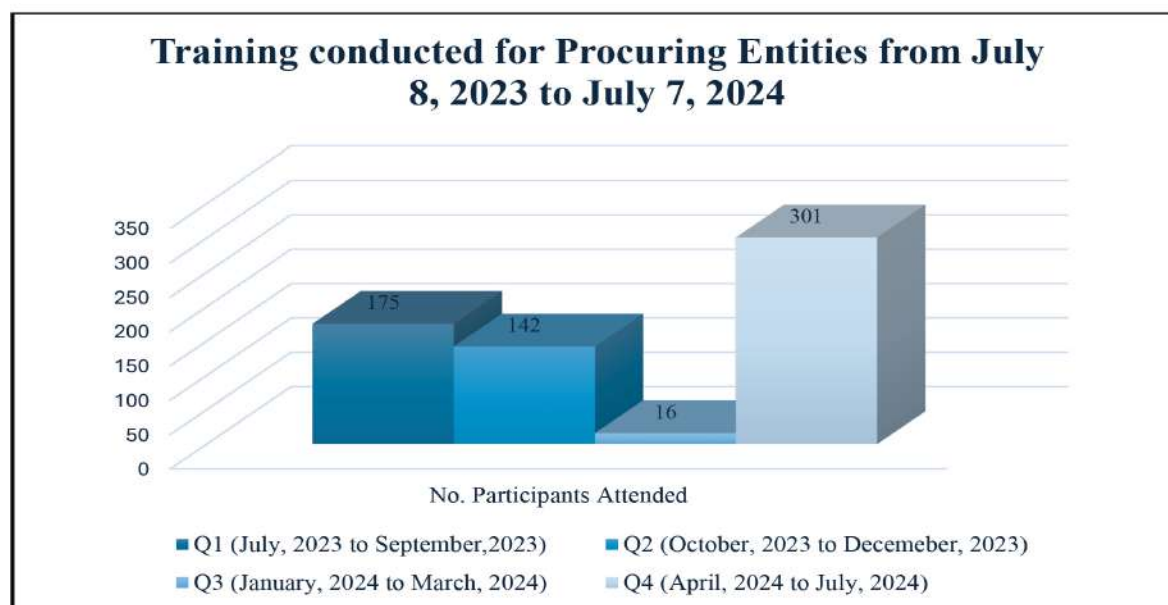


Table 15: Data Analysis on the frequency of procuring entities trained for the reporting period (July 2023 to July 2024) per quarter.

Quarters	No. of Procuring Entities Attended
Q1 (July 2023 to September,2023)	71
Q2 (October 2023 to December 2023)	52
Q3 (January 2024 to March 2024)	1
Q4 (April 2024 to July 2024)	58
Grand Total	182

Graph 2: Depiction of the frequency of procuring entities trained for the reporting period (July 2023 to July 2024) per quarter.

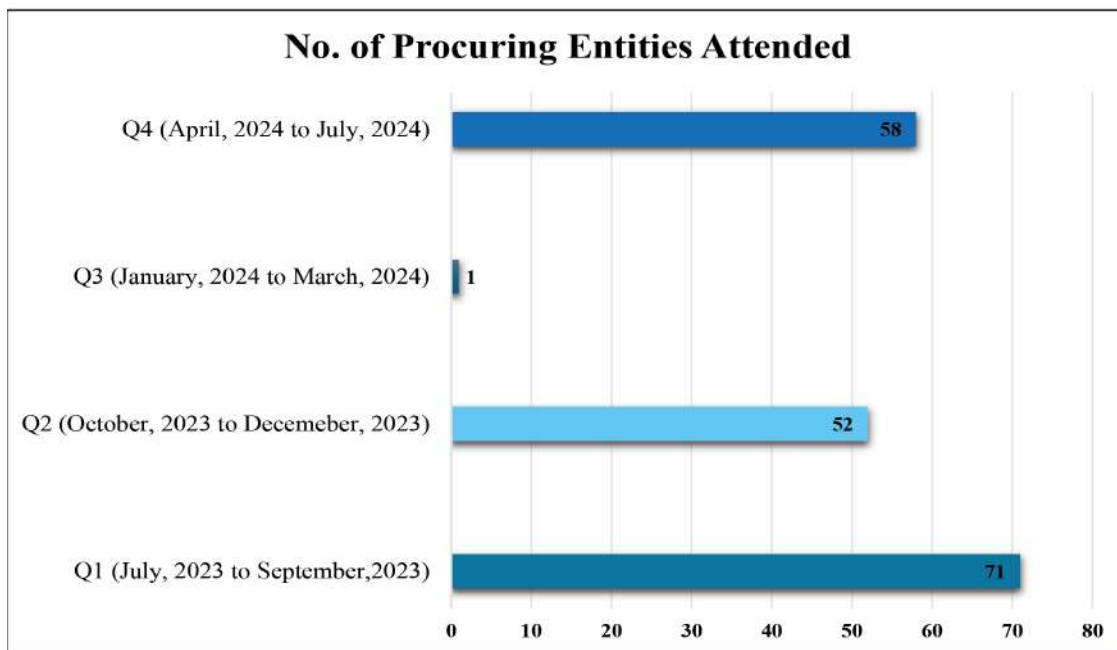


Table 16: Data Analysis on number of participants captures in Open Day activities for the reporting period (July 2023 to July 2024) per quarter.

Quarters	No. of Persons Attended
Q1 (July 2023 to September, 2023)	556
Q2 (October 2023 to December 2023)	0
Q3 (January 2024 to March 2024)	0
Q4 (April 2024 to July 2024)	0
Grand Total	556

Graph 3: Depiction of participants captures in Open Day activities for the reporting period (July 2023 to July 2024) per quarter.

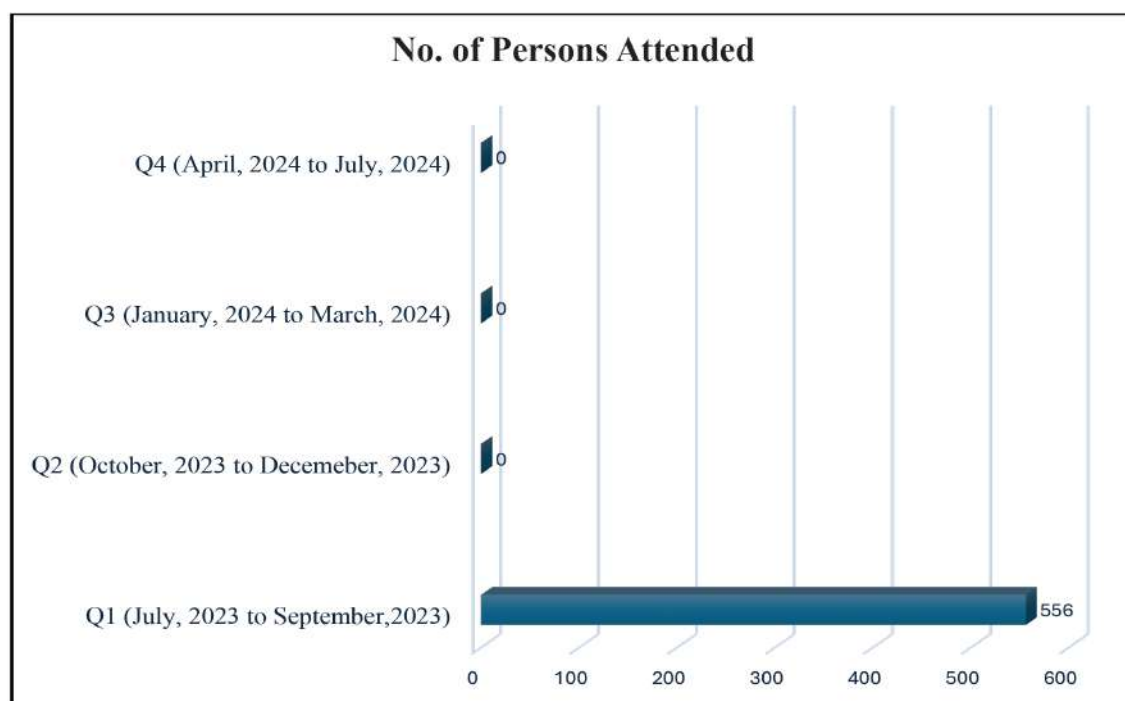
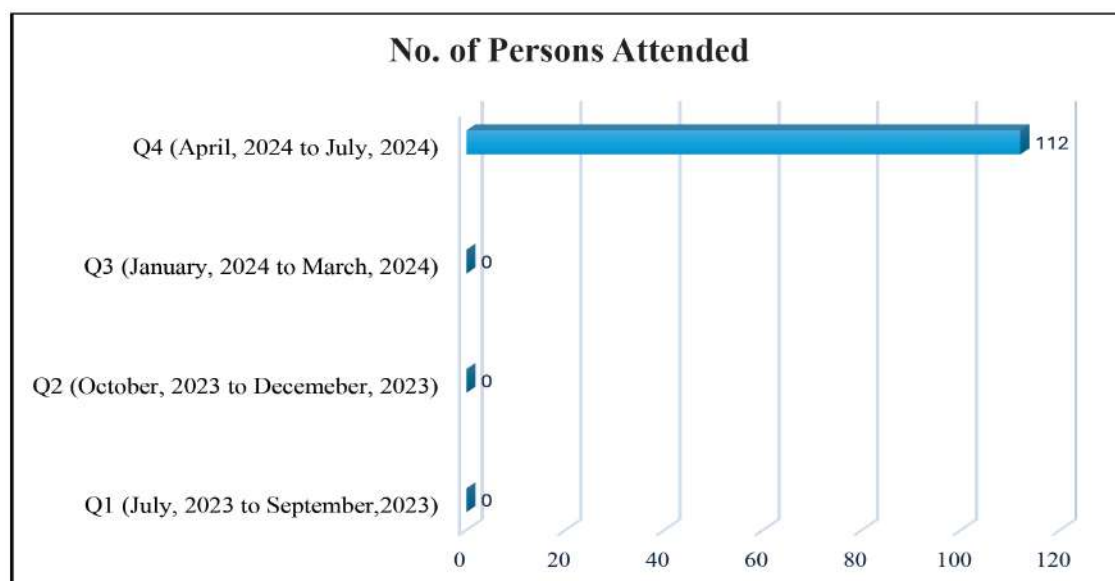


Table 17: Data Analysis on Procurement Training held for Suppliers Contractors and Consultants for the reporting period (July 2023 to July 2024) per quarter.

Quarters	No. of Persons Attended
Q1 (July 2023 to September, 2023)	0
Q2 (October 2023 to December 2023)	0
Q3 (January 2024 to March 2024)	0
Q4 (April 2024 to July 2024)	112
Grand Total	112

Graph 4: Depiction of Procurement Training held for Suppliers Contractors and Consultants for the reporting period (July 2023 to July 2024) per quarter.



*See Appendix B (Pictures representing training sessions and Open Day activities for the 2023/2024 reporting period)

Table 18: Training Comparison for the July 2023 to July 2024 period.

TRAINING COMPARISON FOR JULY 8, 2023, TO JULY 7, 2024				
Year	2022/2023	2023/2024	Difference (%)	Status Remark (%)
Number of procuring entities trained	91	63	- 30.77%	Decreased from 2023
Number of participants from procuring entities trained	283	634	124.03%	Increased in 2024
Number of training sessions conducted for procuring entities	283	19	533.33%	Increased in 2024
Number of consultants, suppliers and contractors trained	386	112	-70.98%	Decreased from 2023
Number of collaborative trainings conducted for consultants, suppliers and contractors	2	1	-50%	Decreased from 2023
Number of participants attending Public Open Days.	367	556	51.50%	Increased in 2024
TOTAL	1132	1385	22.35%	Increased in 2024

Summary

The 2023/2024 reporting year has been an exceptional period for the Commission's training initiatives, reflecting its steadfast commitment to procurement education, capacity-building, and public engagement. Training sessions were conducted across all ten (10) Administrative Regions, ensuring broad accessibility and inclusivity.

A total of 1,385 individuals participated in the Commission's training sessions during this period, marking a 22.35% overall increase from the previous year. This significant participation underscores the Commission's dedication to strengthening procurement-related knowledge and compliance across all sectors.

One of the most notable achievements was the expansion of training for procuring entities. The number of personnel from these entities receiving training grew substantially by 124.03%, increasing from 283 in 2022/2023 to 634 in 2023/2024. Additionally, the Commission significantly expanded its outreach efforts, conducting 533.33% more training sessions for procuring entities—rising from three (3) sessions in the previous reporting period to nineteen (19) sessions in 2023/2024.⁷ This remarkable increase highlights the Commission's ongoing efforts to ensure that procurement officials are well-equipped with the necessary knowledge and skills to uphold procurement best practices.

In some areas, overall participation figures reflect lower engagement from certain groups. For instance, fewer procuring entities opted to participate in training, leading to lower institutional attendance. Similarly, the number of suppliers, contractors, and consultants attending training sessions was lower than in previous years due to limited participation from this sector. While training opportunities remained readily available, attendance was ultimately determined by external stakeholders. The Commission remains committed to ensuring these sessions are accessible and encourages all entities to take full advantage of the training opportunities provided.

Additionally, collaborative training sessions for suppliers and contractors were conducted in this reporting period, but participation was lower than anticipated. It is important to note that these sessions remain open to the public, and suppliers and contractors are strongly encouraged to engage in future training opportunities to enhance their understanding of procurement processes and requirements.

The Public Open Days initiative proved to be a major success, with attendance increasing by 51.50% from 367 participants in 2022/2023 to 556 in 2023/2024. These interactive sessions provided a crucial platform for procurement education, stakeholder engagement, and public awareness. Notably, Regions #1 (Barima-Waini), #7 (Cuyuni-Mazaruni), and #9 (Upper Takutu-Upper Essequibo) saw particularly high engagement levels, with Region #9 registering the highest turnout at 252 participants.

The Commission continues to make its training sessions freely available to all stakeholders, including procuring entities, suppliers, and contractors. These sessions are designed to enhance procurement capacity, ensure compliance with procurement regulations, and strengthen the transparency and efficiency of the public procurement system. Entities and individuals who wish to participate in training can request additional sessions, and the Commission remains ready to facilitate further engagements.

Looking ahead, the Commission remains dedicated to enhancing its training programmes through modernised approaches, including digital learning platforms and interactive workshops. By maintaining its focus on education and capacity-building, the Commission is reinforcing its role in fostering a robust, transparent, and well-regulated public procurement system in Guyana.

⁷Table 18: Training Comparison for the July 2023 to July 2024 period, pages 38-39 of this Report.

Breakdown of Training Seminars, Conferences & Work Shops

July 18th, 2023, Public Open Day in Region #1 (Barima -Waini)

The Commission hosted a Public Open Day on 18th July 2023 at the Kamaka Waterfront, Mabaruma, Region 1, engaging a diverse cross-section of stakeholders. A total of two hundred and two (202) participants, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and the general public, capitalised on this opportunity to strengthen their knowledge of procurement regulations and best practices.

This initiative reinforced the Commission's commitment to transparency, capacity-building, and stakeholder engagement, equipping participants with essential insights to navigate the procurement landscape effectively (refer to Appendix E).

July 19th, 2023, Public Procurement Training at the Region #1 Regional Democratic Council's Boardroom

The Commission facilitated a one-day training session at the Regional Democratic Council (RDC) boardroom in Mabaruma, Region 1, aimed at enhancing the capacity of public officials in procurement procedures. This initiative provided invaluable instruction to participants representing various public entities, equipping them with the requisite knowledge and skills to ensure adherence to procurement best practices.

A total of thirty (30) participants from nine (9) procuring entities benefitted from this targeted training programme, reinforcing the Commission's commitment to strengthening institutional efficiency and promoting transparency within the public procurement framework. *See Table 19 below.*

Table 19: Showing list of procuring entities which participated in Public Procurement Training in Region #1

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	6	National Agriculture Research Institute Extension
2	Ministry of Education	7	Ministry of Public Works
3	Guyana Police Force	8	Regional Tender Board
4	Mayor and Town Council	9	Neighbourhood Democratic Council
5	Ministry of Health		

July 27th to 28th, 2023 Public Procurement Training at the Ministry of Public Service.

The Commission in collaboration with the Ministry of Public Service (MOPS), facilitated a training programme aimed at enhancing the procurement capabilities of public servants across various ministries and government entities. This initiative was designed to strengthen institutional knowledge and reinforce adherence to procurement regulations and best practices.

The training spanned two (2) days, commencing on 27th July 2023, and was conducted at the Ministry of Public Service's training facility. A total of twenty-three (23) participants from seventeen (17) procuring entities benefitted from this capacity-building exercise, further advancing procurement proficiency and reinforcing transparency within the public sector. *See Table 20 below.*

Table 20: Showing list of procuring entities which participated in Public Procurement Training at MOPS in July, 2023.

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	Linden Hospital Complex	10	Mayor and City Council
2	Environmental Protection Agency	11	Bureau of Statistics
3	Guyana Revenue Authority	12	Ministry of Parliamentary Affairs and Governance
4	Cheddi Jagan International Airport	13	National Industrial and Commercial Investments Limited
5	Guyana Rice Development Board	14	Guyana Police Force
6	Guyana Wildlife Conservation & Management Commission	15	National Insurance Scheme
7	Guyana Gold Board	16	Office of the Prime Minister
8	Guyana Energy Agency	17	Ministry of Legal Affairs
9	Local Government Commission		

August 8th, 2023, Public Open Day in Region #9 (Upper Takatu - Upper Essequibo)

The Commission hosted a Public Open Day on 8th August 2023 at the Tabatinga Sports Ground, Lethem, Region 9. The event attracted a diverse audience, with a total of two hundred and fifty-two (252) participants, including representatives from various procuring entities, suppliers, contractors, consultants, small business owners, entrepreneurs, and members of the general public.

Attendees seized this opportunity to enhance their understanding of key procurement principles and best practices, receiving expert guidance on a range of topics covered by the PPC. The event served as a strategic platform for fostering greater transparency, capacity-building, and stakeholder engagement within the procurement landscape.

August 9th, 2023, Public Procurement Training at the Region #9 Regional Democratic Council's Boardroom

The Commission conducted a one-day training session at the Regional Democratic Council (RDC) boardroom in Lethem, Region 9, to enhance procurement proficiency within the public sector.

A total of forty-five (45) participants from eleven (11) procuring entities benefitted from this capacity-building initiative, reinforcing best practices and strengthening institutional compliance. *See Table 21 below.*

Table 21: Showing list of procuring entities which participated in Public Procurement Training in Region #9 held in August 2023

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	7	Ministry of Agriculture
2	Ministry of Education	8	The Supreme Court of Judicature
3	Guyana Police Force	9	
4	Mayor and Town Council	10	Guyana Times
5	Ministry of Health	11	Neighbourhood Democratic Council
6	Guyana Fire Service		Central Immigration and Passport Office

August 22nd, 2023, Public Open Day in Region #7 (Cuyuni- Mazaruni)

The Commission hosted a Public Open Day at the Bartica Community Centre Ground, Region 7, engaging a broad cross-section of stakeholders. A total of one hundred and two (102) participants, including representatives from procuring entities, suppliers, contractors, consultants, small business owners, entrepreneurs, and the general public, seized this opportunity to enhance their understanding of procurement processes. This initiative reaffirmed the Commission's commitment to transparency, capacity-building, and public engagement.

August 23rd, 2023, Public Procurement Training at the RDC Region #7 Town Council Boardroom

The Commission conducted a one-day training session at the Regional Democratic Council's (RDC) Training Centre in Bartica, Region 7, to strengthen procurement governance and institutional compliance. A total of thirty-five (35) participants from eleven (11) procuring entities benefitted from this initiative, equipping them with the necessary expertise to uphold procurement best practices. *See Table 22 below.*

Table 22: Showing list of procuring entities which participated in Public Procurement Training in Region #7 in August 2023.

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	7	Ministry of Agriculture
2	Ministry of Education	8	Guyana Defence Force
3	Guyana Police Force	9	National Communication Network
4	Mayor and Town Council	10	Neighbourhood Democratic Council
5	Ministry of Health	11	Ministry of Housing and Water
6	National Insurance Scheme		

August 29th, 2023, Public Procurement Training at Region #8 RDC's Boardroom (Potaro- Siparuni)

The Commission delivered a one-day training session at the Regional Democratic Council (RDC) Boardroom in Mahdia, Region 8, aimed at strengthening procurement compliance and institutional capacity.

A total of twenty-one (21) participants from nine (9) procuring entities benefitted from this initiative, reinforcing best practices and ensuring adherence to procurement regulations. *See Table 23 below:*

Table 23: Showing list of procuring entities which participated in Public Procurement Training in Region #8 in August 2023

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	6	Mahdia Power and Light
2	Ministry of Education	7	Guyana Fire Service
3	Guyana Police Force	8	Guyana Defence Force
4	Mayor and Town Council	9.	Ministry of Finance

September 6th to 8th, 2023 Public Procurement Training at the at the Ministry of Public Service

The Commission, in collaboration with the Ministry of Public Service (MOPS), facilitated a specialised training programme aimed at enhancing the procurement expertise of public servants across various ministries and government entities.

Conducted over a three-day period commencing on 6th September 2023, the training took place at the Ministry of Public Service's dedicated training facility, situated at the corner of Vlissengen Road and Durban Street, Georgetown. A total of twenty-one (21) participants from sixteen (16) procuring entities benefitted from this initiative, reinforcing institutional capacity and promoting adherence to procurement best practices. *See Table 24 below.*

Table 24: Showing list of procuring entities which participated in Public Procurement Training at MOPS in September 2023.

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	Linden Hospital Complex	9	Ministry of Education
2	Regional Democratic Council, Region 5	10	Mayor and City Council
3	Georgetown Public Hospital Corporation	11	Bureau of Statistics
4	Ministry of Agriculture	12	Ministry of Health
5	Regional Democratic Council, Region 3	13	National Industrial and Commercial Investments Limited
6	Ministry of Human Services and Social Security	14	Guyana Police Force
7	National Library	15	Ministry of Home Affairs
8	National Data Management Authority	16	National Communication Network

October 10th to 12th, 2023 Public Procurement Training at the at the Ministry of Public Service

The Commission, in partnership with the Ministry of Public Service (MOPS), facilitated a comprehensive training programme designed to enhance the procurement proficiency of public servants across various ministries and government entities.

This three-day training initiative commenced on 10th October 2023 and was conducted at the Ministry of Public Service's dedicated training facility, strategically located at the corner of Vlissengen Road and Durban Street, Georgetown. A total of twenty-four (24) participants from twenty-three (23) procuring entities benefitted from this capacity-building exercise, reinforcing institutional efficiency and adherence to procurement best practices. *See Table 25 below.*

Table 25: Showing list of procuring entities which participated in Public Procurement Training at MOPS in October 2023.

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	Linden Hospital Complex	13	Guyana Wildlife Conservation and management Commission
2	Guyana Rice Development Board	14	Guyana Police Force
3	Georgetown Public Hospital Corporation	15	Civil Defence Commission
4	Ministry of Culture Youth and Sports	16	Guyana Forensic Science Laboratory
5	Arthur Chung Conference Centre	17	National Insurance Scheme
6	Ministry of Human Services and Social Security	18	Ministry of Tourism, Industry and Commerce
7	Maritime Administration Department	19	Central Housing and Planning Authority
8	Ministry of Labour	20	Environmental Protection Agency
9	Guyana Lands and Survey Commission	21	National Agriculture Research Institute Extension
10	Mayor and City Council	22	Ministry of Health
11	Bureau of Statistics	23	Ministry of Housing and Water
12	Ministry of Legal Affairs		

October 26, 2023: Public Procurement Commission Workshop for Workshop for Deputy Permanent Secretaries, Deputy Permanent Secretaries and Regional Executive Officer

The PPC held a Procurement Workshop at the Cara Lodge Hotel, on October 26, 2023.

Pursuant to Article 212AA(1)(b), the PPC is mandated “to promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies”; and under Section 17(2) (c) of the Procurement Act, Cap. 73:05 “to organize training seminars regarding procurements”.

The session focused on the following areas-

- Role of the PPC –
 - i. The Legislative Framework
 - ii. Mandate and Functions of the PPC: -
 - Training & Public Awareness
 - Monitoring
 - Investigations
 - Legislative Reform
 - iii. Administrative Review Process
 - iv. Debarment Procedures
- Section 39 of the Procurement Act, Cap. 73:05 (Examination & Evaluation of Tenders and Role of the Procuring Entity in approval of the Evaluation Report)
- Section 11 of the Procurement Act, Cap. 73:05 (Publication of Contract Awards)
- Section 12 of the Procurement Act, Cap. 73:05 (Inducements from Suppliers and Contractors)
- Article 212DD of the Constitution of the Co-operative Republic of Guyana and S. 53(3) of the Procurement Act, Cap. 73:05 (Requirement to provide information to the PPC)
- Standardised Evaluation Report

A total of one hundred and eighteen (118) persons attended the training from twenty-seven (27) procuring entities. See Table 26 below.

Table 26: Showing list of procuring entities which participated in Public Procurement Training for PS’ and REOs.

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	Ministry of Education	15	Ministry of Public Works
2	Ministry of Amerindian Affairs	16	Ministry of Tourism, Industry and Commerce
3	Ministry of Agriculture	17	Office of the President
4	Ministry of Culture, Youth & Sports	18	Office of the Prime Minister
5	Ministry of Finance	19	Ministry of Parliamentary Affairs and Governance
6	Ministry of Foreign Affairs	20	Regional Democratic Council #1
7	Ministry of Health	21	Regional Democratic Council #2
8	Ministry of Home Affairs	22	Regional Democratic Council #3
9	Ministry of Human Services and Social Security	23	Regional Democratic Council #4
10	Ministry of Labour	24	Regional Democratic Council #5
11	Ministry of Legal Affairs	25	Regional Democratic Council #6
12	Ministry of Public Service	26	Regional Democratic Council Region #7
13	Ministry of Local Government and Regional Development	27	Regional Democratic Council Region #8
14	Ministry of Housing and Water		

February 29th, 2024 Public Procurement Training at the Ministry of Human Services and Social Security (MoHSSS)

The Commission, in collaboration with the Ministry of Human Services and Social Security (MoHSSS), conducted a specialised one-day training session on public procurement procedures for the ministry's staff across its various departments.

This capacity-building initiative took place on 29th February 2024 at the ministry's dedicated training facility within the Palms Compound on Brickdam, Georgetown. A total of sixteen (16) participants from this procuring entity benefitted from the training, further strengthening their procurement expertise and ensuring alignment with best practices.

April 15, 2024, Public Procurement Training at Region #2 RDC's Boardroom (Pomeroon- Supenaam)

The Commission facilitated a one-day training session at the Regional Democratic Council (RDC) Boardroom in Anna Regina, Region 2, aimed at enhancing procurement competencies among public sector officials.

This initiative provided participants from various public entities with in-depth guidance on public procurement procedures, reinforcing compliance with established regulations and best practices. A total of eighty-four (84) participants from thirty-one (31) procuring entities and other public bodies benefitted from this capacity-building exercise. *See Table 27 below.*

Table 27: Showing list of procuring entities which participated in Public Procurement Training in Region #2 in April 2024

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	17	Guyana Power and Light
2	Ministry of Education	18	Charity/ Wrasara NDC
3	Guyana Police Force	19	Goodhope Primary School
4	Mayor and Town Council	20	Goodhope/ Pomona NDC
5	Ministry of Health	21	Ministry of Public Works
6	Anna Regina NDC	22	Aberdeen/Zorg-en-Vlygt NDC
7	Cotton Field Secondary	23	Moruka/ Providence NDC
8	Aurora Secondary	24	Essequibo Technical Institute
9	Anna Regina Secondary	25	Anna Regina Town Council
10	Annandale/ Rivertown NDC	26	National Drainage and Irrigation
11	Nile/ Cozier NDC	27	Maritime Administration Department
12	Evergreen/ Paradise	28	Guyana Water Inc.
13	Anna Regina Multilateral	29	Guyana Defence Force
14	Public Hospital Suddie	30	Guyana Police Force
15	Johanna Cecelia Secondary	31	Ministry of Local Government and Regional Development
16	Sub Treasury		

April 19, 2024, Public Procurement Training at Region #3 RDC's Boardroom (Essequibo Islands-West Demerara)

The Commission conducted a one-day training session at the Regional Democratic Council (RDC) Boardroom in Vreed-en-Hoop, Region 3 (Essequibo Islands-West Demerara), aimed at strengthening procurement governance and operational efficiency within the public sector.

A total of twenty-six (26) participants from various departments within the RDC—including the REO's Secretariat, Education, Engineering, Accounts, Purchasing, Stores, Administration, and Procurement—benefitted from this initiative, reinforcing compliance with procurement regulations and best practices.

April 23, 2024, Public Procurement Training at Region #4 RDC's Boardroom (Demerara – Mahaica)

The Commission facilitated a targeted one-day training session at the Regional Democratic Council (RDC) Boardroom in Triumph, Region 4 (Demerara-Mahaica), designed to enhance institutional procurement capacity and procedural compliance.

A total of twenty-nine (29) participants, drawn from multiple RDC departments—including the REO's Secretariat, Education, Health, Engineering, Accounts, Audit, Administration, and Procurement—as well as RDC Evaluators and Regional Tender Board members, benefitted from this initiative. The training strengthened procurement acumen, promoting transparency and efficiency within the regional governance framework.

April 29, 2024, Public Procurement Training at Region #5 RDC's Boardroom (Mahaica-Berbice)

The Commission conducted a comprehensive one-day training programme at the Regional Democratic Council (RDC) Boardroom in Fort Wellington, Region 5 (Mahaica-Berbice), equipping public sector officials with essential procurement knowledge.

A total of eighteen (18) participants from five (5) procuring entities benefitted from this capacity-building exercise, further reinforcing adherence to procurement best practices and regulatory compliance. *See Table 28 below.*

Table 28: Showing list of procuring entities which participated in Public Procurement Training in Region #1 in April 2024

No.	Name of Procuring Entity
1	RDC's various Departments (DREO, AREO, Accounts, Health, Stores, Administration and Procurement)
2	Bath Woodley Park Neighbourhood Democratic Council
3	Profit/ Rising Sun Neighbourhood Democratic Council
4	Blairmont/ Gelderland Neighbourhood Democratic Council
5	Rosignol/ Zeelust Neighbourhood Democratic Council

April 30th, 2024, Public Procurement Training at Region #6 RDC's Boardroom (East Berbice-Corentyne)

The Commission facilitated a one-day training session at the Regional Democratic Council (RDC) Boardroom in Vreed-en-Hoop, Region 3 (Essequibo Islands-West Demerara), aimed at strengthening procurement capabilities within the public sector.

A total of twenty-six (26) participants from various departments within the RDC—including the REO's Secretariat, Education, Engineering, Accounts, Purchasing, Stores, Administration, and Procurement—benefitted from this capacity-building initiative, reinforcing adherence to procurement best practices.

June 5th, 2024, Public Procurement Training at Region #10 RDC's Boardroom (Upper Demerara-Berbice)

The Commission conducted a one-day training programme at the Regional Democratic Council (RDC) Boardroom in Triumph, Region 4 (Demerara-Mahaica), designed to enhance institutional compliance and procurement efficiency.

Twenty-nine (29) participants, representing a range of departments—including the REO's Secretariat, Education, Health, Engineering, Accounts, Audit, Administration, and Procurement—as well as RDC Evaluators and Regional Tender Board members, benefitted from this initiative. The training provided critical insights into procurement regulations, further strengthening governance within the region.

June 14th, 2024, Public Procurement Training at Region #7 Bartica Learning and Resource Centre (Cuyuni-Mazaruni)

The Commission delivered a targeted one-day training session at the Regional Democratic Council (RDC) Boardroom in Fort Wellington, Region 5 (Mahaica-Berbice), to enhance procurement proficiency across multiple public entities.

A total of eighteen (18) participants from five (5) procuring entities benefitted from this structured training, reinforcing procurement integrity and efficiency within the public sector. *See the Table 29 below*

Table 29: Showing list of procuring entities which participated in Public Procurement Training in Region #7 in June 2024

No.	Name of Procuring Entity
1	RDC's various Departments (DREO, AREO, Accounts, Health, Stores, Administration and Procurement)
2	Bartica Regional Hospital
3	Bartica Mayor and Town Council
4	Guyana Defence Force

June 24, 2024, Public Procurement Training at Region #8 RDC's Boardroom (Potaro-Siparuni)

The Commission facilitated a comprehensive one-day training session in Region 8 (Mahdia), aimed at enhancing the procurement capabilities of public sector officials.

A total of twenty-five (25) participants from seven (7) procuring entities benefitted from this initiative, equipping them with essential knowledge of public procurement procedures and reinforcing adherence to regulatory standards and best practices. *See Table 30 below.*

Table 30: Showing list of procuring entities which participated in Public Procurement Training in Region #8 in June 2024

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	5	Mahdia Power and Light
2	Ministry of Education	6	Guyana Fire Service
3	Guyana Police Force	7	Guyana Geology and Mines Commission
4	Mayor and Town Council		

June 26 and 28, 2024 Public Procurement Training at the at the Ministry of Public Service

The Commission, in strategic collaboration with the Ministry of Public Service (MOPS), conducted a specialised three-day training programme aimed at strengthening the procurement proficiency of public servants across various ministries and government entities.

Commencing on 26th June 2024, the training was held at the Ministry of Public Service's dedicated training facility, situated at the corner of Vlissengen Road and Durban Street, Georgetown. A total of twenty (20) participants from fifteen (15) procuring entities benefitted from this initiative, reinforcing institutional compliance, procurement efficiency, and adherence to best practices. *See Table 31 below.*

Table 31: Showing list of procuring entities which participated in Public Procurement Training in Region #8

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	Regional Democratic Council# 10	9	Audit Office of Guyana
2	Guyana Rice Development Board	10	Ministry of Public Service
3	Linden Hospital Complex	11	Parliament Office
4	Bureau of Statistics	12	Ministry of Amerindian Affairs
5	Ministry of Legal Affairs	13	Ministry of Local Government
6	Ministry of Human Services and Social Security	14	Pesticide and Toxic Chemicals Control Board
7	Cheddi Jagan International Airport	15	Ministry of Home Affairs
8	Regional Democratic Council #5		

June 29, 2024, Public Procurement Training at the Region #9 Regional Democratic Council's training centre (Upper Takutu-Upper Essequibo)

The PPC conducted a one (1) day Training at the Region #9 RDC's training centre (Lethem) where participants from various public entities received training in public procurement procedures. A total of thirty-five (35) participants and eleven (11) Procuring Entities benefitted from this training *see Table 32 below.*

Table 32: Showing list of procuring entities which participated in Public Procurement Training in Region #9

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	7	Ministry of Agriculture
2	Ministry of Education	8	The Supreme Court of Judicature
3	Guyana Police Force	9	Port Health Authority
4	Mayor and Town Council	10	Neighbourhood Democratic Council
5	Ministry of Health	11	Central Immigration and Passport Office
6	Guyana Fire Service		

July 3, 2024, Procurement Training for Small Business Owners at the Arthur Chung Conference Centre (ACCC)

The PPC collaborated with the Small Business Bureau and the Ministry of Tourism to conduct a Procurement Training at the ACCC located on the Railway Line, Liliendaal, East Coast Demerara.

Over one hundred and twelve (112) suppliers, contractors and consultants benefited from the training. The training focused specifically on Procurement for Small Businesses and included the Small Business Act, the Public Procurement Act, Amendments and Regulations. The Small Business Bureau presented on its 20% Procurement Programme (procurement web portal) for small business.

July 5th, 2024, Public Procurement Training at the Region #1 Mayor and Town Council's Boardroom

The Commission facilitated a comprehensive one-day training session at the Regional Democratic Council (RDC) training centre in Lethem, Region 9, aimed at enhancing the procurement expertise of public sector officials.

A total of thirty-five (35) participants from eleven (11) procuring entities benefitted from this initiative, equipping them with critical knowledge of public procurement procedures and reinforcing adherence to regulatory frameworks and best practices. *See Table 33 below.*

Table 33: Showing list of procuring entities which participated in Public Procurement Training in Region #1

No.	Name of Procuring Entity	No.	Name of Procuring Entity
1	RDC's various Departments (Accounts, Stores, Administration and Procurement)	6	National Agriculture Research Institute Extension
2	Ministry of Education	7	Ministry of Public Works
3	Guyana Police Force	8	Regional Tender Board
4	Mayor and Town Council	9	Neighbourhood Democratic Council
5	Ministry of Health		

b. Monitoring Unit

Article 212AA(1)(a), (d) and (g) of the Constitution vests the Commission with monitoring oversight functions of the public procurement process. To wit-

“(a) monitor and review the functioning of all public procurement systems to ensure that they are in accordance with law and such policy guidelines as may be determined by the National Assembly; ...

(d) monitor the performance of procurement bodies with respect to adherence to regulations and efficiency in procuring goods and services and execution of works;...

(g) monitor and review the procurement procedures of the ministerial, regional and national procurement entities as well as those of project execution units;...”

As reported in the 2022/2023 Annual Report, a Monitoring Unit was established in 2022 under the Operations Department to execute these functions. Prior to the establishment of this second constituted PPC in 2022, there was no department and or unit dedicated to the execution of this function of the Commission. Nor was there any record of the monitoring function of the Commission being executed.

In the absence of enabling legislation to support the execution of the aforementioned constitutional functions, the Monitoring Unit developed various methodologies and standard operating procedures guided by international best practices on how best to execute these functions.

The Monitoring Unit executed work in the following areas, expanding on its activities of the prior year:

- i. Tender Opening Monitoring
- ii. Media Monitoring-Invitation to Bid
- iii. Submission of Procurement Plans
- iv. Review of Contract Awards
- v. Review of Standard Bidding Documents and Evaluation Criteria Forms
- vi. Standardised Evaluation Report
- vii. Review of Procurement Manuals
- viii. Review of Internal Procurement Procedures
- ix. Compliance Reviews

The aforementioned activities were executed to achieve the following objectives:

» **Competition**

- To ensure eligible contractors/suppliers are given the equal opportunity to participate in the procurement proceedings.
- To ensure the advertisement period is adequate to encourage participation from eligible contractors and suppliers.

» **Fairness**

- To ensure that bidders are clearly informed of the desired specification goods, services and works so that the bidders can assess whether they can fulfil the expectation.
- To ensure bids are awarded to the most responsive bidder.

» **Transparency**

- To ensure that information on public procurement is available for review by stakeholders.

» **Monitoring**

- To ensure that the procuring entities are undertaking their procurement activities in compliance with the law.

» **Contract Management**

- To ensure that contracts and their execution protect the interest of the Government and ensures quality delivery of goods, services or works.

» Record Keeping

- To ensure all related information relevant to the procurement process is retained in accordance with best practices and statutory requirements.

While the Commission intends to progressively refine its monitoring methodology to align with international best practices, monitoring continues to face significant challenges as reported in the 2022/2023⁸ Annual Report, including-

- the absence of enabling legislation governing access to information, particularly the duty of procuring entities to submit information to the PPC,
- the absence of legislation governing project inspections and access to project sites,
- limited statutory reporting obligations to the PPC,
- the absence of an integrated e-procurement system, and
- human resource constraints.

It is therefore recommended that steps be taken with alacrity by the Legislature to enact the necessary legislative framework to give effect to and enable to constitutionally enshrined monitoring functions of the Commission.

i. Tender Opening Monitoring

Overview

In the 2023/2024 reporting year, the PPC continued to monitor the tender opening processes across the various Tender Boards, including the National Procurement and Tender Administration Board (NPTAB), Regional Tender Boards, and Ministerial/Departmental/ Agency Tender Boards.

This assessment aimed to determine the efficiency, transparency, and compliance of the procurement process in accordance with the Procurement Act, Cap. 73:05, particularly Section 38. The findings of this Report present comparative data from the previous reporting period (2022/2023) with 2023/2024, highlighting key achievements, areas of improvement, and recommendations for systemic reforms.

Objectives

The primary objectives of the monitoring exercise were to-

- evaluate procurement compliance,
- assess any inefficiencies within the tender opening process,
- propose measures to strengthen procurement systems, and
- identify areas where procurement practices were aligned with legal and procedural standards, while also pinpointing any operational inefficiencies that could hinder transparency and efficiency.

This report, therefore, provides a comprehensive analysis of trends, statistical comparisons, and evidence-based recommendations to enhance public procurement in Guyana.

Methodology

The 2023/2024 monitoring period covered 11 tender openings observed between 8 July 2023 and 7 July 2024, compared to 46 tender openings in the 2022/2023 period. This variance reflects changes in procurement volume and procedural adjustments within entities.

To ensure a representative and unbiased assessment, physical (in-person) scrutiny of bid openings are selected through random sampling. Administrative regions are chosen based on logistical feasibility and accessibility, while institutional coverage includes ministries, regional councils, and statutory bodies. This methodology allows for a broad and balanced evaluation of procurement operations.

Additionally, Tender Opening Minutes published on the NPTAB website are reviewed for statutory compliance and compared with published contract awards for any variances. In the absence of the publication of Tender Opening Minutes and contract awards by Regional, Ministerial and Agency Tender Boards, they were requested therefrom in order carry out the said methodology.

⁸2023 Report of the Public Procurement Commission, page 39

As can be gleaned from the above-mentioned, less emphasis was placed on in-person visits, and greater emphasis was placed on the review of the minutes of the tender openings to assess statutory compliance.

General Observations

National Procurement and Tender Administration Board (NPTAB)

There was no change in the assigned day for bid openings at NPTAB. That is, every Tuesday, with additional sessions on Thursdays based on submission volume. The monitoring exercise found a high level of procedural compliance in its bid opening operations, demonstrating strong adherence to legal mandates.

Physical limitations resulted in storage constraints. Furthermore, heavy foot traffic in bid opening areas was noted, occasionally disrupting proceedings. The limited availability of seating for observers could make it an uncomfortably exercise of those wishing to attend in person. These observations, however, while not affecting the fundamental integrity of the process, indicate areas that require infrastructural improvements to maintain optimal transparency and efficiency.

The live streaming of the bid openings at NPTAB commenced during the COVID-19 pandemic and continued, considerably adding transparency in the process.

Regional Tender Boards

Monitoring at the regional level was aimed to assess the Tender Boards of the 10 Regional Democratic Councils (RDCs) through in-person attendance at tender openings and review of Minutes.

Unlike NPTAB, Regional Tender Boards do not publish Minutes of their tender openings on a website. Therefore, in order to execute the Commission's monitoring function at this threshold level, the Commission requested all Regional Tender Boards to submit, to the Commission, their Minutes of Tender Openings within a timely manner.

Regarding their submission of Tender Opening Minutes, at the end of the reporting period, that is, July 7, 2024, seven out of ten (70%) RDCs complied. This represents consistent performance compared to the previous year. However, Regions One (1), Eight (8), and Nine (9) did not submit any Tender Opening Minutes, making it difficult to assess full compliance at the regional level.

Table 34: Submission of Regional Minutes of Tender Opening as at July 7, 2024

No.	Name Information	Status	Comments
1	Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam	Received	
2	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	Received	
3	Regional Democratic Council - (4) Region Four - Demerara/Mahaica	Received	
4	Regional Democratic Council - (5) Region Five - Mahaica/Berbice	Received	
5	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne	Received	
6	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni	Received	
7	Regional Democratic Council - (10) Region Ten - Upper Demerara/Berbice	Received	
8	Regional Democratic Council - (1) Region One - Barima/Waini	No submission	
9	Regional Democratic Council - (9) Region Nine - Upper Takatu/Upper Essequibo	No submission	
10	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni	No submission	

Ministerial/Departmental/Agency Tender Boards

Similar to Regional Tender Boards, Ministerial Tender Boards also do not publish the Minutes of their Tender Openings. In the circumstances, request was made for them to submit their Minutes of Tender Openings to the Commission.

A total of 14 Ministries successfully submitted tender opening reports, marking an improvement in compliance compared to the previous year. However, six (6) ministries failed to submit reports, limiting the Commission's ability to conduct a complete assessment. Notably, the Ministry of Human Services and Social Security and the Ministry of Local Government formally requested submission extensions, indicating an effort towards compliance, even though full submission was delayed.

A significant positive development in the ministerial tendering process was the successful introduction of live streaming for bid openings in one ministry. This measure enhanced accessibility and transparency, allowing for greater public engagement and improved procurement oversight. Expanding this initiative across all ministries is strongly recommended, as it aligns with global best practices for open and accountable procurement.

Request for submission of Tender Opening Minutes was made of twenty (20) Ministries. Fourteen (14) Ministries out submitted reports, while six (6) did not (Ministries of Amerindian Affairs, Finance, Home Affairs, Parliamentary Affairs, Tourism, and Office of the President). The submission by 14 out of 20 Ministries reflects a submission rate of 70%.

Table 35: Submission of Ministerial Minutes of Tender Opening as at July 7, 2024

No.	Name Information	Status
1	Ministry of Human Services and Social Security	Responded (formally requested an extension of the submission deadline)
2	Ministry of Local Government and Regional Development	Responded (formally requested an extension of the submission deadline)
3	Ministry of Agriculture	Submitted
4	Ministry of Culture, Youth & Sport	Submitted
5	Ministry of Education	Submitted
6	Ministry of Foreign Affairs and International Cooperation	Submitted
7	Ministry of Health	Submitted
8	Ministry of Housing & Water	Submitted
9	Ministry of Labour	Submitted
10	Ministry of Legal Affairs	Submitted
11	Ministry of Natural Resource	Submitted
12	Ministry of Public Services	Submitted
13	Ministry of Public Works	Submitted
14	Office of the Prime Minister	Submitted
15	Ministry of Amerindian Affairs	No submission
16	Ministry of Finance	No submission
17	Ministry of Home Affairs	No submission
18	Ministry of Parliamentary Affairs and Governance	No submission
19	Ministry of Tourism Industry and Commerce	No submission
20	Office of the President	No submission

Table 36: Tender Minutes Submission Rate Comparison for Ministerial and Regional Tender Boards (July 8, 2022-July 7, 2023 vs July 8, 2023-July 7, 2024)

Procuring Entity	Monitored (2023 & 2024)	2023 Submitted	2023 Submission Rate	2024 Submitted	2024 Submission Rate
Ministries	20	13	65%	12	60%
RDCs	10	8	80%	7	70%
Total	30	21	70%	19	63%

Recommendations

On the hereinbefore observations, the following recommendations are made to further enhance transparency:

- Stable internet connectivity permitting, live streaming of bid openings should be made mandatory for all tender boards, with standardised links or QR codes included in tender documents for easy access.
- Regional, Ministerial, Departmental and Agency Tender Boards should publish online procurement data and tender minutes.
- To address space limitations, seating capacity for observers should be expanded at all tender opening venues, ensuring greater participation and transparency.
- Security measures should also be strengthened, with tender boxes upgraded to dual-lock systems to prevent security breaches and ensure proper bid safeguarding.
- Bid opening areas should be redesigned to improve logistical flow and minimise disruptions caused by heavy foot traffic.
- Practices for bid openings, including the recording of minutes, should be standardized.

Summary of Findings

The 2023/2024 monitoring period highlighted the effectiveness of procurement procedures across all levels of tender boards, demonstrating strong commitment to compliance and transparency. Compared to 2022/2023, there were notable improvements in live streaming initiatives and regional submission rates, while some challenges, such as storage congestion, observer seating limitations, and bid security, persisted. These matters, however, did not adversely impact or affect the integrity of bid opening process.

A response rate of 70% by Regional Tender Boards to the request by the PPC for the submission of Tender Opening Minutes is commendable although registering a slight decrease from the previous reporting year from eight RDCs to seven RDCs. Further, the expansion of live streaming initiatives at the Ministerial level is indicative of a desire to facilitate public accessibility and transparency.

The overall submission rate of Minutes of tender openings for Ministries and RDCs decreased from 70% in 2023 to 63% in 2024. For both reporting periods, RDCs maintained a higher submission rate compared to Ministries.

Ministries, being the larger of the two categories of procuring entities, consistently recorded lower compliance rates, indicating persistent challenges in meeting reporting timelines.

Recommendations for improved infrastructure and security will further improve accessibility thereby encouraging public confidence and reinforce accountability in national, regional, and ministerial procurement operations.

The PPC remains committed to supporting systemic improvements that promote efficient, transparent, and legally compliant procurement practices across Guyana.

Table 37: Schedule 1: Thresholds for Review by Tender Boards

Type of Board	Type of Contract	Thresholds (GYD)	Legal Source
NATIONAL	(ALL TYPES) GOODS	All contracts exceeding the maximum threshold value for other Boards, to wit, Regional, Ministerial, Departmental and Agency.	Procurement Act, Cap. 73:05, Section 54
	WORKS		Procurement (Amendment) Regulations 2016, Schedule 1
	SERVICES	Contracts exceeding G\$15,000,000 are subject to review ("no objection") by Cabinet.	Procurement (Amendment) Regulations 2016, Schedule 1
REGIONAL	GOODS AND SERVICES	G\$250,000 – G\$8,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Schedule 1
	WORKS	G\$600,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
MINISTERIAL (other than those specifically prescribed for) DEPARTMENTAL/ AGENCY	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Schedule 1
	DEPARTMENTAL/	G\$600,000 - G\$2,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
MINISTRY OF PUBLIC WORKS	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
	WORKS	G\$1,000,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Schedule 1

MINISTRY OF AGRICULTURE	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
	WORKS	G\$1,000,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
MINISTRY OF HEALTH	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Schedule 1
	WORKS	G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
MINISTRY OF HOME AFFAIRS	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Schedule 1
	WORKS	G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Schedule 1
MINISTRY OF EDUCATION	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Schedule 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Schedule 1
		G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Schedule 1

Table 38: Schedule 2: Exceptions to Opening Tender

Method of Procurement	Type of Contract	Thresholds (GYD)	Legal Source
Restricted Tendering	GOODS AND SERVICES (other than consulting)	G\$10,000,000	Procurement Act, Cap. 73:05, Section 26.
	WORKS	G\$20,000,000	Procurement (Amendment) Regulations 2019, Schedule 2
Request for Quotations	ALL TYPES	G\$3,000,000	Procurement Act, Cap. 73:05, Section 27. Procurement (Amendment) Regulations 2019, Schedule 2
Single Source Procurement	ALL TYPES	NO THRESHOLD	Procurement Act, Cap. 73:05, Section 28.
Procurement through Community Participation		G\$10,000,000	Procurement Act, Cap. 73:05, Section 29. Procurement (Amendment) Regulations 2016, Schedule 2

ii. Media Monitoring – Invitation to Bid

a. Overview

This section of the report presents the findings from media monitoring activities conducted by the Operations Department for the period of January to June 2024. The primary focus of this monitoring exercise was to observe and document the advertisement of tenders by procuring entities across various boards. The intent was to ensure compliance with established requirements and identify any irregularities in the advertisement process.

Although the official reporting period spans July 2023, to June 2024, no media monitoring was conducted from July to December 2023, limiting analysis to the first half of 2024. The absence of media monitoring during the reporting period can be attributed to several operational and logistical challenges that affected the Commission's ability to effectively track procurement-related media coverage. Operational constraints, including limited staffing and competing departmental priorities, prevented the consistent execution of monitoring activities in this regard. Additionally, technical and logistical challenges played a role, particularly in data collection difficulties, restricted access to relevant publications, and coordination issues with key media entities. These factors collectively contributed to a gap in media monitoring efforts, highlighting the need for resource allocation and strategic planning to ensure this function is effectively incorporated into future work programmes.

The Operations Department monitored advertisements placed by procuring entities in local media outlets, noting the frequency, content, and compliance of these advertisements. The data collected was systematically recorded and categorised based on the month, the number procuring entities, and the board responsible for opening the tenders.

b. Methodology

The collected data was systematically organised into a table⁹, that records the number of procuring entities that advertised their procurement activities each month. The tenders were categorised based on the board under which they were opened, namely the NPTAB, MTBs, RTBs and other boards. This classification ensures a structured approach to analysing procurement trends and compliance with regulatory standards.

⁹Table 39: Number of Procuring Entities Advertising Tenders (January – June 2024, pages 61 and 62 of this Report.

c. Findings

Section 30(1) of the Procurement Act, Cap. 73:05 mandates that-

A procuring entity shall solicit tenders by causing an invitation to tender to be published in newspapers of wide circulation and posted in public places. The invitation to tender or to prequalify, as applicable, shall:

- o contain a brief description of the goods or construction to be procured,
- o state the deadline for submission and where the solicitation documents, and
- o additional information regarding the tender may be obtained.

During the aforementioned period, a total of 329 invitations to tender/bid (ITT/ITB) were reviewed of which a total of representing 296, representing 90%, demonstrated adherence to the advertisement requirements as mandated by the Procurement Act, Cap. 73:05. 33 instances of statutory non-compliance were observed, representing 10% of the total monitored advertisements.

These deviations were largely attributed to two main categories:

- 14 advertisements lacked a brief description of the goods and works to be procured¹⁰, which is crucial for bidders to understand the scope of procurement.
- 19 advertisements omitted details on the time and location where procurement documents could be accessed¹¹.

Although not a statutory requirement, it was also observed that in 62 of the advertisements, the source of funds for procurement was not disclosed, which is a best practice to enhance transparency regarding the financial backing of these projects¹².

The aforementioned deviations were particularly observed in Requests for Quotations (RFQs), Invitations for Bids (IFBs), Expressions of Interest (EOIs), and Prequalification publications.

From the advertisements monitored, Board representation data indicates that the majority of tenders (67%) were opened under the NPTAB, reinforcing its central role in national procurement. In contrast, the Regional Tender Board (RTB) accounted for only 6% of total tenders advertised, the lowest among the boards. This suggests that regional procurement activities remain relatively limited compared to national and ministerial levels.

In terms of monthly trends during the period reviewed, March recorded the highest number of tender advertisements, representing 23% of total publications, whereas May recorded the lowest, accounting for only 11%. This fluctuation in procurement activities may be indicative of seasonal variations, budgetary cycles, or administrative processes that influence the timing of advertisements. Identifying the underlying reasons for these variations could support more balanced procurement planning and improve consistency in tendering processes throughout the year.

Table 39: Number of Procuring Entities Advertising Tenders (January – June 2024)

Month	No. of Entities	NPTAB	MTB	RTB	Other Boards	Total per Month
January 2024	19	22	7	0	10	39
February 2024	35	41	2	7	18	68
March 2024	29	49	9	8	9	75
April 2024	23	38	2	1	6	47
May 2024	20	24	4	1	8	37
June 2024	26	45	2	2	14	63
Total	152	219	26	19	65	329

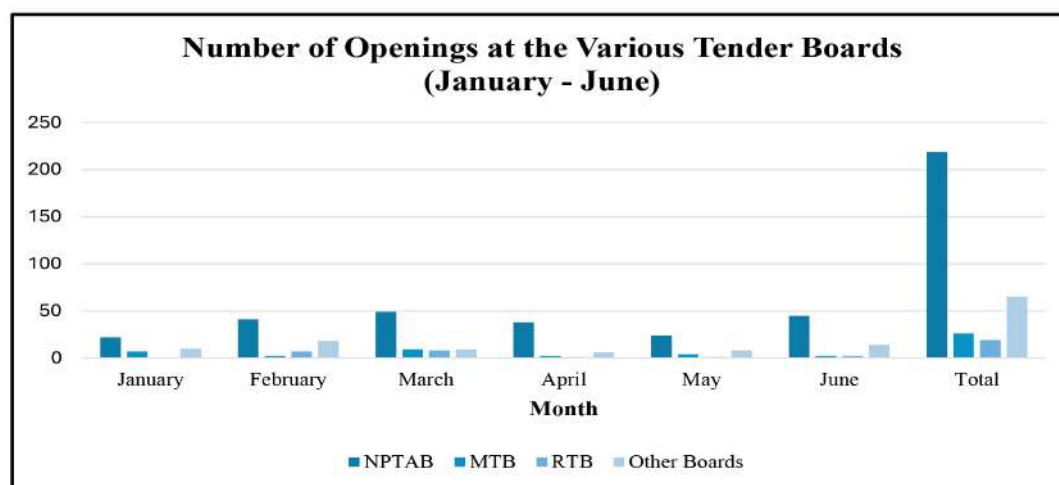
¹⁰Section 30 (1) of the Procurement Act Cap 73:05, referencing the statutory obligation to fully describe goods or services.

¹¹Section 30 (1) of the Procurement Act Cap 73:05, referencing the statutory obligation to include relevant information.

¹²Pursuant to the Standard Bidding Documents issued by NPTAB; Section 32 (2) of the Procurement Act Cap 73:05

Table 40: Record of Tender Advertisements by Procuring Entities and Non-Compliance (January - June)

Month	No. of Entities	No. of Non-Compliance
January 2024	11	13
February 2024	17	20
March 2024	15	30
April 2024	9	15
May 2024	9	10
June 2024	16	24
Total	77	112

Graph 5: Number of Openings at the Various Tender Boards (January – June 2024)

Actions Taken

Restructuring Task Assignments

In order to improve its output, the Operations Department restructured the assignment of tasks. Accordingly, the Operations Department has intensified its monitoring activities to assess that procuring entities adhere to established protocols for advertising tenders. This includes conducting more frequent checks and closely reviewing the content and timing of advertisements to quickly identify any discrepancies or non-compliance. Strengthening these monitoring measures improves the ability of the Commission to flag any issues early and bring them to the attention of the procuring entity in timely manner. This improves transparency and ensures that all tender publications align with regulatory standards.

Targeted Training

In an effort to improve procurement efficiency, the department has implemented specialised training initiatives for procurement officers. These sessions focus on the importance of timely and accurate advertisement of tenders, ensuring that procurement activities are conducted in accordance with established guidelines. Additionally, training has emphasised the correct categorisation of tenders under the appropriate boards, reducing instances of misclassification and improving the overall efficiency of the tendering process.

Follow-up Engagement

To address documented irregularities, the Operations Department has taken prompt and decisive action. This includes direct engagement with procuring entities to discuss identified issues and provide guidance on corrective measures. Furthermore, follow-up monitoring has been implemented to ensure that the necessary adjustments are made, reinforcing accountability and compliance within the procurement framework.

Standard Reporting Mechanism

A standardised reporting mechanism has also been established to track, document, and resolve procurement-related irregularities efficiently. This system allows for a structured approach to identifying and addressing issues as they arise, ensuring greater transparency and accountability across the procurement process. The mechanism enables the Operations Department to swiftly respond to concerns and implement necessary corrective actions. (See Appendix 1).

Tables 41 and 42: Publications Analysis for 2022-2023 and 2023-2024 provides an evaluation of trends in tender publications over the periods (January – June) in each reporting year. The representation examines the number of entities involved, tender opening locations, and the total publications per month. Key observations highlight substantial improvements in procurement activities, reflecting increased participation and enhanced efficiency in the tendering process.

Table 41: Tender Publications for (January – June 2023)

Month	No. of Entities	NPTAB	MTB	RTB	Other Boards	Total per Month
Jan-23	5	15	0	0	-	20
Feb-23	7	45	5	10	-	67
Mar-23	6	30	0	0	-	36
Apr-23	3	3	0	0	-	6
May-23	11	25	0	1	-	37
Jun-23	4	8	0	0	-	12
Total	36	126	5	11	0	178

Table 42: Tender Publications for (January – June 2024)

Month	No. of Entities	NPTAB	MTB	RTB	Other Boards	Total per Month
Jan-24	19	22	7	0	10	39
Feb-24	35	41	2	7	18	68
Mar-24	29	49	9	8	9	75
Apr-24	23	38	2	1	6	47
May-24	20	24	4	1	8	37
Jun-24	26	45	2	2	14	63
Total	152	219	26	19	65	329

Analysis

The analysis of tender publications for the reporting periods 2022-2023 and 2023-2024 represents procurement activities within this period. From data available for the aforementioned period within the reporting year, the total number of entities participating in tender publications increased from 36 in 2023 to 152 in 2024, representing a 322% growth. Similarly, the total number of tender publications rose from 178 in 2023 to 329 in 2024, an 85% increase.

Tender opening locations recorded an increase across all procurement boards. NPTAB publications increased by 74%, from 126 in 2023 to 219 in 2024. MTB publications increased by 420%, from 5 in 2023 to 26 in 2024. RTB publications increased by 73%, from 11 in 2023 to 19 in 2024. Other Boards, which had no recorded publications in 2023, accounted for 65 tenders in 2024.

The highest number of publications in 2023 was recorded in February (67), while in 2024, the highest was in March (75). The lowest number of publications in 2023 was in April (6), while in 2024, the lowest was in May (37).

The increase in total publications and participating entities is observed alongside the rise in publications across all tender opening locations. The addition of Other Boards in 2024 indicates expansion in procurement oversight. Monthly variations in tender publications are consistent with budget cycles, with peak activity in February and March and lower activity in April and June.

Conclusion

The data generally reflects the growth and expansion of procurement practices, demonstrating an increase in both tender publications and adherence to procurement regulations.

The Commission acknowledges this growth, noting that it is indicative of an expanding scope of work within the procurement sector, requiring greater oversight and more extensive monitoring efforts from the Commission. As the number of tender publications and participating entities continues to grow, the Commission must enhance its monitoring mechanisms to ensure that all procurement processes are carried out efficiently and in full compliance with regulatory requirements.

Nonetheless, the rise in publications suggests increased compliance by procurement boards with legal obligations and best practices, contributing to the development of a standardised and ethical procurement system.

A minority, representing 10% of advertisements monitored, were observed to be non-compliant¹³ with the statutory requirements for advertisements. The Commission's review determined that, in excess of three-quarter, that is, 90% of entities adhered to the Procurement Act, Cap. 73:05¹⁴.

Notwithstanding, the Commission, in accordance with its mandate and functions continues to urge all entities to rectify these deficiencies and ensure full compliance with the procurement regulations, as adherence to these legal provisions is fundamental to maintaining transparency, accountability, and efficiency in the procurement process.

Recommendations

Legislative Enactment

- Consideration that the source of funding be made mandatory by way of by way of an amendment of Section 30(1) of the Procurement Act, Cap. 73:05. This would align with transparent international best practices.
- In addition to publication as mandated in the Procurement Act, Cap. 73:05, a central online portal should be established, preferably through NPTAB's website, to advertise invitations to tender/bid, with corresponding enabling amendment to the Act and its Regulations.
- The scattering of advertisements across various newspapers and or journals makes it cumbersome to collect data and may cause potential bidders to miss opportunities.

¹³ Media Monitoring: Findings, page 60-62 of this Report

¹⁴ Ibid

iii. Submission of Procurement Plans

Overview

Section 11A (1) of the Procurement Act, Chapter 73:05 mandates that all procuring entities submit their Procurement Plans to the Commission for the fiscal year covered in the National Budget within three (3) weeks of its approval.

The 2024 National Budget was approved on February 2, 2024, setting the submission deadline as February 26, 2024 for the period under review.

To reinforce the statutory requirement, the Commission also issued a Circular to entities, apprising of this statutory obligation and encouraging them to submit their plans accordingly.¹⁵

This report provides an overview of procurement plan submissions, identifies any irregularities, and outlines actions taken to ensure compliance with statutory requirements.

There are 108 procuring entities recorded with the Commission, all of which were expected to comply with the submission deadline.

Methodology

The Operations Department of the Commission monitored and recorded the submission of procurement plans under two primary expenditure categories: “Capital Expenditure 2024” and “Current Expenditure 2024”. The data was systematically organised into tables, reflecting the status of submissions from various groups of procuring entities, including Ministries, Regional Democratic Councils (RDCs), and Statutory & Other Bodies.

For each expenditure category, the following data points were recorded:

- the number of procuring entities monitored,
- the number of entities that submitted procurement plans, and
- the number of entities that had not yet submitted.

This structured approach ensured that all procurement activities were accurately tracked and assessed for compliance. In addition to tracking submissions, a separate table was developed to document any irregularities observed in the procurement plans. These irregularities were categorised based on the type of entity and included instances of incorrect procurement methods, absence of procurement method specification, missing estimated start dates, and aggregated current expenditure reporting.

To enhance clarity and provide a comprehensive overview of the data, charts were developed to visually represent the findings. These visual aids facilitated the interpretation of trends, highlighting key insights into the procurement planning process across different types of entities. The methodology employed ensured a structured and transparent review of procurement activities, contributing to the continued efficiency and effectiveness of procurement oversight.

Findings

Submission Rates:

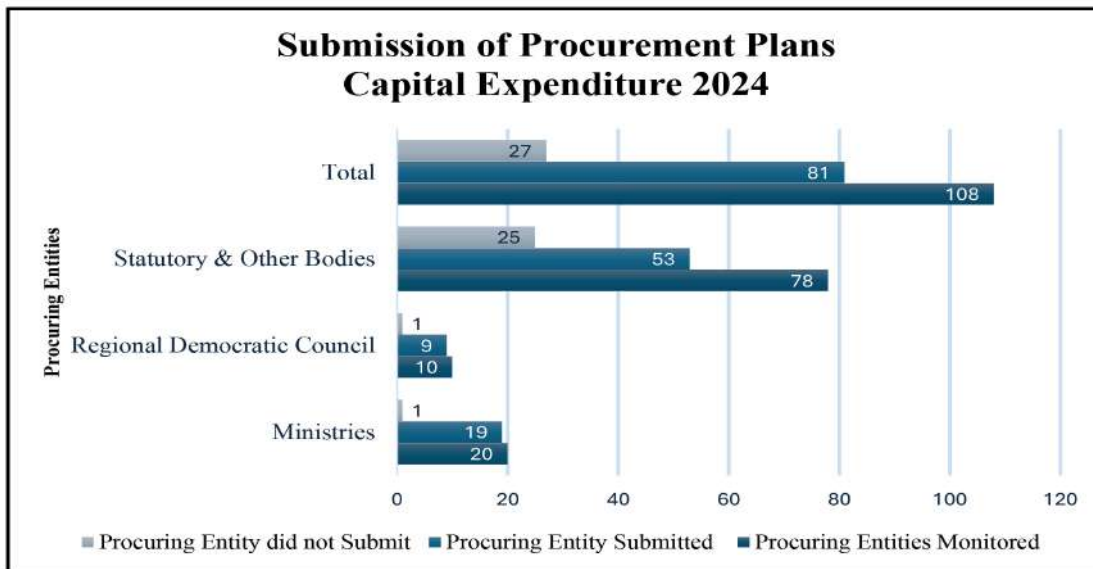
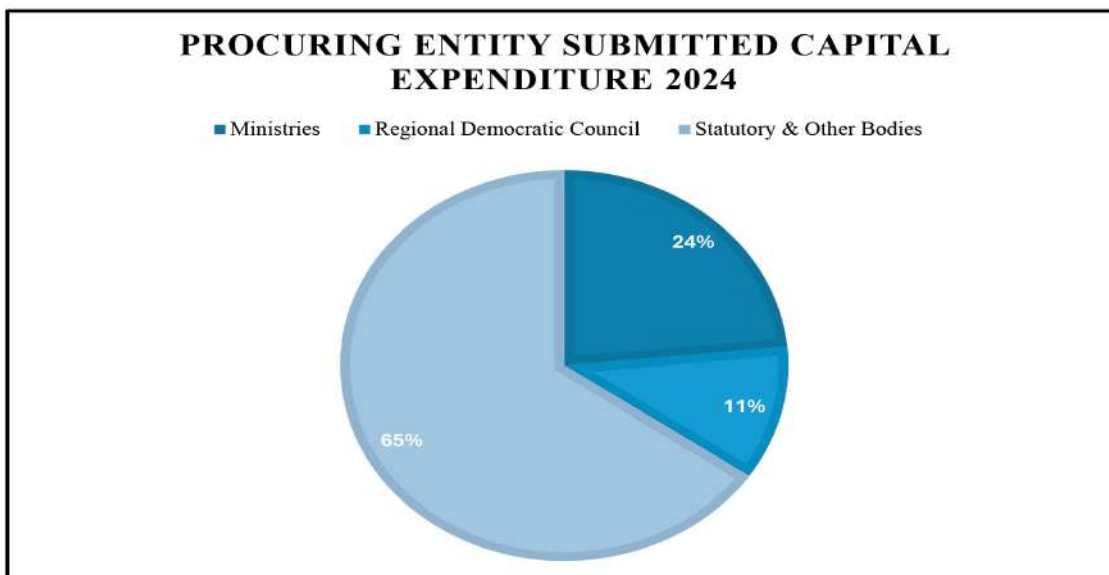
The Capital Expenditure 2024 data shows that 75% of the monitored procuring entities (81 out of 108) submitted their procurement plans, while 25% (27 out of 108) had not yet submitted their plans at the end of the reporting period. This indicates a high level of engagement in capital expenditure planning, reflecting efforts towards structured procurement management.

The data provides insights into compliance levels and highlights areas where further monitoring and follow-up is required to achieve full participation in the procurement process. This is also an area which justifies the need for regulatory legislation.

¹⁵ Circular No. 01/2024 – Procurement Plans Template available at <https://ppc.org.gy/pwc/media/Circular-01-2024.pdf>

Table 43: Submission of Procurement Plans Capital Expenditure 2024

Category	Monitored	Submitted	Did Not Submit	Submission Rate
Ministries	20	19	1	95%
Regional Councils	10	9	1	90%
Statutory Bodies	78	53	25	68%
Total	108	81	27	75%

Graph 6: Submission of Procurement Plans “Capital Expenditure 2024”**Chart 1: Percentage of Procuring Entities that Submitted Capital Expenditure 2024**

Observations

From an analysis of procurement plans submitted by 90 procuring entities, certain issues were identified. Among statutory bodies, 60% (12 out of 20) used incorrect procurement methods, indicating variations in adherence to Part IV of the Procurement Act, Cap. 73:05. Additionally, 63% of statutory bodies (5 out of 8) omitted estimated start dates, which are essential for tracking and planning procurement activities effectively.

For RDCs, 71% (5 out of 7) did not include procurement methods, highlighting a need for improved procedural documentation. Furthermore, 67% of RDCs and 33% of Ministries reported aggregated expenditures without detailed breakdowns, affecting transparency in financial planning and expenditure reporting.

The data suggests a need for the Commission's continued oversight and guidance to ensure compliance with procurement requirements.

Monitoring under this heading also raises the need for statutory effect of the content and form for procurement plans.

Table 43: Issues Identified from Procurement Plans 2024

Issue	No. Ministries	No. RDCs	No. Statutory Bodies	Total Cases	% of Total
Incorrect Procurement Method	6	2	12	20	22%
Absence of Procurement Method	1	5	1	7	8%
Missing Estimated Start Date	1	2	5	8	9%
Aggregated Current Expenditure	1	2	0	3	3%
Total	9	11	18	38	42%

Graph 8: Issues Identified from Procurement Plan

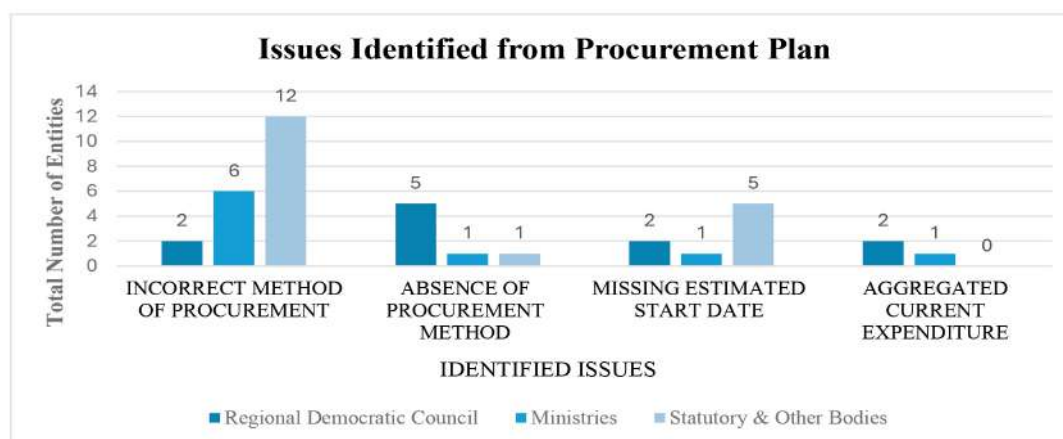


Table 44: Procuring Entities that did not Submit Capital Expenditure 2024

Submission of Procurement Plans Procuring Entity That did not Submit Capital Expenditure 2024	
No.	Name Information
1	Guyana Elections Commission
2	Guyana Forestry Commission
3	Guyana National Newspapers Limited
4	Guyana National Shipping Corporation
5	Guyana Oil Company
6	Guyana Power & Light Inc.
7	Guyana School of Agriculture
8	Guyana Sugar Corporation Inc.
9	Guyana Telecommunication Agency
10	Guyana Tourism Authority Board
11	Hinterland Electrification Company Inc.
12	Human Rights Commission
13	Indigenous People's Commission
14	Institute of Applied Science and Technology
15	Ministry of Natural Resources
16	MoA-Guyana Food Safety Authority
17	MoA-MARDS Rice Milling Complex Limited
18	National Data Management Authority
19	National Drainage and Irrigation Authority
20	National Trust of Guyana
21	Office of the Ombudsman
22	Regional Democratic Council - (1) Region One - Barima/Waini
23	Rights Commission of Guyana
24	Rights of the Child Commission
25	Teaching Service Commission
26	University of Guyana
27	Women and Gender Equality Commission

Table 45: Procuring Entities that did not Submit Current Expenditure 2024

Submission of Procurement Plans			
Procuring Entity That did not Submit Current Expenditure 2024			
No.	Name Information	No.	Name Information
1	Audit Office of Guyana	29	Human Rights Commission
2	Board of Governors of Government Technical Institute	30	Indigenous People's Commission
3	Board of Governors of Kuru Kuru Co-operative College	31	Maritime Administration Department
4	Board of Governors of President's College	32	Ministry of Education
5	Board of Governors of Queen's College	33	Ministry of Housing & Water
6	Bureau of Statistics	34	Ministry of Legal Affairs
7	Cheddi Jagan International Airport Corporation	35	Ministry of Public Services
8	Civil Defence Commission	36	Ministry of Public Works
9	Deeds and Commercial Registries Authority	37	MoA-Guyana Food Safety Authority
10	Environmental Protection Agency	38	MoA-MARDS Rice Milling Complex Limited
11	Guyana Civil Aviation Authority	39	National Agricultural Research and Extension Institute
12	Guyana Elections Commission	40	National Communications Network
13	Guyana Forestry Commission	41	National Drainage and Irrigation Authority
14	Guyana Geology and Mines Commission	42	National Insurance Scheme
15	Guyana Lands and Surveys Commission	43	National Intelligence & Security Agency
16	Guyana Livestock Development Authority	44	National Library
17	Guyana National Newspapers Limited	45	New Guyana Marketing Corporation
18	Guyana National Printers Limited	46	Pesticides and Toxic Chemicals Control Board
19	Guyana National Shipping Corporation	47	Police Complaints Authority
20	Guyana Oil Company	48	Power Producers & Distributors Inc.
21	Guyana Post Office Corporation	49	Public and Police Service Commission
22	Guyana Power & Light Inc.	50	Public Service Appellate Tribunal
23	Guyana Rice Development Board	51	Regional Democratic Council - (1) Region One - Barima/Waini
24	Guyana School of Agriculture	52	Regional Democratic Council - (4) Region Four - Demerara/Mahaica
25	Guyana Sugar Corporation Inc.	53	Rights of the Child Commission
26	Guyana Telecommunications Agency	54	Teaching Service Commission
27	Guyana Tourism Authority Board	55	Transport and Harbours Department
28	Guyana Water Incorporated	56	University of Guyana

Table 46: On Time Submission of Procurement Plans (Deadline: 26 February 2024)

Submission of Procurement Plans (Deadline: 26 February 2024)			
No.	Name Information	Comments	Date Received
1	Ministry of Natural Resources	Received	12-Feb-24
2	Ministry of Public Service	Received	12-Feb-24
3	National Agricultural Research and Extension Institute	Received	12-Feb-24
4	Public Procurement Commission	Received	12-Feb-24
5	Audit Office of Guyana	Received	13-Feb-24
6	Cheddi Jagan International Airport Corporation	Received	13-Feb-24
7	Integrity Commission of Guyana	Received	13-Feb-24
8	Ministry of Finance	Received	13-Feb-24
9	Ministry of Foreign Affairs and International Cooperation	Received	13-Feb-24
10	Ministry of Human Services and Social Security	Received	13-Feb-24
11	National Communications Network	Received	13-Feb-24
12	Ministry of Tourism, Industry and Commerce	Received	14-Feb-24
13	National Parks Commission/ Protected Areas Commission	Received	14-Feb-24
14	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	Received	14-Feb-24
15	Ministry of Legal Affairs	Received	19-Feb-24
16	National Trust of Guyana	Received	19-Feb-24
17	Dependants Pension Fund	Received	20-Feb-24
18	Guyana Energy Agency	Received	20-Feb-24
19	Guyana Water Incorporated	Received	20-Feb-24
20	Institute of Applied Science and Technology	Received	20-Feb-24
21	National Sports Commission	Received	20-Feb-24
22	Public Service Appellate Tribunal	Received	20-Feb-24
23	Deeds & Commercial Registry	Received	22-Feb-24
24	Ministry of Labour	Received	22-Feb-24
25	Rights Commission of Guyana	Received	22-Feb-24
26	Bureau of Statistics	Received	26-Feb-24
27	Guyana National Bureau of Standards	Received	26-Feb-24
28	Ministry of Health	Received	26-Feb-24
29	Ministry of Local Government and Regional Development	Received	26-Feb-24

Table 47: Submission of Procurement Plans - Beyond the Deadline of 26th of February 2024.

Submission of Procurement Plans Beyond the Deadline of 26th of February, 2024			
No.	Name Information	Comments	Date Received
1	Board of Governors of Government Technical Institute	Received	27-Feb-24
2	Board of Governors of Kuru Kuru Co-operative College	Received	27-Feb-24
3	Board of Governors of President's College	Received	27-Feb-24
4	Board of Governors of Queen's College	Received	27-Feb-24
5	Environmental Protection Agency	Received	27-Feb-24
6	Guyana Civil Aviation Authority	Received	27-Feb-24
7	Guyana Defence Force	Received	27-Feb-24
8	Guyana Geology and Mines Commission	Received	27-Feb-24
9	Guyana Lands and Surveys Commission	Received	27-Feb-24
10	Guyana Office for Investment	Received	27-Feb-24
11	Guyana Revenue Authority	Received	27-Feb-24
12	Ministry of Agriculture	Received	27-Feb-24
13	Ministry of Education	Received	27-Feb-24
14	Ministry of Parliamentary Affairs and Governance	Received	27-Feb-24
15	MoA-Fisheries	Received	27-Feb-24
16	MoA-Hydrometeorological Services	Received	27-Feb-24
17	National Library	Received	27-Feb-24
18	Office of the Director of Public Prosecutions	Received	27-Feb-24
19	Office of the Ombudsman	Received	27-Feb-24
20	Office of the President	Received	27-Feb-24
21	Parliament Office	Received	27-Feb-24
22	Public and Police Service Commission	Received	27-Feb-24
23	Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam	Received	27-Feb-24
24	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne	Received	27-Feb-24
25	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni	Received	27-Feb-24
26	Regional Democratic Council - (9) Region Nine - Upper Takatu/Upper Essequibo	Received	27-Feb-24
27	National Intelligence & Security Agency	Received	27-Feb-24
28	Police Complaints Authority	Received	27-Feb-24
29	Ministry of Culture Youth & Sport	Received	28-Feb-24
30	Ministry of Public Works	Received	28-Feb-24
31	Ministry of Amerindian Affairs	Received	29-Feb-24
32	Civil Defence Commission	Received	01-Mar-24
33	Guyana Gold Board	Received	01-Mar-24
34	Guyana Post Office Corporation	Received	01-Mar-24
35	Hinterland Electrification Company Inc.	Received	01-Mar-24
36	Ministry of Housing & Water	Received	01-Mar-24
37	National Data Management Authority	Received	01-Mar-24

38	Office of the Prime Minister	Received	01-Mar-24
39	Georgetown Public Hospital Corporation	Received	06-Mar-24
40	Mahaica/Mahaicony/Abary Agricultural Development Authority	Received	06-Mar-24
41	Regional Democratic Council - (10) Region Ten - Upper Demerara/Berbice	Received	07-Mar-24
42	Central Housing and Planning Authority	Received	11-Mar-24
43	Demerara Harbour Bridge Corporation	Received	11-Mar-24
44	Supreme Court of Judicature	Received	11-Mar-24
45	Guyana Rice Development Board	Received	14-Mar-24
46	Maritime Administration Department	Received	18-Mar-24
47	Ethnic Relations Commission	Received	21-Mar-24
48	Transport and Harbours Department	Received	10-Apr-24
49	Guyana National Printers Limited	Received	12-Apr-24
50	Regional Democratic Council - (4) Region Four - Demerara/Mahaica	Received	16-Apr-24
51	Women and Gender Equality Commission	Received	26-Apr-24
52	Power Producers & Distributors Inc.	Received	24-May-24
53	Guyana Livestock Development Authority	Received	06-Jun-24
54	New Guyana Marketing Corporation	Received	07-Jun-24
55	Guyana Power & Light Inc.	Received	14-Jun-24
56	National Insurance Scheme	Received	14-Jun-24
57	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni	Received	26-Jun-24
58	Regional Democratic Council - (5) Region Five - Mahaica/Berbice	Received	17-Jul-24
59	Ministry of Home Affairs	Received	02-Aug-24
60	MoA-Hope Coconut Industries Limited	Received	07-Jun-24
61	Pesticides and Toxic Chemicals Control Board	Received	07-Jun-24

Submission Rate Comparison (2023 – 2024)

The table below presents a side-by-side comparison of procurement plan submission rates for Capital and Current Expenditure across the two years reporting periods.

Table 48: Submission Rate Comparison (2023-2024)

Category	2023 and 2024 Monitored	2023 Submitted	2023 Submission Rate	2024 Submitted	2024 Submission Rate
Capital Expenditure	108	75	69%	82	76%
Current Expenditure	108	48	44%	44	41%

Table 49: Procuring Entity Submission Rate Comparison (2023-2024)

No.	Procuring Entities	Procuring Entities Monitored	Procuring Entity Submitted 2023	Procuring Entity Submitted 2024
1	Ministries	20	18	20
2	Regional Democratic Council	10	10	9
3	Statutory & Other Bodies	78	47	53
	Total	108	75	82
	Percentage	100%	69%	76%

Observations

Several key observations were noted in the analysis of procurement plan submissions for 2024. Notably, there was an improvement in the submission rate for Capital Expenditure procurement plans, which rose from 69% in 2023 to 76% in 2024. This positive trend indicates enhanced compliance among procuring entities and suggests that oversight and support measures are yielding results.

In contrast, the submission rate for Current Expenditure procurement plans experienced a slight decline, falling from 44% in 2023 to 41% in 2024. This marginal regress highlights the ongoing need for focused engagement and support to ensure that all entities meet their obligations in a timely manner.

Statutory Bodies continue to lag behind in terms of compliance as compared to other categories of procuring entities. Nonetheless, an improvement was registered for 2024. Of the 78 Statutory Bodies, 47 submitted their procurement plans in 2023 (60%), registering an increase to 53 in 2024 (68%). Despite this improvement, as aforementioned, the submission rate for statutory bodies remains the lowest among all procuring entities, underscoring the necessity for targeted interventions to address underlying challenges.

Regional Democratic Councils (RDCs) also showed a very slight decline in compliance, with submissions dropping from 10 in 2023 to 9 in 2024.

On an encouraging note, an increase in early submissions was observed in 2024 compared to the previous year. This improvement suggests heightened awareness and responsiveness to the statutory deadline, reflecting positively on efforts to promote timely compliance.

Summary of Findings

The overall compliance with the statutory requirement to submit procurement plans by the February 26, 2024, deadline was suboptimal. The rate of submissions observed are as follows: one (1) RDC, eight (8) Ministries and twenty (20) Statutory Bodies, met the submission deadline.

The most common observed anomalies involved the absence or incorrect use of procurement methods which is represented by 53% and missing critical information such as the estimated ninety (90) procuring entities that submitted procurement plans.

Actions Taken

The Commission implemented several measures to enhance compliance and ensure adherence to procurement regulations. These actions focused on improving communication, providing targeted training, strengthening monitoring mechanisms, and offering guidance through structured templates.

Follow-up Communications

On May 22, 2024, the Commission initiated follow-up communications with procuring entities that had not submitted their procurement plans. These communications reinforced the importance of compliance and required the submission of outstanding procurement plans. It was reiterated to the entities that the submission of procurement plans is a statutory obligation¹⁶. Any matters of concern were raised with the respective procuring entities, with a deadline set for correction by May 29, 2024. This action had a positive result of increased submission.

¹⁶Section 11A(1) of the Procurement Act Cap 73:05; Section 17 (2) (b) of the Procurement Act Cap 73:05

Targeted Training Sessions

The Commission conducted targeted training sessions for procurement officers across RDCs, Ministries, and Statutory Bodies. These sessions were designed to address recurring procurement plan submission issues, such as the correct application of procurement methods and the importance of accurate reporting within submitted plans.

Enhanced Monitoring and Compliance Checks

Starting in March 2024, the Commission introduced enhanced monitoring and compliance checks. These checks involved a sequential review of submitted procurement plans, particularly for entities with a history of non-compliance dating back to 2018. This approach ensured strict adherence to statutory requirements and strengthened oversight mechanisms.

Procurement Plan Template

To assist procuring entities in the formulation and submission of procurement plans, the Commission developed and published a 'Procurement Plan Template' on its website¹⁷ pursuant to Circular No. 1/2024.

Conclusion

While a significant number of procuring entities submitted their plans, several concerns were identified, including missing procurement methods, estimated start dates, and aggregated expenditure reporting, as detailed hereinbefore. The findings indicate varying levels of adherence across Ministries, Regional Democratic Councils, and Statutory Bodies, demonstrating the need for continued oversight.

The Commission acknowledges the progress made while also recognising the areas that require further attention. The increase in submissions reflects an improved engagement in procurement planning, while observations on the content of the plans submitted suggest the necessity for further guidance and compliance enforcement. The Commission has implemented measures such as follow-up communications, targeted training sessions, and enhanced monitoring to address these issues.

As procurement activities continue to expand, the Commission remains committed to ensuring compliance through structured monitoring and support mechanisms. The standardisation of procurement planning processes, along with ongoing capacity-building initiatives, will contribute to a more transparent and efficient procurement system.

Recommendation(s)

Legislative Enactment

- Regulations be made pursuant to Section 11A (2) of the Procurement Act, Cap. 73:05 to provide for the form and content of procurement plans. This will reinforce standardization through the legislative framework, across procuring entities. The Commission so advises in accordance with its duty to so do under the aforementioned Section.

¹⁷Procurement Plan Template available at <https://ppc.org.gy/resources/#forms>

iv. Review of Contract Awards

Overview

The objective of this operation is to provide a detailed analysis of the contract award process within the framework of the Procurement Act, Cap. 73:05, and its associated Regulations. As part of standard operating procedures, an assessment is conducted to evaluate compliance with legislative requirements, review current procurement practices, and propose recommendations aimed at enhancing transparency, fairness, and efficiency in the contract award process.

The Procurement Act, Cap. 73:05, along with its accompanying Regulations, establishes the legal foundation for public procurement in Guyana. It outlines the procedures, requirements, and responsibilities of procuring entities to ensure that procurement activities are conducted in a transparent, competitive, and fair manner. This legislative framework is essential in maintaining integrity and accountability in the procurement process.

The Procurement Act, Cap. 73:05, includes provisions that mandate the publication of contract awards to ensure that relevant information is accessible to the public and stakeholders. Section 11 of the Act requires procuring entities to publish notice of procurement contract awards within seven days of the award. Additionally, Regulation 4 of the Procurement Regulations 2004 stipulates that the publication of contract awards must be done via NPTAB's website, following submission thereto by the procuring entity.

Part II of the Procurement Regulations further mandates NPTAB to maintain an Internet website dedicated to publicising contract awards and disseminating information about public procurement. The regulations require that within five days of dispatching a notice of award for contracts exceeding \$1,500,000, the procuring entity must submit a report to NPTAB. This report must include details such as the name of the procuring entity, date of award, name of the awarded party, contract classification, contract amount, currency, procurement method used, number of tenders received, and the contract identification number or letter.

NPTAB is required to publish this information on its website within two days of receiving the report, ensuring that the public has free access to contract award data. Furthermore, the regulations mandate the development of a coding and classification system for goods, works, and services acquired through public procurement. This system is designed to facilitate the generation of statistical data for public access, enhancing transparency and accountability in the procurement process.

Diagram 2: National Procurement and Tender Administration Board - Website



Methodology

As part of the monitoring operations, the Monitoring Unit reviews and analyses available contract awards information as published on NPTAB's website, in accordance with the statutory requirements.

The objective of this review is to:

- verify that no debarred supplier or contractor was awarded a contract,
- determine the number of contracts awarded,
- assess the value of the contracts,
- evaluate the timeliness of contract award publications,
- the correct procurement method was applied in each instance.

The information received was categorised based on threshold boards into four primary procurement areas: goods, services, consultancy, and works. This classification allows for a structured approach to monitoring procurement activities and ensuring compliance with established procedures.

Threshold Values and Review by Tender Boards

Part III of the Procurement Regulations 2004 mandates that procuring entities shall submit contract award recommendations for review by the various Tender Boards for review, depending on the type and monetary value of the contract.

These thresholds, as outlined in Schedule 1 of the Procurement Regulations, (See Thresholds Table 37 on pages 56-58), are designed to ensure that higher-valued contracts receive additional scrutiny to promote transparency and accountability in the procurement process.

For contracts falling below the prescribed threshold values, procuring entities may utilize alternative procurement methods, such as request for quotations, restricted or single source tendering. These methods, along with their respective thresholds, are explicitly outlined in Schedule 2 of the Procurement Regulations (See Thresholds Table 21, pg. 46-49). This schedule defines the circumstances under which deviations from open tendering may be justified, depending on contract type and value.

Furthermore, Regulation 4 of the Procurement Regulations mandates the continuous monitoring of procurement data, ensuring that the workload of various Tender Boards is assessed regularly. Based on these assessments, adjustments to threshold values may be proposed through an annual report to the Minister, thereby maintaining efficiency within the tendering process. This regulatory framework ensures that procurement activities remain transparent, competitive, and adaptable to operational demands while upholding the principles enshrined in the Procurement Act, Cap. 73:05.

The review and adjustment process ensures that Tender Boards are not overwhelmed and that the thresholds remain aligned with changing economic conditions or procurement demands. Regular updates to these threshold values help safeguard the integrity of the procurement system, ensuring that only appropriate contracts bypass open tendering under justifiable circumstances.

Notification of Contract Awards by NPTAB Data Analysis

The publication requirements, as outlined in the aforementioned Section 11 of the Procurement Act, Cap. 73:05 and Part II of the Regulations, mandate the timely reporting and dissemination of contract award information. This ensures that contract awards are publicly accessible, supporting transparency and accountability in the procurement process. N.B. *The data below covers only contract awards above the \$3,000,000.00 (three million dollars) threshold for which the evaluation was done by NPTAB. Information was not available for tenders below the national evaluation board threshold, to wit, regional and ministerial evaluation boards thresholds. Historically, these have never been published.

Graph 9: Timeliness of Contract Award Publications NPTAB (8th July 2023- 7th July 2024)

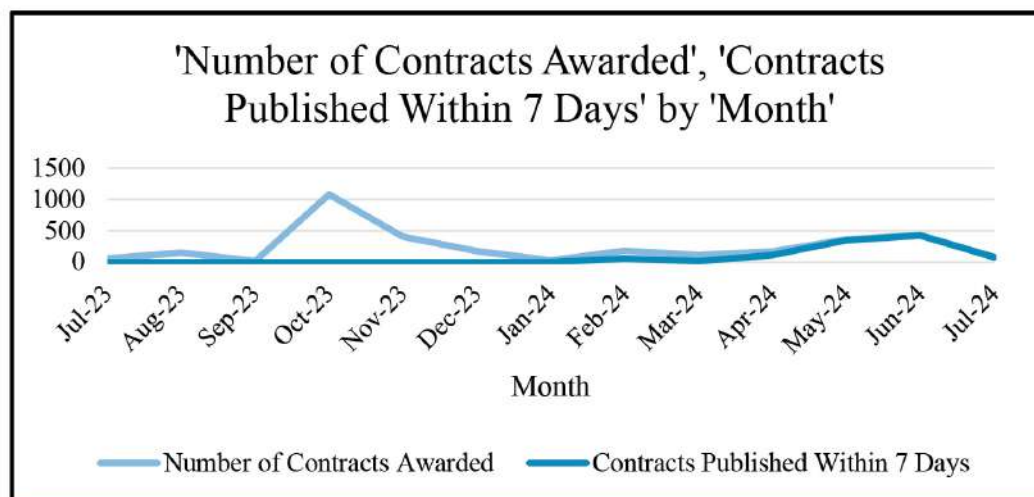


Table 50: Contract Awards and Publication Compliance NPTAB (8th July 2023- 7th July 2024)

Month	Number of Contracts Awarded	Contracts Published Within 7 Days	Contracts Published Late
Jul-23	59	Unknown	Unknown
Aug-23	149	Unknown	Unknown
Sep-23	18	Unknown	Unknown
Oct-23	1081	Unknown	Unknown
Nov-23	407	Unknown	Unknown
Dec-23	176	Unknown	Unknown
Jan-24	13	1	Unknown
Feb-24	182	55	1
Mar-24	83	16	Unknown
Apr-24	122	113	1
May-24	362	349	10
Jun-24	433	424	Unknown
Jul-24	82	79	Unknown
Total	3,167	1,073	19

Note: "Unknown" refers to data the analyst is unable to verify or categorise. This is due to that data not being published by NPTAB on its website.

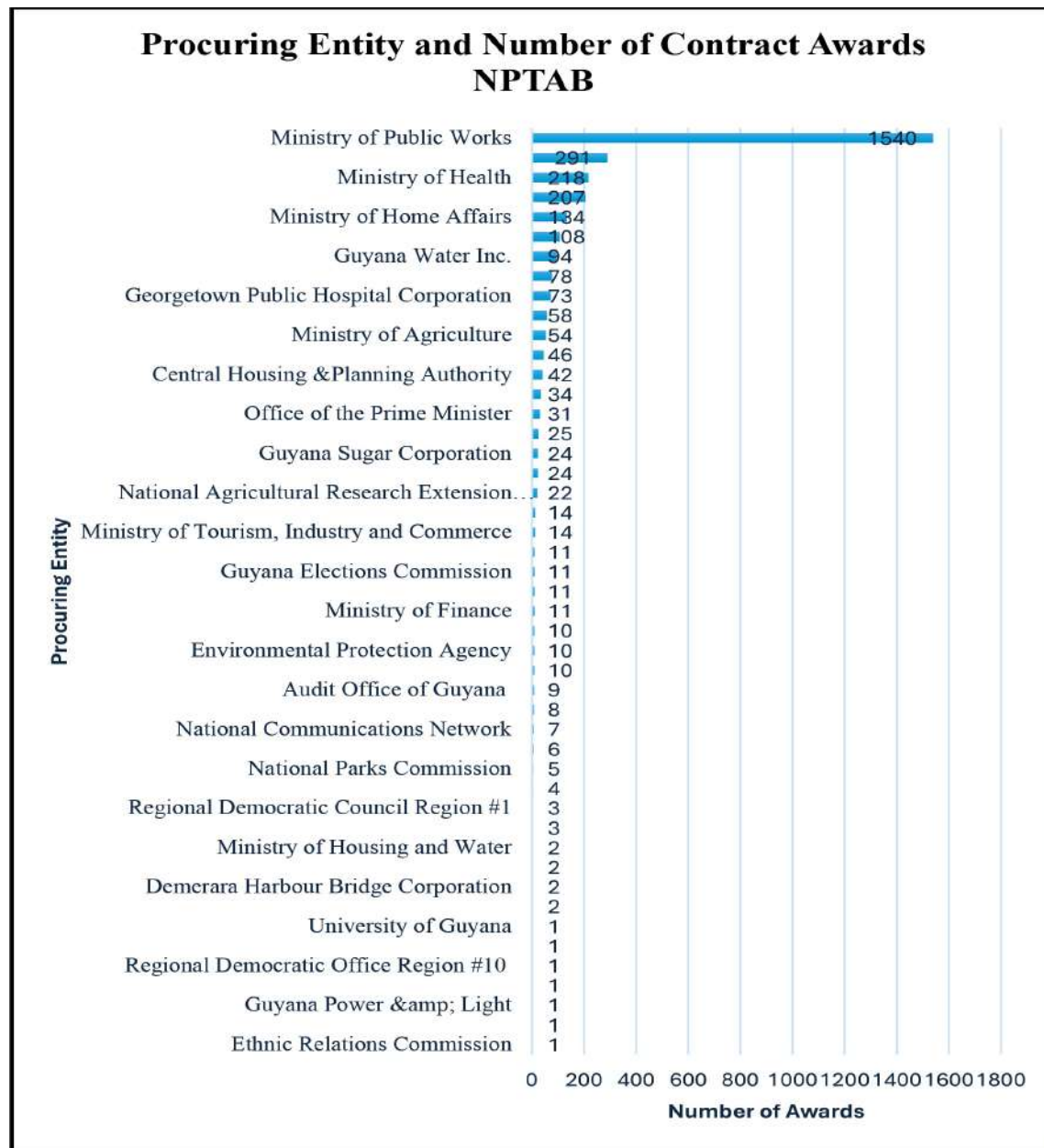
Table 51: Procuring Entity and Number of Contract Awards NPTAB (8th July 2023- 7th July 2024)

No.	Procuring Entity	Number of Awards
1	Audit Office of Guyana	9
2	Board of Governors of Government Technical Institute	0
3	Board of Governors of Kuru Kuru Co-operative College	0
4	Board of Governors of President's College	0
5	Board of Governors of Queen's College	0
6	Bureau of Statistics	2
7	Central Housing and Planning Authority	42
8	Cheddi Jagan International Airport Corporation	11
9	Civil Defence Commission	0
10	Deeds & Commercial Registry	0
11	Demerara Harbour Bridge Corporation	2
12	Dependants Pension Fund	0
13	Environmental Protection Agency	10
14	Ethnic Relations Commission	0
15	Georgetown Public Hospital Corporation	68
16	Guyana Civil Aviation Authority	4
17	Guyana Defence Force	71
18	Guyana Elections Commission	11
19	Guyana Energy Agency	45
20	Guyana Forestry Commission	0
21	Guyana Geology and Mines Commission	0
22	Guyana Gold Board	0
23	Guyana Lands and Surveys Commission	0
24	Guyana Livestock Development Authority	1
25	Guyana National Bureau of Standards	5
26	Guyana National Newspapers Limited	0
27	Guyana National Printers Limited	0
28	Guyana National Shipping Corporation	0
29	Guyana Office for Investment	0
30	Guyana Oil Company	0
31	Guyana Post Office Corporation	0
32	Guyana Power & Light Inc.	1
33	Guyana Revenue Authority	6
34	Guyana Rice Development Board	0

35	Guyana School of Agriculture	0
36	Guyana Sugar Corporation	24
37	Guyana Telecommunication Agency	0
38	Guyana Tourism Authority Board	0
39	Guyana Water Incorporated	86
40	Hinterland Electrification Company Inc.	0
41	Human Rights Commission	0
42	Indigenous People's Commission	0
43	Institute of Applied Science and Technology	0
44	Integrity Commission of Guyana	0
45	Mahaica/Mahaicony/Abary Agricultural Development Authority	0
46	Maritime Administration Department	0
47	Ministry of Agriculture	45
48	Ministry of Amerindian Affairs	33
49	Ministry of Culture Youth & Sport	56
50	Ministry of Education	276
51	Ministry of Finance	11
52	Ministry of Foreign Affairs and International Cooperation	0
53	Ministry of Health	209
54	Ministry of Home Affairs	123
55	Ministry of Housing & Water	2
56	Ministry of Human Services and Social Security	21
57	Ministry of Labour	14
58	Ministry of Legal Affairs	10
59	Ministry of Local Government and Regional Development	206
60	Ministry of Natural Resource	3
61	Ministry of Parliamentary Affairs and Governance	0
62	Ministry of Public Services	2
63	Ministry of Public Works	1536
64	Ministry of Tourism Industry and Commerce	11
65	MoA-Fisheries	0
66	MoA-Guyana Food Safety Authority	0
67	MoA-Hope Coconut Industries Limited	0
68	MoA-Hydrometeorological Services	0
69	MoA-MARDS Rice Milling Complex Limited	0
70	National Agricultural Research and Extension Institute	21
71	National Communications Network	4
72	National Data Management Authority	0
73	National Drainage and Irrigation Authority	104

74	National Insurance Scheme	0
75	National Intelligence & Security Agency	0
76	National Library	0
77	National Parks Commission/ Protected Areas Commission	6
78	National Sports Commission	0
79	National Trust of Guyana	0
80	New Guyana Marketing Corporation	8
81	Office of the Director of Public Prosecutions	1
82	Office of the Ombudsman	0
83	Office of the President	9
84	Office of the Prime Minister	27
85	Parliament Office	0
86	Pesticides and Toxic Chemicals Control Board	0
87	Police Complaints Authority	0
88	Power Producers & Distributors Inc.	0
89	Public and Police Service Commission	0
90	Public Procurement Commission	0
91	Public Service Appellate Tribunal	0
92	Regional Democratic Council - (1) Region One - Barima/Waini	3
93	Regional Democratic Council - (2) Region Two - Pomeroon/Supernaam	0
94	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	0
95	Regional Democratic Council - (4) Region Four - Demerara/Mahaica	0
96	Regional Democratic Council - (5) Region Five - Mahaica/Berbice	0
97	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne	0
98	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni	0
99	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni	0
100	Regional Democratic Council - (9) Region Nine - Upper Takatu/Upper Essequibo	0
101	Regional Democratic Council - (10) Region Ten - Upper Demerara/Berbice	1
102	Rights Commission of Guyana	0
103	Rights of the Child Commission	0
104	Supreme Court Judicature	24
105	Teaching Service Commission	0
106	Transport and Harbours Department	1
107	University of Guyana Turkeyen	0
108	Women and Gender Equality Commission	0
	Unknown	2
Grand Total		3167

Graph 10: Procuring Entity and Number of Contract Awards NPTAB (8th July 2023- 7th July 2024)



Comparative Analysis of Contracts Awarded by the National Procurement and Tender Administration Board (NPTAB): 2023 vs. 2024

The comparison of NPTAB's contract awards which was captured from NPTAB's website 2022-2023 and 2023-2024 reporting periods highlights key trends in procurement activities, including total contract volumes, timeliness of publication, and compliance rates. This analysis assesses year-over-year performance, identifies improvements, and highlights challenges in the procurement process.

Table No. 52: Key Metrics for Comparison

Metric	2022-2023 (July-July)	2023-2024 (July-July)	Year-Over-Year Change
Total Contracts Awarded	1,491	3,167	+112.4%
Contracts Published on Time	Unknown	1,073	Improved Tracking
Contracts Published Late	Unknown	19	Improved Tracking

Findings

The review of total contracts awarded over the reporting period indicates an increase in procurement activities. In the 2022/2023 reporting period, it was reported that a total of 1,491 contracts were awarded across 43 procuring entities. Between July 2023 and July 2024, the Commission recorded an increase in the number of awarded contracts to 3,167, covering 47 procuring entities. This represents a 112.4% increase in total contract awards recorded. For example, the Ministry of Public Works alone recorded an increase in budgetary allocation from \$169.3 billion in 2023 to \$232.7 billion in 2024, reflecting a 37% growth in projected expenditures¹⁸.

The timeliness of contract award publications varied across the reporting periods. For the 2022-2023 period, data on the timeline of publication of contract awards on the NPTAB website was unavailable. This prevented a full assessment of compliance with Section 11 of the Procurement Act, Cap. 73:05. The absence of recorded publication dates in the table of contract awards meant that no verification of compliance could be conducted.

During the 2023-2024 reporting period, to wit, in or about April/May 2024, NPTAB on giving commendable effect to a recommendation by the PPC, commenced inserting on its website, the date of publication of the contract award. A dedicated "Date Uploaded" column was introduced, thereby marking a significant step forward in ensuring adherence to the legislative framework.

This enabled monitoring of publication timelines to assess compliance with Section 11 of the Procurement Act, Cap. 73:05, and Part II of the Procurement Regulations. These statutory provisions require NPTAB to publicise all awarded contracts and within stipulated timeframes. Failure to so publish indicates non-compliance with this statutory requirement.

Accordingly, the data analysed and findings presented within this report on contract award publication timelines are based solely on contract awards published from April 2024 onwards, aligning with the commencement of this improved reporting standard.

A sector-specific analysis indicates changes in contract awards across procuring entities. During the aforementioned 2022-2023 period, the Ministry of Public Works awarded 361 contracts, while the National Drainage and Irrigation Authority (NDIA) awarded 226 contracts. In the corresponding 2023-2024 period, the Ministry of Public Works awarded 1,536 contracts, representing a 325.5% increase. The NDIA awarded 104 contracts, reflecting a 54% decrease.

¹⁸Budget Estimates 2025 Volume 2 page 146 available at https://finance.gov.gy/wp-content/uploads/2025/01/BudgetEstimates_2025_Volume2.pdf

Top 10 Procuring Entities with the Most Awards (July 8 2022-July 7 2023) vs. (July 8 2023-July 7 2024).

NB: This information was extracted from table 34 above using a randomized system of selection of the first 10 entities.

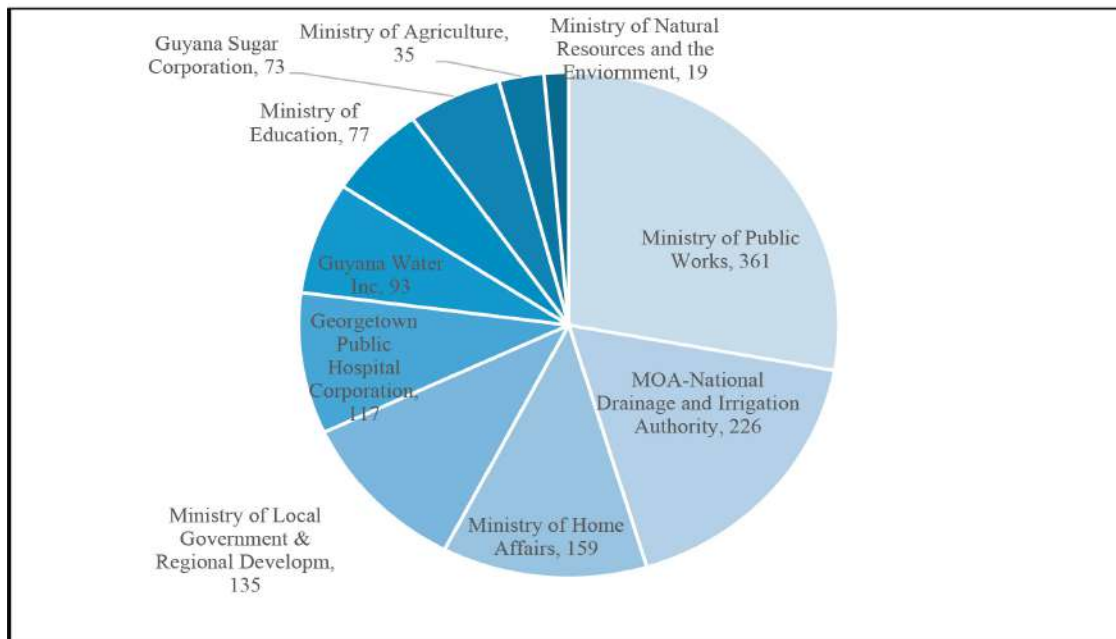
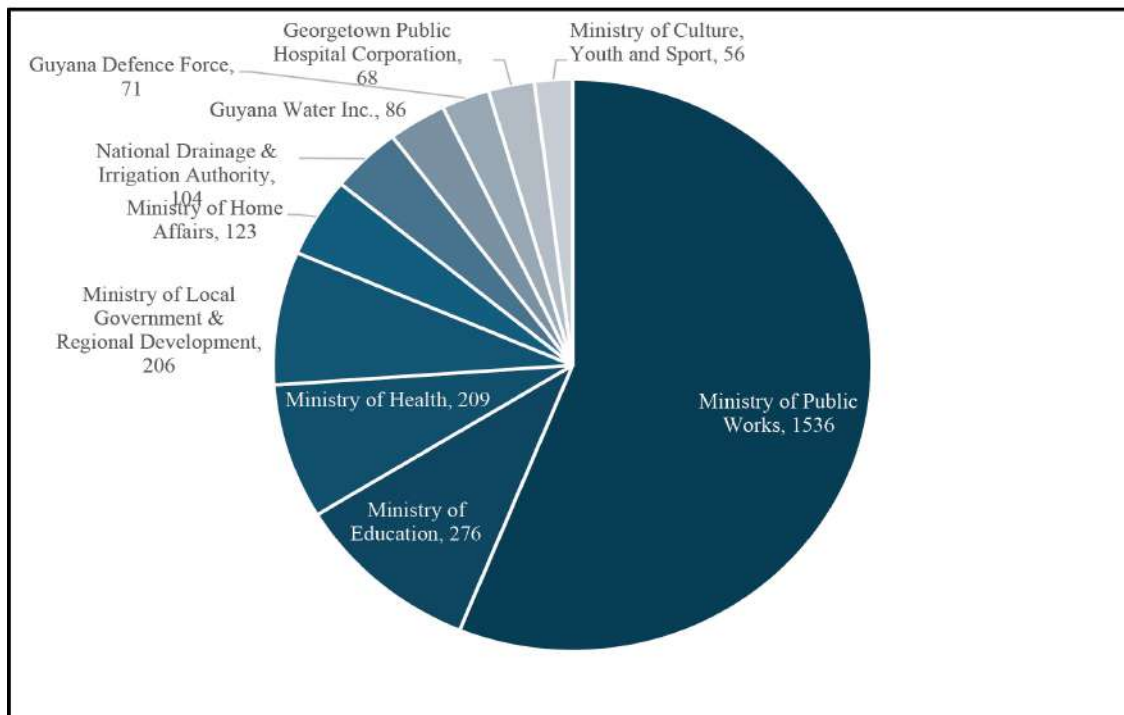


Chart 4: Top 10 Procuring Entities with the Most Awards (July 8 2023-July 7 2024)



Observations

More than two decades after its enactment, the statutory requirement mandating the compulsory publication of contract awards remains the strongest pillar for transparency of the public procurement process. Such a requirement is innovative to Guyana as it is not usual in every other jurisdiction.

As hereinbefore mentioned, the publication of the date of publication of a contract award is imperative in the bid protest complaint process as the timeline for the submission therefor runs from the date of publication of the contract award.

NPTAB's enactment of the Commission's recommendation to include the date of publication of the contract award in addition to the already published date of contract award is a further indication of its commitment to transparency, accountability and compliance with statutory requirements. This facilitates not only the complaint process but also enables the assessment of the timeliness of publication.

Recommendations

Publication of Contract Awards

Section 11(1) of the Procurement Act, Cap. 73:05 mandates that procuring entities publish notices of procurement contract awards within seven days of awarding contracts. However, only contract awards for goods and services tenders exceeding three million dollars (\$3,000,000) and works contract tenders exceeding fifteen million dollars (\$15,000,000), evaluated by the National Procurement and Tender Administration Board (NPTAB), are published. Tenders below these thresholds, which are evaluated by ministerial, regional, or other agency tender boards, are not published in contravention of the statutory provision therefor.

Regulation 4(2) of the Procurement Regulations 2004 requires procuring entities to submit to NPTAB, within a stipulated time, all contract awards above one million five hundred thousand dollars (\$1,500,000) for publication. Notably, the primary legislation does not enforce a limit for publication. Steps should therefore be taken by procuring entities to ensure that all contract awards are submitted to NPTAB for publication in accordance with these legislative provisions. Publishing these awards, even for smaller sums, would not only be in compliance with the primary legislation, but also enhance transparency, accountability, and improve reporting systems by providing greater access to procurement data for analysis.

Procuring entities must adhere strictly to Regulations under the Procurement Act, Cap. 73:05, which mandate reporting timelines. Reports on awards exceeding one million five hundred thousand dollars (\$1,500,000) must be submitted to NPTAB within five (5) days of dispatching notice of the award.

Implementation of a Procurement Classification System

Regulation 4(5) of the Procurement Regulations 2004 mandates that NPTAB devise a coding and classification system for goods, works, and services acquired through public procurements. This system is intended to facilitate statistical data generation, improve information access, and strengthen reporting systems. The development of this system would enhance transparency and improve oversight by enabling better tracking and monitoring of procurement activities.

NPTAB should take steps to operationalise this statutory requirement. Optimising NPTAB's website to categorise data by procurement entity type (e.g., ministries, regional democratic councils, statutory bodies) and procurement type (e.g., goods, services, works) would improve analysis and strengthen monitoring by the Commission in executing its mandate.

Transition to an E-Procurement System

Currently, procurement data entry is performed manually, which increases the risk of human error and makes the process cumbersome. During at least two of the six investigations conducted in the reporting period, contract awards were found to have either not been published or were not published in a timely manner. To reduce the likelihood of such occurrences and improve transparency, the system should be transitioned to an e-procurement platform.

Strengthening NPTAB's Capacity

Although contract awards at the NPTAB threshold have increased by 650% as ascertained by the Commission through available data, there has not been a corresponding increase in NPTAB's capacity. This could impact the efficient execution of procurement processes. To address this, NPTAB requires strategic reinforcement to enhance compliance tracking.

It is recommended that NPTAB invest in additional resources, including increasing staff capacity, to improve its enforcement capabilities. Strengthening these resources would ensure adherence to procurement guidelines and improve accountability across procuring entities.

Improving Access to Information for the Commission

As hereinbefore detailed, the Commission has encountered challenges in accessing procurement information, which has affected its ability to comprehensively monitor and analyse the system from procurement planning to project execution. As oversight by the Commission is still a relatively recent function, procuring entities have not yet fully developed systems to facilitate access to procurement data. Requests for information have resulted in varying levels of success.

To improve access to information, the Commission has initiated training programmes to educate procuring entities about its role. Until a fully integrated e-procurement system is established, it is recommended that¹⁹:

- The Commission be copied on all contract awards.
- The Commission be copied on all notifications of contract awards sent by procuring entities to both successful and unsuccessful bidders, in accordance with the Procurement Act, Cap. 73:05.
- Minutes of tender openings, except for those conducted by NPTAB and published on its website, be submitted to the Commission.
- At the end of each budgetary cycle, each procuring entity submit a list of completed and ongoing projects to the Commission.
- These requirements be given mandatory legislative effect through statutory enactment or Regulations.
- Penalties be imposed for non-compliance with these requirements.

Clarification of Contract Award Notifications

Section 39 of the Procurement Act, Cap. 73:05, outlines the steps to be followed after tender evaluations. Section 39(2) states that the evaluation committee must assess tenders using only the criteria outlined in the tender documents and submit a recommendation to the procuring entity within a reasonable period, not exceeding fourteen days. Section 39(3) requires the procuring entity to publicly disclose the name of the lowest evaluated bidder if it concurs with the evaluation committee's recommendation. If the procuring entity disagrees with the evaluation, it must issue an advisory recommendation identifying an alternative bidder, which then becomes binding on the evaluation committee.

As a result, the evaluation committee makes recommendations, while the procuring entity is responsible for awarding contracts. However, the notification issued by NPTAB to procuring entities is titled "Contract Award," which may lead to the incorrect assumption that NPTAB is responsible for awarding contracts.

To prevent any misinterpretation, it is recommended²⁰ that notifications issued by NPTAB and all applicable evaluation boards be titled "Contract Award Recommendation" instead.

Ensuring Compliance with Notification Requirements

Once a contract is awarded, Section 43 of the Procurement Act, Cap. 73:05, requires procuring entities to notify all bidders of the outcome, including details of the awarded contract.

To promote transparency and ensure that all bidders are informed of the results, it is recommended that procuring entities comply strictly with this provision.

¹⁹Training Unit, pages 31-49 of this Report

²⁰ Recommendation III – Summary of Findings dated June 7, 2024 – Correia & Correia

v. *Review of Standard Bidding Documents and Evaluation Criteria Forms*

Overview

During the year under review, the commission through its Operations Department, in conjunction with the Legal Department, expanded its work programme to include a review of Standard Bidding Documents and Procurement Manuals being utilised by public procuring entities.

Section 17(2)(b) of the Procurement Act, Cap. 73:05, provides that the Public Procurement Commission, once established, will be responsible for determining the forms of documents for procurement, including but not limited to:

- i. standard bidding documents;
- ii. prequalification documents;
- iii. contracts;
- iv. evaluation forms; and
- v. procurement manuals, guidelines and procedures.

The exercise was therefore in keeping with the Commission's constitutional mandate and statutory responsibility. And its aim was to ascertain compliance with the law, and where necessary make recommendations for amendments.

Standard Bidding Documents

Standard Bidding Documents (SBDs), also known as tender documents or solicitation documents are pivotal in the procurement process.

Standard Bidding Documents (SBDs) is laid out in sections which compile different forms, documents and instructions, including:

- Instructions to Bidders
- Bid Data Sheet
- General and Special Conditions of Contract
- Form of Bid
- Qualification Information
- Drawings
- Bill of Quantities
- Technical Specifications
- Forms for Bid Security, Performance Security, and Bank Guarantees
- Power of Attorney Forms
- Evaluation Criteria

Together, these documents communicate to bidders what they are required to fulfill in order to be successful in their bid.

SBDs are useful therefore in that they:

- establish a clear understanding of what is required by a bidder, and
- ensure that the procurement process is in accordance with the law, standardized, predictable and efficient.

It is therefore of utmost importance that SBDs are periodically reviewed to meet the aforesaid principles.

Bidders are informed of the existence of the bidding documents applicable to the subject tender in the published Invitation to Bid (ITB) and are made available, usually on the payment of fee.

Methodology

The methodology employed for the assessment of the Standard Bidding Documents was structured to ensure a comprehensive and systematic evaluation. The Operations and Legal/Compliance Departments of the Commission developed an evaluation matrix to categorise and analyse the documents in alignment with procurement regulations and best practices.

The assessment categorised the Standard Bidding Documents into four primary sections to facilitate a detailed review. The works category was divided into three groups based on project values: contracts under G\$7 million, contracts between G\$7 million and G\$15 million, and contracts exceeding G\$15 million. This classification allowed for a structured examination of procurement requirements across varying project scales, ensuring alignment with procurement thresholds.

For goods and related services, contracts were categorised based on value, with classifications including contracts under G\$3 million, contracts between G\$3 million and G\$15 million, and contracts exceeding G\$15 million. This segmentation provided clarity in assessing procurement documentation, ensuring that contract requirements corresponded appropriately to financial thresholds.

Consultancy services were examined separately, distinguishing between firm-based and individual consultancy services. This differentiation recognised the distinct procurement needs of each service type, allowing for an assessment of the suitability of contract structures and compliance with statutory requirements. The classification also facilitated a more focused evaluation of key contractual provisions, including deliverables, payment structures, and performance criteria.

Security services were reviewed as a distinct category, given the unique nature of security-related procurements. The evaluation considered contract specifications, bid evaluation criteria, and overall compliance with procurement regulations, ensuring that procurement procedures for security services adhered to statutory requirements and industry best practices.

This structured methodology ensured that all categories of procurement were assessed rigorously, facilitating the identification of areas for improvement and ensuring that the Standard Bidding Documents remained aligned with legal requirements and procurement best practices.

Stakeholder Engagement and Public Consultation

In keeping with its commitment to inclusive governance, the PPC launched a public consultation exercise on November 29, 2023, soliciting feedback on the SBDs from the general public.

The PPC utilized print media, together with its social media platforms to invite public comments and proposals, with submissions requested by December 18, 2023. Key stakeholders such as NPTAB, the Finance Secretary, the Auditor General's Office, the Black Entrepreneurs Association (BEA), the Private Sector Commission (PSC), Guyana Manufacturing & Services Association Ltd (GMSA) and the Georgetown Chamber of Commerce & Industry (GCCl) were directly targeted through invitations by way of letter for feedback.

This initiative aimed to gather insights from practitioners and stakeholders to inform the development of improved procurement documentation.

Public Response

Feedback was disappointing as the Commission received feedback only from the Director of the Works & Structures Division of the Audit Office of Guyana.

Notably, the Director provided detailed commentary on the SBDs for works contracts exceeding G\$15 million, suggesting that similar revisions should be applied across other categories. The PPC acknowledged his input and committed to reviewing and incorporating these recommendations where relevant to improve the overall procurement framework.

Only BEA and GCCI responded to the invitation to meet with the Commission to provide comments on the SBDs. Both associations lauded the initiative and provided informed feedback. Particularly, GCCI emphasized the need for greater clarity within the evaluation criteria through clearer sentence structures and generally ease of use of the document.

Key Findings

The Commission reviewed the Standard Bidding Documents (SBDs) and found them to be comprehensive in the areas covered. Several areas were identified for enhancement to improve clarity, consistency, and transparency in the bidding process:

- Discrepancies were noted in the Invitation for Bid (IFB), particularly in wording and clarity of instructions for potential bidders.
- The Instruction to Bidders (ITB) section contained insufficient procedural guidance, leading to gaps in bidder understanding.
- The Bid Data Sheet contained ambiguities in timelines and submission requirements, which could create misunderstandings.
- The Contractors' Bid Form exhibited inconsistencies in format and incomplete sections that could impact the accuracy of bid submissions.
- The Bid Securing Declaration lacked clear conditions regarding the forfeiture of bid securities.
- Formatting inconsistencies were observed in the Letter of Acceptance and Notice to Proceed, with unclear terms and conditions.
- The General Conditions of Contract contained missing legal terminology and incomplete provisions regarding contract performance requirements.
- The Evaluation Criteria for Works showed variations in methodology, raising concerns about fairness and transparency.
- The Technical Specifications contained inadequate descriptions and definitions related to bid evaluation and contract management.
- The Drawings and Bill of Quantities lacked sufficient guidance for bidders, affecting their ability to provide accurate proposals.
- Several Forms used in the bidding process were outdated and required updates to align with international best practices.

Recommendations

The review of the SBDs has identified areas for improvement, leading to a set of recommendations proposed by the Operations and Legal Departments of the Commission. These recommendations aim to enhance the clarity, consistency, and legal compliance of the documents, ensuring they align with best practices and statutory requirements.

- The language used in all SBDs should be refined and clarified to eliminate ambiguities, making them more user-friendly for both procurement practitioners and bidders. Clear and precise wording would enhance understanding and reduce misinterpretations, leading to improved compliance and efficiency in the procurement process.
- Standardising document formats across all procurement categories is essential to promote uniformity and ease of use. Consistency in formatting would facilitate smoother procurement operations, ensuring that all documents follow a structured approach that can be easily navigated by users.
- The integration of international best practices into the design of SBDs is recommended by benchmarking against established global procurement frameworks, such as those used by the World Bank and the Inter-American Development Bank. This would improve the overall quality of the documents and align them with widely recognised procurement standards.
- Strengthening bid evaluation criteria is necessary to reduce subjectivity, ensure fairness, and improve the reliability of the award process. Establishing clearer and more objective evaluation methods would enhance transparency and provide greater confidence in procurement outcomes.
- Ensuring legal compliance is a priority, and all SBDs should be aligned with the current statutory requirements under the Procurement Act, Cap. 73:05. Additionally, the documents should be updated as necessary to reflect any future legislative changes, maintaining their relevance and effectiveness.

A draft of the proposed revised SBDs was submitted to NPTAB and FS on 6 February 2024 for comment. At the end of the reporting period, no response had been received.

vi. *Standardised Evaluation Reports*

Overview

The PPC, in exercise of its statutory responsibility pursuant to Section 17(2) of the Procurement Act, Cap. 73:05, has been actively working towards standardising the evaluation reporting process across various procurement activities. During its monitoring and investigative processes, the commission observed that Evaluation Reports were not standardised and varied significantly across tender boards and procuring entities.

An Evaluation Report provides an assessment by the Evaluation Committee of bids submitted against the established evaluation criteria to determine the lowest evaluated bidder in accordance with Section 39 of the Procurement Act, Cap. 73:05. As such, it serves as a critical tool for ensuring transparency and accountability in procurement decision-making. In cases where a decision is challenged, the Evaluation Report must be able to withstand scrutiny as it informs the decision-making process.

Inconsistencies in the content of Evaluation Reports adversely affect the quality of the report and may raise transparency concerns, as key information could be omitted. This also presents challenges in data collection and should a challenge to launched to a contract award. A standardised Evaluation Report offers notable benefits, including transparency and fairness by ensuring that all vendors are assessed on the same criteria, thereby promoting fairness and reducing bias. It also improves decision-making by providing a clear and structured report that facilitates informed procurement decisions. Additionally, it enhances auditability by documenting the evaluation process for easy review and verification of procurement decisions. Furthermore, a standardised format increases efficiency by streamlining the evaluation process, saving both time and resources.

The introduction of a standardised Evaluation Report is intended to establish a comprehensive and uniform framework for evaluating procurement activities nationwide. This report documents the steps taken by the PPC in its engagement with key stakeholders and outlines the actions and outcomes of these engagements, particularly highlighting the series of meetings held in 2023 during the period under review.

Methodology

The methodology employed in the standardisation of the Evaluation Report format followed a structured and systematic approach to ensure transparency, inclusivity, and effectiveness. The process began with a comprehensive review of the existing Evaluation Report format to assess its structure, content, and areas requiring improvement. This review was followed by an investigation into inconsistencies observed across various procurement entities, with a focus on identifying discrepancies that could impact transparency, accountability, and data collection.

To ensure broad stakeholder engagement, the commission initiated a public consultation process, inviting input from the general public as well as key stakeholders, including procuring entities, evaluation committees, and other relevant parties.

The feedback gathered from these consultations was carefully analysed to identify common concerns, recommendations, and areas for refinement. Based on this feedback, amendments were made to the Evaluation Report format to address inconsistencies and enhance clarity, fairness, and usability.

Following the revisions, the updated Evaluation Report format was submitted to the commission for review and approval. This step ensured that the final document met regulatory requirements and aligned with best practices in procurement evaluation, reinforcing the principles of fairness, transparency, and efficiency in the procurement process.

Stakeholder Engagement and Public Consultation

Recognising the need for collaboration, the PPC initiated a series of meetings with critical stakeholders across the public and private sectors to gather feedback and inputs on the crafting of the standardized evaluation report. Invitations were extended on October 16, 2023, to the following individuals and organizations:

1. Mr. Rowen Willabus, Chairman, Black Entrepreneurs Association
2. Mr. Kester Hutson, President, Georgetown Chamber of Commerce & Industry
3. Mr. Nizam Hassan, Executive Director, Guyana Manufacturing & Services Association
4. Mr. Komal Singh, Chairman, Private Sector Commission

In parallel with stakeholder meetings, the PPC launched a media campaign on October 10, 2023, inviting public feedback on the standardized evaluation report. This initiative encouraged suppliers, contractors, and the general public to submit comments and proposals for consideration. Responses were directed to the Operations Department of the PPC, with the deadline set for October 31, 2023. This outreach reflects the PPC's commitment to inclusivity and transparency in refining procurement documentation.

These engagements were aimed to facilitate open discussions on the possibility of and implications of the standardized evaluation report for suppliers, contractors, and procuring entities. The Commission sought to ensure the document's alignment with international best practices and its potential to promote transparency and fairness within the procurement ecosystem.

Public Response

As with the SBDs, the response was disappointing. The Commission received no response to its public invitation for feedback and comments.

Three (3) out of the four (4) invited associations accepted the invitation to meet. To wit, the Black Entrepreneurs Association (BEA), Guyana Manufacturing & Services Association (GMSA) and the Georgetown Chamber of Commerce and Industry (GCCCI). Accordingly, meetings were held with them on October 19 and 23, 2023 respectively.

Both meetings resulted in constructive engagement. The associations provided pertinent insights into the need for the report's clarity and offered recommendations for enhancing transparency.

Key outcomes of the engagements were:

- **Feedback and Recommendations:** The stakeholders provided valuable feedback on the draft evaluation report, focusing on improving the clarity and alignment of evaluation criteria with bid documents. Suggestions for annexing evaluators' appointment letters and restructuring complex sentence criteria were noted for incorporation into the final draft.
- **Improved Collaboration:** The engagement between the PPC and various stakeholders strengthened relationships and fostered a collaborative environment. The input from organizations such as the Black Entrepreneurs Association and the Georgetown Chamber of Commerce and Industry will contribute significantly to refining the evaluation report.

Key Findings

The key findings from the standardisation process of the Evaluation Report format revealed several critical issues and areas for improvement. The review of existing Evaluation Reports identified significant variations in format and content across procuring entities, leading to inconsistencies in the evaluation process. These inconsistencies raised concerns regarding transparency and accountability, as the absence of a uniform structure made it difficult to track the decision-making process effectively.

The investigation further highlighted that some Evaluation Reports lacked critical information required for auditability and proper record-keeping. This omission of pertinent details posed challenges in ensuring that procurement decisions could withstand scrutiny, particularly in cases where decisions were contested. Additionally, the inconsistencies in reporting created inefficiencies in data collection and analysis, impacting the ability to assess procurement trends and compliance with regulatory standards.

Public consultation revealed widespread support for a standardised Evaluation Report format, with stakeholders expressing concerns about the potential for bias and errors in the absence of a structured approach. Feedback also indicated that a uniform format would improve clarity in reporting and decision-making, making it easier for evaluation committees to justify their assessments.

The amendments to the Evaluation Report format addressed these concerns by introducing a structured and comprehensive template that ensures all necessary information is documented consistently. The revised format enhances transparency, promotes fairness, improves efficiency, and facilitates better auditability of procurement decisions.

Following these findings, the submission of the updated Evaluation Report format to the commission for review and approval was a necessary step to ensure alignment with regulatory requirements and best practices in procurement evaluation. This initiative is expected to improve procurement governance by establishing a clear and accountable framework for evaluating bids across all procuring entities.

Recommendations

Based on stakeholder feedback and in keeping with international best practices, the PPC recommends that:

- A Standard Evaluation Report format be created for all procurement categories.
- Legislative effect be given thereto by way of Regulations.

In keeping with the aforesaid recommendations, a standardised Evaluation Report to address identified gaps and complexities was drafted.

By way of letter dated January 24, 2024, the Commission engaged with NPTAB and the Ministry of Finance, through the Finance Secretary to comment on the document so that it can be finalised and implemented. At the end of the reporting period, no response had yet been forthcoming.

vii. Review of Procurement Manuals

Overview

The Commission expanded its work programme in the 2023/2024 year of operation to include the review of procurement manuals.

By way of letter dated April 3, 2024, the Public Procurement Commission (PPC), acting under its constitutional mandate and statutory responsibility in accordance with Section 17(2) of the Procurement Act, Cap. 73:05, requested from public procuring entities the submission of their Procurement Manuals by April 14, 2024, and if none, the rules and guidelines under which they were operating.

The said enquiry was inclusive of public procuring entities falling under Section 24 of the Procurement Act, Cap. 73:05. The said Section provides that:

“Public corporations and other bodies in which the controlling interest is vested in the State may, subject to the approval of the National Board, conduct procurement according to their own rules or regulations, except that to the extent that such rules and regulations conflict with this Act or the regulations, this Act and the regulations shall prevail.”

These documents were requested to ascertain compliance with the law, transparency, and accountability within the procurement process.

As aforementioned, Section 17(2) of the Procurement Act, Cap. 73:05 vests the PPC with the responsibility for determining the form of procurement manuals.

Methodology

The Operations Department developed a methodology, following the receipt of procurement manuals by the Operations Department, to ensure compliance with the Procurement Act, Chapter 73:05, and its associated Regulations. These measures were designed to ensure that procurement manuals submitted by entities conform to statutory requirements and established procurement best practices.

On receipt, a detailed review and analysis of the submitted manual is undertaken to assess their content for conformity with the Procurement Act and its associated Regulations. The assessment focuses on verifying alignment with standard procurement procedures, ensuring that the stated procurement thresholds were accurate, and confirming the inclusion of ethical guidelines to promote transparency and integrity in procurement processes.

Upon completion of the review by the Operations Department, a report outlining the findings is to be submitted to the Legal Department for further scrutiny. This stage of the process involves a legal review to confirm adherence to statutory requirements, identify gaps or inconsistencies, and recommend necessary modifications to bring the manuals into full compliance with procurement laws and regulations.

An action plan was developed to address the findings. Upon completing the review, procuring entities are to be formally informed of the outcomes and any areas requiring improvement.

For entities which failed to respond, did not submit procurement manuals, or provided insufficient documentation, reminder letters were issued, setting new submission deadlines. Additionally, technical assistance was made available to entities requiring support in developing or refining their procurement manuals to ensure full compliance with regulatory requirements.

Summary of Submissions

The review of procurement manual submissions by procuring entities revealed varying levels of accession with the request issued by the Commission. The data collected provides insight into the extent to which entities have formalised their procurement processes in accordance with regulatory requirements.

A total of twenty-six (26) procuring entities responded affirming that they use a Procurement Manual. These submissions allow for a detailed review of procurement procedures in use and facilitate an assessment of alignment with the Procurement Act, Cap. 73:05, and associated regulations.

Four (4) entities requested additional time to finalise and submit their procurement manuals. However, by the end of the reporting period, these submissions had not yet materialised. Follow-up action may be required to ensure compliance within an extended timeframe.

Thirty-eight (38) procuring entities have yet to provide any response to the Commission's request for manual submissions. The absence of communication from these entities raises concerns regarding compliance and adherence to procurement governance requirements. Additional engagement and follow-up may be necessary to determine the reasons for non-responsiveness and encourage future compliance.

Thirty-nine (39) entities formally notified the Commission that they conduct procurement activities in strict adherence to the Procurement Act, Cap. 73:05, and Procurement Regulations. These entities indicated that they do not have separate procurement manuals, as their processes are governed directly by the statutory provisions.

A detailed breakdown of the procuring entities who submitted and did not submit is presented in Table fifty-three (53), which outlines the responses received and identifies areas requiring further action to strengthen procurement compliance.

Table 53: Entities that submitted and did not submit procurement manuals in response to the PPC's request therefor

No.	Entity Addressed	Response Status	Manual Submission (Yes/No)	Entities That Have Submitted Manuals	Entities Following Procurement Act Without Manuals
1	Central Housing and Planning Authority	Responded	Yes	Central Housing and Planning Authority	
2	Cheddi Jagan International Airport Corporation	Responded	Yes	Cheddi Jagan International Airport Corporation	
3	Environmental Protection Agency	Responded	Yes	Environmental Protection Agency	
4	Georgetown Public Hospital Corporation	Responded	Yes	Georgetown Public Hospital Corporation	
5	Guyana Energy Agency	Responded	Yes	Guyana Energy Agency	
6	Guyana Lands and Surveys Commission	Responded	Yes	Guyana Lands and Surveys Commission	
7	Guyana National Newspapers Limited	Responded	Yes	Guyana National Newspapers Limited	
8	Guyana National Printers Limited	Responded	Yes	Guyana National Printers Limited	
9	Guyana National Shipping Corporation	Responded	Yes	Guyana National Shipping Corporation	

10	Guyana Post Office Corporation	Responded	Yes	Guyana Post Office Corporation	
11	Guyana Revenue Authority	Responded	Yes	Guyana Revenue Authority	
12	Guyana Rice Development Board	Responded	Yes	Guyana Rice Development Board	
13	Guyana Telecommunication Agency	Responded	Yes	Guyana Telecommunication Agency	
14	Integrity Commission of Guyana	Responded	Yes	Integrity Commission of Guyana	
15	Ministry of Labour	Responded	Yes	Ministry of Labour	
16	Ministry of Tourism Industry and Commerce	Responded	Yes	Ministry of Tourism Industry and Commerce	
17	National Agricultural Research and Extension Institute	Responded	Yes	National Agricultural Research and Extension Institute	
18	National Communications Network	Responded	Yes	National Communications Network	
19	National Insurance Scheme	Responded	Yes	National Insurance Scheme	
20	National Parks Commission/ Protected Areas Commission	Responded	Yes	National Parks Commission/ Protected Areas Commission	
21	Office of the Director of Public Prosecutions	Responded	Yes	Office of the Director of Public Prosecutions	
22	Power Producers & Distributors Inc.	Responded	Yes	Power Producers & Distributors Inc.	
23	Public Utilities Commission	Responded	Yes	Public Utilities Commission	
24	University of Guyana Turkeyen	Responded	Yes	University of Guyana Turkeyen	
25	Ministry of Health	Responded	Yes		
26	Supreme Court Judicature	Responded	Yes	Supreme Court of Judicature	
27	Guyana Gold Board	Responded	No Document Submitted	Requested time extension	
28	Maritime Administration Department	Responded	No Document Submitted	Requested time extension	
29	Guyana Water Incorporated	Responded	No Document Submitted	Requested time extension	

30	Guyana Civil Aviation Authority	Responded	No Document Submitted	Requested time extension (Draft under review, as of April 16, 2024)	
31	Audit Office of Guyana	Responded			Audit Office of Guyana
32	Board of Governors of Government Technical Institute	Responded			Board of Governors of Government Technical Institute
33	Bureau of Statistics	Responded			Bureau of Statistics
34	Deeds and Commercial Registries Authority	Responded			Deeds and Commercial Registry
35	Demerara Harbour Bridge Corporation	Responded			Demerara Harbour Bridge Corporation
36	Dependants Pension Fund	Responded			Dependants Pension Fund
37	Ethnic Relations Commission	Responded			Ethnic Relations Commission
38	Guyana Elections Commission	Responded			Guyana Elections Commission
39	Guyana National Bureau of Standards	Responded			Guyana National Bureau of Standards
40	Guyana Tourism Authority Board	Responded			Guyana Tourism Authority Board
41	Hinterland Electrification Company Inc.	Responded			Hinterland Electrification Company Inc.
42	Institute of Applied Science and Technology	Responded			Institute of Applied Science and Technology
43	Ministry of Agriculture	Responded			Ministry of Agriculture
44	Ministry of Culture Youth & Sport	Responded			Ministry of Culture Youth & Sport
45	Ministry of Education	Responded			Ministry of Education
46	Ministry of Finance	Responded			Ministry of Finance
47	Ministry of Home Affairs	Responded			Ministry of Home Affairs
48	Ministry of Housing & Water	Responded			Ministry of Housing & Water
49	Ministry of Human Services and Social Security	Responded			Ministry of Human Services and Social Security
50	Ministry of Legal Affairs	Responded			Ministry of Legal Affairs
51	Ministry of Local Government and Regional Development	Responded			Ministry of Local Government and Regional Development

52	Ministry of Natural Resources	Responded			Ministry of Natural Resource
53	Ministry of Public Services	Responded			Ministry of Public Services
54	MoA-Fisheries	Responded			MoA-Fisheries
55	MoA-Hydrometeorological Services	Responded			MoA-Hydrometeorological Services
56	National Data Management Authority	Responded			National Data Management Authority
57	National Trust of Guyana	Responded			National Trust of Guyana
58	New Guyana Marketing Corporation	Responded			New Guyana Marketing Corporation
59	Office of the Ombudsman	Responded			Office of the Ombudsman
60	Office of the Prime Minister	Responded			Office of the Prime Minister
61	Parliament Office	Responded			Parliament Office
62	Pesticides and Toxic Chemicals Control Board	Responded			Pesticides and Toxic Chemicals Control Board
63	Public Procurement Commission	Responded			Public Procurement Commission
64	Public and Police Service Commission	Responded			Public and Police Service Commission
65	Public Service Appellate Tribunal	Responded			Public Service Appellate Tribunal
66	Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam	Responded			Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam
67	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne	Responded			Regional Democratic Council - (6) Region Six - East Berbice/Corentyne
68	Teaching Service Commission	Responded			Teaching Service Commission
69	Office of the President	Responded			Office of the President
70	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni	Responded			Regional Democratic Council - (8) Region Eight - Potaro/Siparuni
71	Board of Governors of Kuru Kuru Co-operative College	No response			

72	Board of Governors of President's College	No response			
73	Board of Governors of Queen's College	No response			
74	Civil Defence Commission	No response			
75	Guyana Defence Force	No response			
76	Guyana Forestry Commission	No response			
77	Guyana Geology and Mines Commission	No response			
78	Guyana Livestock Development Authority	No response			
79	Guyana Office for Investment	No response			
80	Guyana Oil Company	No response			
81	Guyana Power & Light	No response			
82	Guyana School of Agriculture	No response			
83	Guyana Sugar Corporation Inc.	No response			
84	Human Rights Commission	No response			
85	Indigenous People's Commission	No response			
86	Mahaica/Mahaicony/ Abary Agricultural Development Authority	No response			
87	Ministry of Amerindian Affairs	No response			
88	Ministry of Foreign Affairs and International Cooperation	No response			
89	Ministry of Parliamentary Affairs and Governance	No response			
90	Ministry of Public Works	No response			
91	MoA-Guyana Food Safety Authority	No response			
92	MoA-Hope Coconut Industries Limited	No response			

93	MoA-MARDS Rice Milling Complex Limited	No response			
94	National Drainage and Irrigation Authority	No response			
95	National Library	No response			
96	National Sports Commission	No response			
97	Regional Democratic Council - (1) Region One - Barima/Waini	No response			
98	Regional Democratic Council - (10) Region Ten - Upper Demerara/Berbice	No response			
99	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	No response			
100	Regional Democratic Council - (4) Region Four - Demerara/ Mahaica	No response			
101	Regional Democratic Council - (5) Region Five - Mahaica/ Berbice	No response			
102	Regional Democratic Council - (7) Region Seven - Cuyuni/ Mazaruni	No response			
103	Regional Democratic Council - (9) Region Nine - Upper Takatu/ Upper Essequibo	No response			
104	Rights Commission of Guyana	No response			
105	Rights of the Child Commission	No response			
106	Transport and Harbours Department	No response			
107	Women and Gender Equality Commission	No response			

Summary of Findings

At the end of the reporting period, the review of the submitted Procurement Manuals was still ongoing. The summary of findings will therefore be comprehensively addressed in the Commission's next report.

viii. *Review of Internal Procurement Procedures of Procuring Entities*

Overview

The Commission derives its authority to review and approve internal procurement procedures from Article 212AA(1) (e) of the Constitution of the Co-operative Republic of Guyana. That provision mandates 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.”

In conjunction with the Constitution, the Procurement Act, Cap. 73:05, at Section 24, provides:

“A procuring entity referred to in Article 212W of the Constitution may conduct procurement below the thresholds prescribed under section 19(1) in accordance with such internal procedures as are consistent with this Act and any regulations made thereunder, and such procedures shall be subject to approval by the Commission.”

Entities that fall within the scope of Section 24 are those legally recognised as quasi-governmental bodies. These bodies, though not ministerial departments or constitutional agencies per se, are established under statutory or other legal authority and are permitted to undertake procurement using their own internal systems, subject always to the Commission’s approval and oversight. Such entities are henceforth referred to as ‘Section 24 bodies’.

Methodology

In fulfilment of its mandate to monitor procurement systems for legality and best practice, the Commission issued a general request to all public entities to submit their procurement manuals and internal procedures.

Entities which, in their submissions or response, expressly indicated that they do not use a procurement manual but instead rely on the Procurement Act, Cap. 73:05 or use internal procurement procedures under Section 24 were flagged for further review. A systemised approach was used to identify entities for assessment, based on the following criteria:

- A written confirmation from the entity of its reliance on internal procedures under Section 24 of the Act;
- An assessment, inclusive of legal advice, as to whether the entity qualifies as a Section 24 body in law;
- Absence of a submitted procurement manual.

This selection methodology ensured that all procedures under review were not only relevant but also lawfully subject to the Commission’s approval. For transparency and traceability, each selected entity and its documentation were formally recorded and monitored.

The principal aim of this review exercise was to determine whether the internal procurement procedures employed by procuring entities inclusive of ‘Section 24 bodies’ were consistent with the Procurement Act, Cap. 73:05, the supporting regulations, and the Constitution.

The process unfolded in the following stages:

- i. **Receipt and Logging** by the Secretariat: Submissions are first received by the Commission’s Secretariat, where they are logged with all relevant metadata: date of receipt, name of entity, nature of submission, and applicable legal references. This process ensures traceability and administrative integrity.
- ii. **Operational Assessment:** The documentation is forwarded to the Operations Department, where the practical framework of each entity’s procurement process is examined. This includes an analysis of procedural steps, internal roles, approval levels, oversight mechanisms, and general operational soundness. The objective is to assess how the system functions in practice and whether it facilitates accountability, competitiveness, and value for money.

- iii. **Legal Assessment:** Upon completion of the operational review, the documentation is passed to the Legal Department. Here, a detailed examination is conducted to determine legal compliance with the Procurement Act and associated regulations. This includes reviewing consistency with threshold application, statutory definitions, due process in award procedures, and integrity of record-keeping frameworks.
- iv. **Joint Assessment and Reporting:** The Legal and Operations Departments collaboratively compile a formal internal report outlining their findings. The report includes an evaluation of the extent to which the procedures meet statutory requirements and reflect good corporate governance, bearing in mind that Section 24 bodies, being quasi-governmental in nature, must uphold public sector procurement standards. Where necessary, the report identifies areas requiring modification, non-compliance issues, and recommendations for alignment.
- v. **Commission Oversight and Follow-up:** Reports are submitted to the Commission for final consideration. Where deficiencies are found, the relevant entities are to be informed and given an opportunity to revise and resubmit their internal procedures. This task is still continuous and extends beyond this reporting period. Continued non-compliance is tracked, and further engagement is initiated as necessary.

All correspondence, submissions, assessments, and feedback are formally recorded by the Secretariat. Each file is assigned a unique reference and maintained in accordance with records management protocols. This facilitates longitudinal tracking of the status of each Section 24 body's internal procedures and supports institutional accountability.

Entities requiring amendments are monitored through resubmission cycles, and their compliance status is periodically updated to reflect their current standing. This system supports the Commission's broader mandate to maintain oversight and drive institutional reform within the public procurement sector.

On May 16, 2024, the PPC issued letters to 81 (eighty-one) procuring entities, following up on their submissions that they do not use a Procurement Manual but instead rely on the Procurement Act, Cap. 73:05 or use internal procedures under Section 24 of the Act.

The Commission following up thereon requested detailed documentation of their internal procurement procedures, in line with its responsibility to monitor the procurement process under Article 212AA (1) of the Constitution. This documentation was expected to include the procurement process from initiation to contract award, roles and responsibilities of personnel, and internal checks and balances to ensure compliance with the Act.

Summary of Submissions

The review of submissions regarding internal procurement procedures indicates varying levels of accession to the Commission's request. The data provides insight into the extent to which entities have formalised their internal procurement processes in alignment with statutory requirements.

A total of sixteen (16) procuring entities submitted detailed internal procurement procedures to the Commission. These submissions allow for a comprehensive review of existing frameworks and ensure alignment with the Procurement Act, Cap. 73:05, and its associated Regulations.

Thirty-nine (39) of the eighty-one (81) procuring entities did not respond to the Commission's request for the submission of their internal procurement procedures. The Commission continues to follow up with these entities to encourage compliance.

Twenty-six (26) procuring entities formally notified the Commission that they conduct procurement activities in strict accordance with the Procurement Act, Cap. 73:05, and the Procurement Regulations. These entities indicated that they do not maintain separate internal procurement procedures, as their processes are governed directly by statutory provisions.

This data highlights the need for continued engagement with procuring entities to ensure transparency, compliance, and the formalisation of procurement governance structures.

See Table 54 detailing the responses based on the PPC's requests.

Table 54: Entities that submitted and did not submit in response to the PPC's requests to submit Internal Procedures as at the end of the reporting period

No.	Entity to which letters were sent	Entity which responded	Entity with Internal Procurement Procedures (Yes/No)	Entities That Have Submitted Internal Procurement Procedures	Entities Following Procurement Act Without Internal Procurement Procedures
1	Audit Office of Guyana	Responded	yes	Audit Office of Guyana	
2	Ethnic Relations Commission	Responded	yes	Ethnic Relations Commission	
3	Guyana Gold Board	Responded	yes	Guyana Gold Board	
4	Guyana Livestock Development Authority	Responded	yes	Guyana Livestock Development Authority	
5	Hinterland Electrification Company Inc.	Responded	yes	Hinterland Electrification Company Inc.	
6	Ministry of Culture Youth & Sport	Responded	yes	Ministry of Culture Youth & Sport	
7	Ministry of Housing & Water	Responded	yes	Ministry of Housing & Water	
8	Ministry of Natural Resource	Responded	yes	Ministry of Natural Resource	
9	Ministry of Public Services	Responded	yes	Ministry of Public Services	
10	National Trust of Guyana	Responded	yes	National Trust of Guyana	
11	Office of the Ombudsman	Responded	yes	Office of the Ombudsman	
12	Public and Police Service Commission	Responded	yes	Public and Police Service Commission	
13	Public Procurement Commission	Responded	yes	Public Procurement Commission	
14	Public Service Appellate Tribunal	Responded	yes	Public Service Appellate Tribunal	

15	Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam	Responded	yes	Regional Democratic Council - (2) Region Two - Pomeroon/Supenaam	
16	Teaching Service Commission	Responded	yes	Teaching Service Commission	
20	Board of Governors of Government Technical Institute	Responded			Board of Governors of Government Technical Institute
21	Bureau of Statistics	Responded			Bureau of Statistics
22	Deeds and Commercial Registry	Responded			Deeds and Commercial Registry
23	Demerara Harbour Bridge Corporation	Responded			Demerara Harbour Bridge Corporation
24	Dependants Pension Fund	Responded			Dependants Pension Fund
25	Guyana Elections Commission	Responded			Guyana Elections Commission
26	Guyana National Bureau of Standards	Responded			Guyana National Bureau of Standards
27	Guyana Tourism Authority Board	Responded			Guyana Tourism Authority Board
28	Institute of Applied Science and Technology	Responded			Institute of Applied Science and Technology
29	Ministry of Agriculture	Responded			Ministry of Agriculture
30	Ministry of Education	Responded			Ministry of Education
31	Ministry of Finance	Responded			Ministry of Finance
32	Ministry of Home Affairs	Responded			Ministry of Home Affairs
33	Ministry of Human Services and Social Security	Responded			Ministry of Human Services and Social Security
34	Ministry of Legal Affairs	Responded			Ministry of Legal Affairs
35	Ministry of Local Government and Regional Development	Responded			Ministry of Local Government and Regional Development
36	MoA-Fisheries	Responded			MoA-Fisheries
37	MoA-Hydrometeorological Services	Responded			MoA-Hydrometeorological Services

38	National Data Management Authority	Responded			National Data Management Authority
39	New Guyana Marketing Corporation	Responded			New Guyana Marketing Corporation
40	Office of the President	Responded			Office of the President
41	Office of the Prime Minister	Responded			Office of the Prime Minister
42	Parliament Office	Responded			Parliament Office
43	Pesticides and Toxic Chemicals Control Board	Responded			Pesticides and Toxic Chemicals Control Board
44	Regional Democratic Council - (6) Region Six - East Berbice/ Corentyne	Responded			Regional Democratic Council - (6) Region Six - East Berbice/ Corentyne
45	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni	Responded			Regional Democratic Council - (8) Region Eight - Potaro/Siparuni
17	Guyana Civil Aviation Authority	No response			
18	Guyana Water Incorporated	No response			
19	Maritime Administration Department	No response			
46	Board of Governors of Kuru Kuru Co-operative College	No response			
47	Board of Governors of President's College	No response			
48	Board of Governors of Queen's College	No response			
49	Civil Defence Commission	No response			
50	Guyana Defence Force	No response			
51	Guyana Forestry Commission	No response			
52	Guyana Geology and Mines Commission	No response			
53	Guyana Office for Investment	No response			
54	Guyana Oil Company	No response			
55	Guyana Power & Light	No response			

56	Guyana School of Agriculture	No response			
57	Guyana Sugar Corporation	No response			
58	Human Rights Commission	No response			
59	Indigenous People's Commission	No response			
60	Mahaica/Mahaicony/ Abary Agricultural Development Authority	No response			
61	Ministry of Amerindian Affairs	No response			
62	Ministry of Foreign Affairs and International Cooperation	No response			
63	Ministry of Parliamentary Affairs and Governance	No response			
64	Ministry of Public Works	No response			
65	MoA-Guyana Food Safety Authority	No response			
66	MoA-Hope Coconut Industries Limited	No response			
67	MoA-MARDS Rice Milling Complex Limited	No response			
68	National Drainage and Irrigation Authority	No response			
69	National Library	No response			
70	National Sports Commission	No response			
71	Regional Democratic Council - (1) Region One - Barima/Waini	No response			
72	Regional Democratic Council - (10) Region Ten - Upper Demerara/ Berbice	No response			
73	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	No response			

74	Regional Democratic Council - (4) Region Four - Demerara/ Mahaica	No response			
75	Regional Democratic Council - (5) Region Five - Mahaica/Berbice	No response			
76	Regional Democratic Council - (7) Region Seven - Cuyuni/ Mazaruni	No response			
77	Regional Democratic Council - (9) Region Nine - Upper Takatu/ Upper Essequibo	No response			
78	Rights Commission of Guyana	No response			
79	Rights of the Child Commission	No response			
80	Transport and Harbours Department	No response			
81	Women and Gender Equality Commission	No response			

ix. Compliance Reviews

Overview

In accordance with its enduring constitutional mandate the Commission has continued to execute its supervisory and monitoring functions with unwavering fidelity to law, policy, and principles of good governance. Paramount among these functions is the duty to oversee, review, and assess the functioning of the national public procurement system to ensure its alignment with the statutory framework, and the policy directives as may be determined from time to time by the National Assembly (Articles 212AA(1)(a) and (d)).

To that end, the conduct of Compliance Reviews constitutes a principal instrument through which the Commission fulfils these oversight responsibilities. These reviews are directed towards ministerial, regional, and national procuring entities and are aimed at promoting statutory compliance, procedural integrity, and institutional accountability. The Commission approaches these reviews as systematic, evidence-based, and professionally executed engagements, underscored by objectivity, transparency, and meticulous documentation.

The reporting period 2023/2024 represents a strategic consolidation and deliberate enhancement of the foundational work executed during the 2022/2023 cycle. In this current period, the Commission has recorded a significant broadening in quantitative reach and a commensurate elevation in the qualitative robustness of its Compliance Review activities. These reviews have been undertaken within a larger institutional thrust to modernise procurement, strengthen internal capacity, and refine the standards by which procurement practices are assessed and reported upon.

Importantly, the 2023/2024 period was characterised by the application of a carefully calibrated methodology for the selection of projects. The Commission's Compliance Reviews also serve to highlight any systemic issues which may require attention, while simultaneously acknowledging instances of good practice where procurement activities were found to be compliant with the statutory framework.

In all respects, the Commission's work during this period reflects its steadfast dedication to uphold public confidence in the administration of public funds, and to ensure that procurement practices across Guyana are conducted in a manner that is fair, equitable, competitive, and demonstrably compliant with the law.

Methodology

The Commission approaches compliance reviews as a structured, objective, and meticulously documented process, aimed at ensuring that procurement activities conform with the Procurement Act, Cap. 73:05 and all applicable Regulations. The reviews are undertaken by the Operations Department through the Monitoring Unit of the Secretariat, in accordance with the Strategic Work Plan and annual Work Programme approved by the Commission. Selection of procurement activities was informed by a considered evaluation of multiple factors, each aligned with the constitutional and statutory remit of the Commission. Among these factors were:

- the contract value
- sectoral importance
- geographic spread
- prior compliance history of the procuring entity, and
- prevailing public interest, including matters which had attracted significant media attention or concern.

In order to safeguard against bias or undue influence, the Commission employed a randomised selection process from within this predefined pool, thereby ensuring both objectivity and representative coverage across ministerial, regional and sectoral entities.

Notably, the selected projects were tracked and verified independently via the official website of the NPTAB, ensuring transparency and authenticity in the selection process. Each project selected for review was one whose details (such as NPTAB reference number, date of bid opening, and awardee particulars), were already in the public domain.

Upon the selection of projects, the Operations Department, acting through its Monitoring Unit, initiated a thorough review which sought to ensure compliance in the following tenets:

Legal and Procedural Focus Areas:

Each review assessed the full procurement cycle, from tender issuance to award decision and contract execution. Emphasis was placed on the following compliance elements:

- Adherence to Procurement Law – Verification of conformity with the Procurement Act and its amendments (e.g., Section 4 of the 2019 Amendment).
- Due Diligence by Evaluation Committees – Reviews examined whether committees adequately assessed all bidders and maintained documented, impartial evaluations.
- Validity of Statutory Documentation – Expired GRA or NIS compliance certificates, unsigned declarations of impartiality, and absent letters of credit were scrutinised.
- Justification of Award Decisions – Where higher-priced or non-lowest bidders were selected, the review determined whether sufficient and documented rationale existed, as required under the law.
- Transparency and Record-Keeping – The Commission verified that all tender openings, including dates and submissions, were publicly declared and recorded on the NPTAB website.

Classification and Reporting of Findings

Findings from each review were categorised into the following:

- Compliant – Full conformity with procurement law and procedure.
- Non-Compliant – Material breaches of procurement requirements, including procedural lapses, statutory infractions, and unjustified deviations.
- Requires Clarification or Remedial Action – Where documentation was inadequate, contradictory, or required further explanation.

Each report included both observations and recommendations, with the latter aimed at correcting systemic or procedural deficiencies. As a standard operating procedure and in adherence to due process, findings are communicated to NPTAB and respective entities, and entities are invited to respond before any report is deemed final or published.

Institutional Integrity and Independence

The Commission, through its 2023/2024 Compliance Review Methodology, has exercised its constitutional duty with rigour and transparency. The Commission's investigations were carried out independently, without undue influence, and in alignment with its constitutional powers. Every review was conducted with strict adherence to principles of objectivity, professionalism, confidentiality, and fairness, further set out in the Commission's Investigation Policy and Procedure. These reviews not only address individual cases but also provide the basis for policy development, legislative refinement, and institutional strengthening across the procurement ecosystem.

Summary

Table 55: Analysis and Summary of Findings-Compliance Review, July 8 2023-July 7 2024

No.	NPTAB # Ref	Procuring Entity	Project Description	Summary of Findings
1	NPTAB#10/2023/40	Ministry of Education	Supply & Delivery of Tablets & Accessories	Compliant.
2	NPTAB#79/2023/31	Ministry of Public Works	Miscellaneous roads Phase 2 (B) Lots 184-186	Compliant.
3	NPTAB#54/2023/51	Ministry of Home Affairs	Procurement of Vehicle, HP Outboard engines & ATV's Lot 1-2	Compliant.
4	NPTAB#19/2023/31	Demerara Harbour Bridge	Rehabilitation of Tug-Rickford L.2	Compliant.
5	NPTAB#06/2023/77	Regional Democratic Council#7	Construction of Health post at Etering bang, Region 7	Ongoing. Requires Clarification.
6	NPTAB#58/2023/16	Ministry of Amerindian Affairs	Supply & Delivery of 26 Mini buses Lot 1-3	Ongoing.
7	NPTAB#85/2023/47	Ministry of Health	Supply & Delivery of Emergency Pharmaceutical Supplies	Requires Clarification.
8	NPTAB#57/2023/45	Guyana /water INC	Supply & Installation of Transmission & Distribution Mains & fittings along Dennis Street	Compliant.
9	NPTAB#46/2023/44	Ministry of Culture, Youth & Sport	Construction of Stand-Guyana National Stadium	Ongoing
10	NPTAB#175/2023/40	Ministry of Education	Construction of Home Economics & Industrial Arts Building- Queen's College	Ongoing.
11	NPTAB#10/2023/78	Regional Democratic Council #8	Construction of Nurses Hostel at Mahdia	Requires Clarification.
12	NPTAB#53/2023/45	Guyana Water INC	Transmission of Main along Linden to Mabura road	Ongoing
13	NPTAB#100/2023/16	Ministry of Amerindian Affairs	Supply and Delivery of thirty five All-Terrain Vehicles	Requires Clarification.
14	NPTAB#41/2023/47	Ministry of Health	Rental of Warehouse and Medical Supplies for 2023	Ongoing.
15	NPTAB#11/2023/75	Regional Democratic Council #5	Rehabilitation of Electrical System for X ray Department, Mahaicony Hospital	Requires Clarification.
16	NPTAB#13/2023/45	Guyana Water INC	Construction of Potable well at Bamia, Linden Highway, Region 10	Compliant.
17	NPTAB#239/2023/47	Ministry of Health	Supply & Delivery of Ophthalmology supplies	Compliant.
18	NPTAB#29/2023/53	Guyana Defence Force	Construction of GIS building, Camp Ayanganna	Compliant.

19	NPTAB#20/2023/13	Ministry of Local Government	Community road programme	Compliant.
20	NPTAB#10/2023/45	Guyana Water INC	Drilling of Potable wells in Region 9 lots 1-3	Compliant.
21	NPTAB#221/2023/21	National Drainage & Irrigation Authority	Construction of Aqueduct at Sarah, Wakenaam	Compliant.
22	NPTAB#53/2023/13	Ministry of Local Government	Construction of Hydronie Market	Compliant.
23	NPTAB#18/2023/73	Regional Democratic Council #3	Extension of Lenora Secondary School	Compliant.
24	NPTAB#33/2023/39	Ministry of Human Services & Social security	Supply & Delivery of Office materials & Supplies Lot -1	Ongoing.
25	NPTAB#97/2023/02	Office of the Prime Minister	Construction of a Building to house Substation for Linden Electricity Company Inc for the	Requires Clarification.
26	NPTAB#52/2023/44	Ministry of Youth and Culture	Construction Multipurpose Hall, Tabatinga, Lethem	Compliant.
27	NPTAB#154/2023/40	Ministry of Education	Construction of Science Lab	Ongoing.
28	NPTAB#/02/2023/73	Ministry of Local Government	Rehabilitation of Back Street Dekindren, WCD Region 3	Requires Clarification.
29	NPTAB#222/2023/21	National drainage Irrigation Authority	Rehabilitation D3 Drainage Structure and Revetment at Maria's Lodge Area	Ongoing.
30	NPTAB#42/2023/47	Ministry of Health	Supply and Delivery of Medical Oxygen- Ministry of Health	Requires Clarification.
31	NPTAB#302/2023/47	Ministry of Health	Supply & Delivery of Pharmaceuticals	Ongoing.
32	NPTAB#292/2023/40	Ministry of Education	ICT equipment and office furnishing	Requires Clarification.
33	NPTAB#90/2023/40	Ministry of Education	CIT Building UG Turkeyen Campus	Compliant.
34	NPTAB#85/2023/44	Ministry of Youth & Culture	Construction of grass MOUND- Anna Regina	Compliant.
35	NPTAB#15/2023/73	RDC #3	Procurement of Security Services	Compliant.
36	NPTAB#21/2023/44	Ministry of Youth & Culture	Extension of Eastern Wing of Administrative Office	Compliant.
37	NPTAB#151/2023/47	Ministry of Health)	Supply, Installation and Commission of Standby Generator with Automatic Transfer System.	Compliant.
38	NPTAB#41/2023/13	Ministry of Local Government & Regional Development	Operation services of Zorg-en-Vlygt Landfill, Region 2,	Compliant.
39	NPTAB#06/2023/72	RDC 2	Construction of revetment at Golden fleece Essequibo	Compliant.

40	NPTAB#20/2023/44	Ministry of Youth & Culture	Design & build proposal for Procurement & Installation of flood lights for Bayroc, ground	Compliant.
41	NPTAB#25/2023/55	Supreme Court of Justice	Supply & Delivery of Stationery supplies	Compliant.
42	NPTAB#86/2023/31	Ministry of Public Works	Miscellaneous roads Phase 5 Lots 213 A&B	Ongoing.
43	NPTAB#34/2023/21	Guyana Sugar Corporation	Supply & Delivery of Replacement pumps complete with motors and starter Rosehall Factory	Requires Clarification.
44	NPTAB#74/2023/39	Ministry of Human Services and Social Security	Compilation of Old age pension Public Assistance and Permanently Disabled booklets for 2024	Ongoing.
45	NPTAB#85/2023/21	Guyana Livestock Development Authority	Lot 1-3 Construction of Sheep pen at Mon Repos, Construction of Sheep pen at GLDA Farm, Ebini	Requires Clarification.
46	NPTAB#101/2023/31	Ministry of Public Works	Miscellaneous roads Phase 3 Lot 181,182,187-191	Ongoing.
47	NPTAB#376/2023/47	Ministry of Health	Construction of Annex building	Requires Clarification.
48	NPTAB#222/2023/21	NDIA	Construction of drainage structure at Maria Lodge, Region 3	Compliant.

Conclusion

During the 2023/2024 reporting period, the sample size of for Compliance Reviews was significantly increased to 48 as compared to 12 in the prior reporting period.

Of the 48 matters, 31 were found by the Commission to be compliant and the other 17 matters at the end of the reporting period were classified as ongoing /requires clarification as they required clarification from the subject procuring entity before a final finding could be made. These matters will be addressed to finality in the Commission's next annual report.

c. Investigations Unit

Pursuant to Article 212AA of the Constitution, the Commission continues to exercise its investigative mandate by:

- Investigating complaints from suppliers, contractors, and public entities and proposing remedial action;
- Examining cases of irregularity and mismanagement and recommending corrective measures; and
- Initiating investigations to enhance the efficiency and effectiveness of public procurement systems.

In addition to the above stated constitutional investigative functions, Part VII of the Procurement Act, Cap. 73:05, and Part V of the Procurement Regulations 2004, vests the Commission with the statutory authority to investigate complaints from suppliers and contractors through an independent three-person Bid Protest Committee and propose remedial action. This legislative framework establishes a structured and transparent process for challenging procurement decisions, ensuring adherence to the principles of fairness, accountability, and due process.

In accordance with the Procurement (Suspension and Debarment) Regulations 2019, the Commission is also entrusted with the debarment of contractors and suppliers initiated on request.

In line with this mandate, the Investigations Unit, operating under the Operations Department, plays a crucial role in supporting the Commission's investigative functions. The Unit leverages the expertise of Procurement Specialists and Legal Officers to conduct thorough reviews and assessments of procurement-related matters, ensuring that complaints and irregularities are examined with due diligence and in accordance with statutory obligations.

a. Investigations

Overview

The constitutionally enshrined investigative function of the Commission vests in the Commission a wider ambit than that of the statutory framework.²¹

In matters where the statutory process could not be given effect, the Commission exercised its wide constitutional function to address concerns raised with the Commission by contractors or suppliers on a particular tender.

Methodology

The Commission exercises a broad investigative function as conferred by Article 212AA(1) of the Constitution. In fulfilling this mandate, any complaint brought before the Commission that does not qualify as an Administrative Review or a Bid Protest is considered for investigation under its general oversight functions. The Commission follows a structured investigative process to ensure transparency, procedural fairness, and accountability in addressing procurement-related concerns.

a. Receipt and Correspondence of Complaints

- The Commission receives the complaint and conducts a preliminary assessment to determine its merit and jurisdiction.
- Formal correspondence is initiated with the relevant procuring entity, requesting information, documentation, clarification regarding the matter raised and putting any allegations to the procuring entity for it to answer.
- The Monitoring Unit systematically tracks and records compliance with statutory timelines and ensures that the procuring entity provides timely responses.

²¹Summary of Findings – Construction of Belle Vue Pump Station; Summary of Findings – Correia & Correia Ltd.

b. Expert Review and Assessment

- Once all relevant documents and responses are received, the matter is reviewed by the Commission.
- Procurement Specialists and Legal Officers conduct detailed review of the complaint upon request from the Commission, analysing procurement procedures, contractual obligations, and regulatory compliance.
- Expert opinions and recommendations are provided, ensuring a comprehensive assessment of the issues raised.

c. Determination by the Commission

- Based on the expert findings, the Commission deliberates on the matter and makes a formal determination.
- This determination includes findings of fact, legal interpretations, and any proposed remedial action to address the complaint.

d. Preparation and Dissemination of the Investigation Report

- Upon completion of the review, the Commission prepares an Investigation Report detailing the findings, conclusions, and any recommended remedial action.
- This report is disseminated to all relevant parties involved in the review process, including:
 - o The procuring entity,
 - o The National Procurement and Tender Administration Board (NPTAB), where applicable,
 - o The complainant, and
 - o Any other relevant body required to be copied.
- As a final step, the Investigation Report is uploaded to the Commission's website, where it remains publicly accessible, ensuring transparency and public scrutiny.

Summary

During the 2023/2024 reporting period, the Commission reviewed fifteen (15) complaints and/or requests for investigations alleging certain irregularities-six (6) of which were ongoing from the previous reporting year and ten (10) newly received within the current period²². The structured review and handling of these matters underscore the Commission's commitment to transparency and procedural fairness in public procurement.

At the conclusion of the reporting period, all investigations had been completed, with no matters pending action by the Commission. In cases where no *prima facie* irregularities were found, complainants were informed accordingly. Where findings warranted corrective measures, the necessary recommendations were made, and remedial actions were proposed. In alignment with its commitment to transparency, all investigation reports and summaries of findings were formally communicated to complainants, procuring entities, other relevant stakeholders and published on the Commission's website.

²²Tables 56: Complaints ongoing from prior year of operation and 57: New Complaints/Requests for Investigations - Status as at the end of the reporting period (July 8, 2023 to July 7, 2024) pages 140 to 156 of this Report

Table 56: Complaints/Investigations ongoing from prior year of operation²³

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Updated Status
1.	424/2022/21	National Drainage & Irrigation Authority (NDIA)	NPTAB	Maintenance and Servicing of NDIA Fixed and Mobile Pumps – Lots 1 to 4	R. Kissoon Contracting Service	January 11, 2023- Request for a review on the ground that- The complainant was the lowest bidder in two of the four lots	Status as at July 7, 2023- Awaiting requested documents from the procuring entity (NDIA) and tender board (NPTAB) Status as at July 7, 2024- Completed on February 29, 2024: • Summary of Findings issued. • No adverse finding against contract award.
2.	424/2022/21	National Drainage & Irrigation Authority (NDIA)	NPTAB	Maintenance and Servicing of NDIA Fixed and Mobile Pumps – Lots 1 to 4	Samaroo Investments	January 23, 2023- Request for review on the ground that- The awarded bidder did not have the requisite general or specific experience in accordance with the Evaluation Criteria.	Status as at July 7, 2023- Awaiting requested documents from the procuring entity (NDIA) and tender board (NPTAB) Status as at July 7, 2024- Completed on September 27, 2023: • No prima facie irregularity for investigation in the non-award to the complainant who did not allege to be the lowest bidder and or lower than the awarded bidder.
3.	52/2021/45	Central Housing & Planning Authority (CHPA)	NPTAB	Construction of Four Lane Highway from Eccles, East Bank Demerara to Great Diamond, Region 4 – Lots 1-12	David Patterson	February 3, 2023 – Request for an Investigation to ascertain how an alleged debarred contractor, V. Dalip Enterprise, was awarded the contract, and that “the necessary actions” be taken against the entities and officials associated with the award.	Status as at July 7, 2023- Awaiting clarification on Legal Opinion. Status as at July 7, 2024- Completed on March 13, 2024: • Governing legislation devoid of any sanction or penalty for breach thereof in the award of a contract to a debarred contractor/supplier. • Recommendation made for amendment. • Enquiry made and complainant informed of circumstances proffered. • Recommendations made to both procuring entity (CHPA) and tender board (NPTAB) to avoid a reoccurrence - Circular No. 03/2023 issued – Evaluation Report must include signed declaration that the Evaluation Committee checked the list of Suspended and Debarred Contractors/Suppliers and verified that the recommended contractor/supplier is not on listed. • File closed.

²³Annual Report July 8, 2022- July 7, 2023 – pg. 59

4.	318, 319, 559, 503, 560, 665, 222 398	Regional Democratic Council No. 9 (RDC #9)	Regional Tender Board – Region #9	Repairs to section of road at Shiri Village, South Central Rupununi, Region 9 Repairs to road Aranaputa, North Rupununi, Region 9 Repairs to section of road at Toka North Rupununi, Region 9 Construction of bridge at Yupukari Central, Rupununi, Region 9 Repairs to section of road at Yupukari, Central Rupununi, Region 9 Upgrading of section of road at Yupukari, Central Rupununi, Region 9 Upgrading of section of road at Kumu Village, Region 9 Construction of bridge at Kabanawau, Creek Deep South Rupununi, Region 9	David Patterson	February 3, 2023 – Request for an Investigation to ascertain how an alleged debarred contractor, V. Dalip Enterprise, was awarded the contract, and that “the necessary actions” be taken against the entities and officials associated with the award.	Status as at July 7, 2023- Awaiting clarification on Legal Opinion. Status as at July 7, 2024- Completed on March 22, 2024: <ul style="list-style-type: none"> Governing legislation devoid of any sanction or penalty for breach thereof in the award of a contract to a debarred contractor/supplier. Recommendation made for amendment. Enquiry made and complainant informed of circumstances proffered. Recommendations made to both procuring entity (RDC #9) and tender boards (Regional Tender Board & NPTAB) to avoid a reoccurrence - Circular No. 03/2023 issued – Evaluation Report must include signed declaration that the Evaluation Committee checked the list of Suspended and Debarred Contractors/Suppliers and verified that the recommended contractor/supplier is not on listed. File Closed.
5.	13/2021/80	Ministry of Local Government & Regional Development	NPTAB	Construction of Bamia/ Amelia's Ward Primary School (Grade B), Upper Berbice, Region 10	David Patterson	February 3, 2023 – request for an investigation on the ground that- The technical requirements of the bid documents required the successful bidder to have successfully completed projects of a similar nature and size within the last three (3) years. The awarded bidder, having been established within the year of the tender, to wit, March 2021, did not meet the aforesaid requirement.	Status as at July 7, 2023- Awaiting clarification on Legal Opinion. Status as at July 7, 2024- Completed on March 22, 2024: <ul style="list-style-type: none"> Matter referred to the Auditor General pursuant to Article 212AA(I) of the constitution of The Co-operative Republic of Guyana.

6.	07/2023/51	Ministry of Home Affairs (MOHA)	NPTAB	Supply of Dietary to Guyana Prison Service – Lots 1-4	MS Investments	May 30, 2023 – Request for investigation on the ground that: The bid documents stated the qualification criteria to be on least cost per item. The price of the bidder awarded for four (4) items was higher than that of the complainant.	Status as at July 7, 2023- Awaiting requested documents and information from tender board (NPTAB) and procuring entity (MOHA) Status as at July 7, 2024- Completed on February 2, 2024: <ul style="list-style-type: none"> • Summary of Findings issued. • Adverse finding against award of two (2) of the four items. • No adverse finding against the award of two (2) of the four (4) items. • Remedial action proposed. • Recommendations made.
----	------------	---------------------------------	-------	---	----------------	--	--

Table 57: New Complaints/Requests for Investigations - Status as at the end of the reporting period (July 8, 2023 to July 7, 2024)

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Status
7.	N/A	N/A	N/A	Supply and delivery of five (5) PV Equipment	Solar Energy & Security Harbour	July 12, 2023 – investigation requested on the ground that the complainant has received no communication on the award of the contract.	Status as at July 7, 2024- Completed on September 16, 2023: <ul style="list-style-type: none"> • Particulars requested. • No response. • File closed.
8.	66/2023/02	Office of the Prime Minister – Hinterland Electrification Co. Inc.	NPTAB	Supply of line hardware and upgrade to network in Linden	Akamai Inc.	July 17, 2023 – complainant objected to the award made on the ground that: their bid price was substantially lower than the awarded bidder and that they had met all the technical specifications set out in the bid document.	Status as at July 7, 2024- Completed on December 29, 2023: <ul style="list-style-type: none"> • Summary of Findings issued. • No adverse finding against contract award.
9.	10/2023/75	Ministry of Local Government & Regional Development	NPTAB	Extension of Fort Wellington School	Bickram Motiram T/A Motiram Construction	September 6, 2023- Complaint on the ground that- complainant's bid was the lowest and had fulfilled all of the administrative requirements	Status as at July 7, 2024- Completed on December 29, 2023: <ul style="list-style-type: none"> • Summary of Findings issued. • No adverse finding against contract award

10.	166/2023/21	Ministry of Agriculture – National Drainage and Irrigation Board (NDIA)	NPTAB	Construction of Pump Station at Belle Vue, West Bank Demerara	David Patterson	October 3, 2023 – request for investigation on the ground that the awarded bidder did not meet the technical Evaluation Criteria.	Status as at July 7, 2024 – Completed on April 16, 2024: <ul style="list-style-type: none"> Summary of Findings Issued. Adverse findings. Recommendations made.
11.	-	Ministry of Agriculture – National Drainage and Irrigation Board (NDIA)	NPTAB	Construction of Pump Stations at Charity, A-Line, Canal No. 1, Cottage and Black Push Polder	Ganesh Mahipaul	October 9, 2023- Investigation requested on the allegation that- awarded bidder(s) did not meet the Evaluation Criteria for specific construction experience.	Status as at July 7, 2024- Completed on December 15, 2023: <ul style="list-style-type: none"> Matters in support of allegations requested from the complainant within ten (10) days. No submission made within time de-limited or at all. Subject projects addressed in other complaint. (No. 10 above) File closed.
12.	87/2023/31	Guyana Civil Aviation Authority	NPTAB	Supply of Transportation Services for Air Navigation Services	Jacqueline Bentick Tull	November 30, 2023- Bid Protest submitted to PPC alleging that: the complainant was the lowest bidder, not informed of the award and bid security was not returned by the procuring entity.	Status as at July 7, 2024- Completed on January 3, 2024: <ul style="list-style-type: none"> Bid Security returned to the complainant. Matter withdrawn.
13.	664/2023/46	Georgetown Public Hospital Corporation – (GPHC)	NPTAB	Provision of Weeding and Cleaning Services for 2024	Maid Simple Guyana Inc.	December 14, 2023- request for an investigation on the belief that an addendum to the contract would be executed to increase the price and that it should not be approved.	Status as at July 7, 2024- Completed on January 3, 2024: <ul style="list-style-type: none"> Unsubstantiated belief. Guidance given to the complainant of statutory process pursuant to Part VII of the Procurement Act, Cap. 73:05. No further communication. File closed.
14.	291/2023/21	Ministry of Agriculture – National Drainage and Irrigation Board (NDIA)	NPTAB	Maintenance and Servicing of NDIA Drainage & Irrigation Pumps within Region Nos. 2, 3, 4, 7 & Georgetown – Lots 1-4	Samaroo Investments	March 18, 2024 – complaint on the ground that the complainant's bid was lower than that of the awarded bidder.	Status as at July 7, 2024 – Completed on May 7, 2024: <ul style="list-style-type: none"> Complaint withdrawn.

15.	260/2023/53	Guyana Defence Force (GDF)	NPTAB	Provision of Works for Construction of Coast Guard Reinforced Concrete Wharf	Correia & Correia	March 18, 2024 – request for an administration review on the grounds that, inter alia, the awarded bidder was 'non-responsive' to the Evaluation Criteria, the complainant was not informed of the contract award and the contract award was not published in accordance with the provisions of the Procurement Act, Cap. 73:05.	Status as at July 7, 2024- Completed on June 7, 2024: • Summary of Findings issued. • Adverse findings. • Recommendations made.
-----	-------------	----------------------------	-------	--	-------------------	---	---

b. Bid Protests /Administrative Reviews

Overview

The Bid Protest process is expressly governed by Part VII of the Procurement Act, Cap. 73:05 which mandates that bid protest reviews must be conducted through an independent, three-member Bid Protest Committee (BPC). The Commission, in strict compliance with this statutory provision, does not itself adjudicate bid protests but refers them to the Committee for determination

By way of notice dated and published in the Official Gazette of March 7, 2024, the Bid Protest Committee was established with the appointment of its members, to wit, Mr. Donald DeClou (Chairman), Ms. Soshanna Lall and Mr. Komal Singh.

Methodology

In accordance with the aforesaid statutory provision and the Regulations²⁴ made thereunder, the Administrative Review process follows a tiered approach, beginning with the procuring entity and escalating to the Commission when necessary.

a. Initial Review by the Procuring Entity

- Upon rejection of a tender or proposal, the bidder is entitled to submit a Bid Protest to the procuring entity within five (5) business days of the publication of the contract award, in accordance with Section 52 of the Procurement Act, Cap. 73:05.
- The procuring entity is required to review and respond to the protest within five (5) business days.

b. Escalation to the Commission

- If the procuring entity does not review the protest within the prescribed timeframe, the matter may be escalated to the Commission.
- This escalation occurs through a formal application for an Administrative Review submitted to the Commission by the bidder, in accordance with Section 53(1) of the Act.

c. Referral to the Bid Protest Committee

- If, upon review, the matter is prima facie deemed to have qualified as a Bid Protest, meaning it meets all statutory requirements therefor, it is referred to the Bid Protest Committee for formal determination, in accordance with Section 53 of the Act.

Summary

During the 2023/2024 reporting period, the Commission received one (1) qualifying bid protest²⁵.

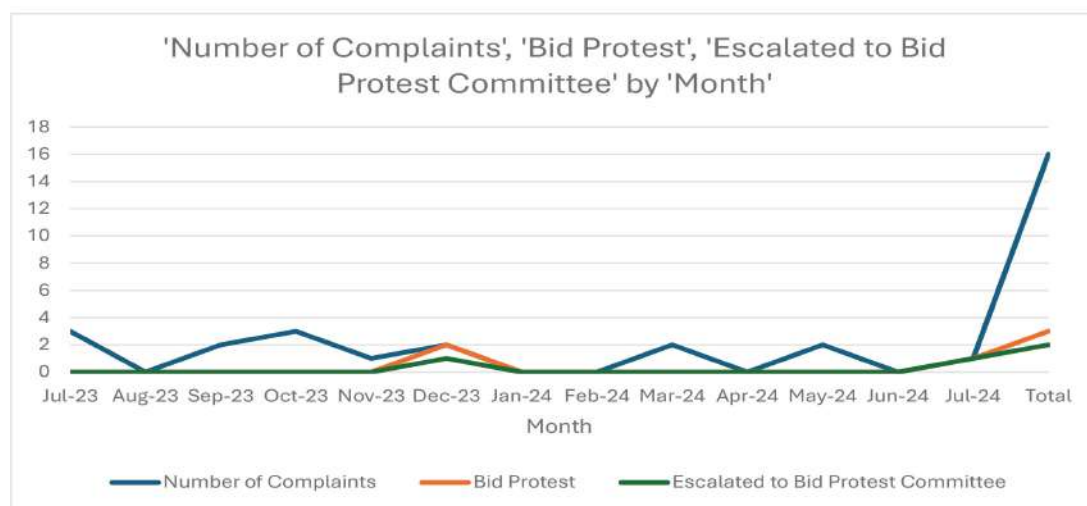
While it is the Commission's duty to refer bid protests to the Bid Protest Committee in accordance with the law, the resolution of this matter rests with this statutorily prescribed independent committee's adjudicatory process.

²⁴Procurement Regulations 2004

²⁵Table 58: Showing Bid Protests/Administrative Reviews for the Reporting Period 2023/2024 of this Report, page 159 of this Report.

Table 58: Showing Bid Protests/Administrative Reviews for the Reporting Period 2023/2024

No.	File Reference Number	Date of Receipt	Name of Bidder / Complainant	Description of Tender	Contract ID No.	Procuring Entity	Tender Board	Nature of Complaint	Status as at July 7, 2024
1.	002/2023/BP	December 6, 2023	Y2K Construction	Supply and Delivery of water meter boxes Lot 2 ICB	91/2023/45	Guyana Water Inc. (GWI)	NPTAB	Complainant alleged that he was improperly disqualified and thereby ought to have been awarded the tender.	Ongoing Documents were requested from the procuring entity (GWI) and tender board (NPTAB) on December 7, 2023, and this was received by the PPC on December 13 and 30, 2023, respectively. Awaiting determination by the BPC.

Graph 11: Timeliness of Complaints and Bid Protest Filed and Outcomes (8th July 2023- 7th July 2024)

Graph 12: Complaints Received Against Procuring Entities and Number of Complaints (8th July 2023- 7th July 2024)



Note:

- “Unknown” refers to data the analyst was unable to verify or categorise due to information not being provided by the complainant.
- NPTAB is listed because the complainant referred to this entity and not the procuring entity in the complaint.

Table 59: Procuring Entity Complained Against and Number of Complaints (8th July 2023- 7th July 2024)

No.	Procuring Entity Complained Against	Count of No.
1	NDIA	3
2	Unknown	2
3	Ministry of Health	2
4	Guyana Defence Force	1
5	Ministry of Local Government & Regional Development	1
6	Guyana Energy Agency	1
7	Ministry of Public Service	1
8	Guyana Power & Light	1
9	NPTAB	1
10	Guyana Water Inc.	1
11	Georgetown Public Hospital Corporation (GPHC)	1
12	Ministry of Education	1
Total		16

Note:

- “Unknown” refers to data the analyst was unable to verify or categorise due to information not being provided by the complainant.

Comparative Analysis: Number of Complaints vs Number of Contract Awards by NPTAB (2022/2023 and 2023/2024)
The following presents a comparative data analysis of the number of investigations received by the Commission relative to the number of contract awards issued by NPTAB during the Commission’s two most recent reporting periods: 2022/2023 and 2023/2024.

Table 59: Comparative Data – Investigations Received vs Contract Awards (2022/2023 and 2023/2024)

Indicator	2022/2023 Period	2023/2024 Period
Number of Investigations Received	10	10
Number of Contract Awards (NPTAB)	1,558	3,167

c. Debarment

Overview

By Section 17(2)(f) of the Procurement Act, Cap. 73:05, the PPC is mandated to adjudicate debarment proceedings. The process of debarment under Guyana's public procurement regime is governed by the Procurement (Suspension and Debarment) Regulations 2019 made under the Procurement Act, Cap. 73:05.

Debarment is a critical mechanism in the public procurement process to uphold the integrity, fairness, and transparency of the procurement system. The process serves to exclude suppliers, contractors, or consultants from participating in public procurement proceedings where they have engaged in prohibited conduct outlined in the aforementioned Regulations, such as, misconduct or have otherwise demonstrated an inability to operate in compliance with the law or ethical procurement standards.

Pursuant to the Procurement (Suspension and Debarment) Regulations 2019, the Commission is vested with the authority to adjudicate debarment proceedings. Grounds for debarment include, inter alia: the provision of false information in bids or pre-qualification documents, breach of contract, or being debarred in another jurisdiction for procurement-related offences.

The imposition of debarment is not undertaken lightly. Rather, it is a carefully measured response aimed at preserving the sanctity of the procurement process and deterring malfeasance. The ultimate objective is to ensure that public funds are expended only through engagements with reputable, compliant, and ethically sound entities.

Methodology

The process employed in debarment proceedings is laid out and governed by the Procurement (Suspension and Debarment) Regulations 2019.

Debarment proceedings may be commenced upon the submission of a formal proposal for debarment to the Public Procurement Commission (the "Commission"). Such a proposal may be submitted by a procuring entity or any other person. (the "applicant").

Upon receiving a proposal for debarment, the Commission undertakes a preliminary review to determine whether there are grounds for debarment. On being so satisfied, a notice of debarment is formally served on the contractor or supplier in question.

The contractor or supplier who is the subject of the notice is afforded an opportunity to respond. To oppose the proposed debarment, the contractor or supplier must submit a written response to the Commission within thirty (30) days of receiving the notice and may also request a formal hearing.

Upon receipt of the response, the Commission must, within seven (7) days, transmit a copy to the applicant. A hearing must then be convened within ten (10) days. Notably, during the interim period and pending the outcome of the hearing, the Commission may, in its discretion, suspend the contractor or supplier from participating in procurement proceedings. Such suspension shall remain in force until the final determination of the matter. However, the affected party has the right to be heard on the question of suspension if a request is made in writing.

The hearing itself is conducted in a structured and formal manner. Both parties are entitled to legal representation by an Attorney-at-Law. Each party has the right to present arguments and evidence in support of their contentions. The proceedings are recorded, and all evidence is preserved. Witnesses, including parties to the proceedings, shall testify under oath or affirmation and may be subjected to cross-examination.

Upon the conclusion of the hearing, the Commission is required to issue its written decision within sixty (60) days of the initial notice of proposed debarment. The decision must state the Commission's findings, reasoning, and, where applicable, the duration of the debarment, which may range from one (1) to ten (10) years.

Importantly, the Commission's decision must be made publicly available to ensure transparency. It shall be published on the Commission's official website, on the website of NPTAB, and in a daily newspaper of wide circulation in Guyana. This rigorous and transparent process ensures that the principles of natural justice are respected, while also enabling the Commission to take decisive action against misconduct in public procurement.

The Commission may also on application as set out in the said Regulations, reduce or terminate the term of debarment.

Summary

Debarment on Application

For the reporting period July 2023 to June 2024, the Commission received no proposals for debarment. Consequently, no debarment proceedings were initiated, and no contractor or supplier was subject to debarment during the said period, by the Commission in accordance with the application process therefor.

Automatic Debarment

Regulation 3(2) of the Procurement (Suspension and Debarment) Regulations 2019, Procurement Act, Cap. 73:05 provides that-

"Any supplier or contractor who has been debarred from participating in the procurement process of another jurisdiction or an international organization shall be automatically debarred from participating in a procurement process in Guyana by the Commission."

Pursuant thereto by way of Notice dated October 4th, 2023, the Commission gave notice that the suppliers and contractors who have been debarred by the World Bank, Inter-American Development Bank (IDB) and Caribbean Development Bank (CDB) and as published on their corresponding websites shall be deemed to be debarred from participating in the procurement process within the jurisdiction of Guyana, for the periods therein conferred.

Accordingly, and in compliance with the statutory requirements therefor, those debarred contractors and suppliers are published on the Commission's website by way of link

Application for Reduction or Termination of Debarment

During the reporting period, the Commission received no applications for the reduction or termination of debarment.

Contractors/Suppliers Removed from the Debarred List

No contractors/suppliers added to the debarred list on application were removed therefrom during the reporting period.

General Observations

The contract award process under the Procurement Act, Cap. 73:05, and its accompanying Regulations provides a comprehensive, clear and structured framework to promote transparency, fairness, and accountability in public procurement. Within this framework, there are wide investigative powers vested in the Commission. Unlike other jurisdictions, the invocation of the investigative process of the Commission is not limited to an aggrieved person related to the subject tender.²⁶

²⁶Section 48, The Public Procurement Act 2015 (Jamaica); Summary of Findings – Construction of Belle Vue Pump Station pg. 3

The action taken by NPTAB in publishing the date that the contract award is uploaded on its website has enhanced statutory compliance in the complaint process. To wit, the Commission is now able to ascertain whether a bid protest has been lodged in a timely manner for those tenders falling within the threshold of the National Board. However, the continued non-publication of contract awards by Regional and Ministerial Tender Boards renders the bid protest process for those thresholds ineffective.

The ratio of complaints to contract awards, during this second year of operation of the Commission, remains relatively low. Against this background, the data for 2023/2024 indicates meaningful progress. Although the number of investigations received remained the same, the overall volume of procurement activity surged by over 100%. This means that for every investigation received, more than 300 contracts were awarded, effectively doubling the ratio from the prior year. This widening gap between investigations and awards is an objective indicator that improvements are taking root within the procurement system.

While the constancy in the number of investigations might suggest at first glance that no progress has been made, the data, when contextualised against the procurement volume, reveals quite the opposite. The procurement ecosystem is absorbing more than twice the volume of activity with no increase in disputes referred to the Commission. This is clear evidence that oversight is working, compliance is improving, and procurement risks are being mitigated upstream.

The Commission, however, has observed in its receipt and review of complaints that stakeholders lack understanding of procurement rules including how to initiate the complaint process. While the Procurement Act and Regulations provide a structured legal framework, some stakeholders appear to apply procurement customs and general practices rather than statutory requirements. This can result in a misalignment in expectations when procurement decisions are challenged. This underscores the need for continued awareness efforts to ensure stakeholders fully comprehend the statutory rules governing procurement, rather than relying on informal procurement traditions.

The Commission also noted that while the timeliness of submission of documents by procuring entities in response to complaints has improved, there is still room for improvement.

The establishment of the Bid Protest Committee within the 2023/2024 reporting period, marked a significant step towards strengthening the procurement review process.

Also, for the second year of operation of this Commission, there have been no applications for debarment.

The lack of debarment proceedings in this reporting period, while notable, is not necessarily indicative of regulatory dormancy. Debarment is not merely a punitive measure, It is a tool of regulatory stewardship, serving the public interest by ensuring that public contracts are reserved for those entities that meet the highest standards of integrity and performance.

Debarment remains an essential regulatory measure available to the Commission to uphold the principles of integrity, fairness, and lawful conduct in public procurement. The Commission is fully equipped and prepared to exercise this authority, where warranted, and remains vigilant in its oversight responsibilities.

Actions Taken

- Establishment by the relevant authority of the Bid Protest Committee pursuant to Section 53(4) of the Procurement Act, Cap. 73:05.
- Creation of Administrative Review, Debarment and Application for Reduction of Termination of Debarment Forms²⁷ to streamline the process thereof. The Forms were published in the media and are posted on the Commission's website.
- The Commission widened public awareness of the rules and regulations governing the complaint and debarment processes, through the use of all forms of media, public engagement and training exercises.

Recommendations

- The Commission recommends the strict enforcement of contract award publication timelines.²⁸ Procuring entities must ensure that contract award decisions are published promptly and without undue delay. Digital tools should be leveraged to automate this process, reducing instances where awards are not made public within the required timeframe. The requirement that all contract awards exceeding GYD 1,500,000 be published must be enforced with greater scrutiny.
- To enhance monitoring and compliance, procuring entities must be held accountable for providing timely responses to the Commission's requests for documentation in investigations and administrative reviews. The lack of responsiveness creates delays and undermines the efficiency of procurement oversight. Stricter measures should be introduced to ensure that procuring entities comply with information requests within the stipulated timeframe. In the premises, the Commission recommends that in accordance with Article 212DD(2) of the Constitution, legislation be enacted to provide for offences and penalties for non-compliance with the requirements, decisions or provisions relating to the Commission.
- Greater stakeholder education and awareness efforts are necessary. Accordingly, the Commission will continue its outreach initiatives, focusing on training workshops, public awareness campaigns, and direct engagement with procurement officers, contractors, and suppliers. By ensuring that stakeholders understand the legal obligations governing procurement, unnecessary disputes can be minimised, and compliance can be improved.

²⁷Circular No. 09/2023

²⁸Circular No. 01/2023- Publication of Contract Awards available at <https://ppc.org.gy/pwc/media/Circular-No.-01-2023.pdf>

d. **Public Relations Unit**

Overview

The Public Relations Unit, operating under the Operations Department, continues to play a vital role in strengthening the PPC's public image and increasing awareness of its functions.

This aligns with the Commission's constitutional mandate, as outlined in Article 212AA (1)(b) of the Constitution of the Co-operative Republic of Guyana, to:

"Promote awareness of the rules, procedures, and special requirements of the procurement process among suppliers, contractors, and public bodies."

In fulfilment of this mandate, the Commission intensified its public awareness efforts during the 2023/2024 reporting period. A comprehensive outreach campaign was implemented, leveraging multiple platforms, including radio, television, social media, the PPC website, and print media, to ensure wider accessibility and engagement.

Further enhancing its communications capacity, the Commission successfully filled the previously vacant position of Public Relations Officer (PRO). In February 2024, Ms. Samantha Sheoprashad was appointed to this role, marking a significant step towards strengthening the Commission's outreach and stakeholder engagement initiatives.

Focus Areas

In the 2023/2024 reporting period, the Commission remained committed to enhancing public awareness, stakeholder engagement, and trust in its mandate. The Commission's strategic communication efforts were centred on the following key focus areas:

a. Building and Maintaining Public Trust:

- Press releases were issued promptly following training sessions, stakeholder meetings, and other key engagements. These ensured accurate, timely, and transparent communication, reinforcing the PPC's reputation as an accountable institution.
- Notices were published to inform stakeholders about key submissions, training opportunities, and vacancies, fostering clear and direct communication.

b. Enhancing Public Awareness:

- Social media campaigns were actively managed to engage audiences and provide regular updates on the PPC's activities, improving public understanding of procurement processes.
- The PPC website was updated with video broadcasts and informative content to promote awareness and ensure accessibility of relevant procurement information.

c. Facilitating Stakeholder Engagement

- Press releases were issued on meetings, training sessions, and significant interactions with stakeholders to highlight the Commission's efforts and encourage collaboration.
- Media coverage was organised for key events, ensuring widespread dissemination of information related to the PPC's role and initiatives.

d. Crisis Management and Mitigation

- Daily media monitoring was conducted to track mentions and discussions related to the PPC. This enabled the Commission to respond swiftly to potential misinformation, mitigating reputational risks and maintaining public confidence.

e. Measuring Public Perception

- Media monitoring reports provided detailed analyses of public sentiment and the effectiveness of communication efforts. These reports, including monthly mention tracking, allowed the PPC's leadership to refine its strategies and enhance outreach.

Methodology

To effectively assess the impact of its public relations activities, the Commission employed a structured and multifaceted approach. This methodology focused on leveraging various media channels, ensuring consistency in communication, and utilising data-driven insights to enhance public engagement and trust.

A multi-platform communication strategy was central to the Commission's efforts, utilising television, radio, print media, social media, and the Commission's website. By diversifying its outreach methods, the Commission ensured that its messaging reached a broad audience, including suppliers, contractors, and public bodies, thereby strengthening public awareness of procurement processes.

Consistency in messaging was another key component of the methodology. The PPC maintained a structured communication strategy that ensured all public information was clear, uniformed, and aligned with its mandate. This approach facilitated stakeholder understanding of procurement rules and the Commission's role, reducing ambiguity and enhancing credibility.

Proactive public relations activities were implemented to maintain visibility and sustain engagement with key stakeholders. Press releases were strategically issued following significant events such as training sessions, meetings, and policy developments. Additionally, social media updates and targeted media engagements were employed to keep the public informed about the Commission's ongoing initiatives.

To ensure continuous improvement, the Commission adopted a data-driven decision-making process. Regular analysis of media coverage and public sentiment allowed the Commission to assess the effectiveness of its communication efforts. Media monitoring reports provided valuable insights into public perception, helping to refine outreach strategies and improve engagement.

Through this structured methodology, the PPC reinforced its commitment to transparency, stakeholder engagement, and public trust. By systematically evaluating and refining its public relations activities, the Commission ensured that its role in the procurement process remained well understood, valued, and effectively communicated to the public.

Media Activities Overview

Press Releases

Press releases were issued immediately following training sessions, important meetings with the PPC and its stakeholders, or other significant engagements. These releases are designed to keep the public informed about the Commission's activities and ongoing efforts. See Table 58 summarizing the press releases from the Commission from July 2023 to July 2024, including their dates.

Table 60: Summary of press releases from the Commission from July 2023 to July 2024

Date	Press Release Title
Jul 21, 2023	Public Procurement Commission to Host Public Open Day in Region #1 (Barima-Waini)
Jul 28, 2023	Public Procurement Commission Conducted Procurement Training at the Ministry of Public Service, Georgetown
Aug 10, 2023	Public Procurement Commission Hosted Public Open Day and Procurement Training in Lethem Region #9 (Upper Takatu-Upper Essequibo)
Aug 24, 2023	Public Procurement Commission Hosted Public Open Day and Procurement Training in Bartica, Region #7 (Cuyuni-Mazaruni)
Sep 01, 2023	Public Procurement Commission Procurement Training outreach extends to Mahdia, Region #8 (Potaro – Siparuni)
Oct 10, 2023	Public Procurement Commission to conduct Procurement Training in Collaboration with MOPS
Oct 27, 2023	The Public Procurement Commission Workshop for Permanent Secretaries, Deputy Permanent Secretaries and Regional Executive Officers
Oct 31, 2023	Statement In Response to Stabroek News Article Published On 29th October, 2023
Dec 04, 2023	Statement by the Public Procurement Commission in Response to The Stabroek News Article 03/12/2023
Feb 06, 2024	Response to Stabroek News' Letter "PPC Report is a whitewash of the complaint by Akamai"
Feb 16, 2024	PPC Statement
Mar 04, 2024	Public Procurement Commission and Ministry of Human Services and Social Security (Palms) Collaborate to Strengthen Procurement Processes
Apr 18, 2024	Public Procurement Commission Collaborates with Ministry of Finance to Enhance Procurement Efficiency.
Apr 18, 2024	Public Procurement Commission Procurement Training outreach extends to Anna Regina, Region #2 (Pomeroon – Supernaam)
Apr 19, 2024	The Public Procurement Commission (PPC) Meets with the Law Reform Commission (LRC) to explore working relationship to improve the Procurement Act
Apr 19, 2024	Public Procurement Commission Procurement Training extends to Region No. 3 (Essequibo Islands-West Demerara)
Apr 24, 2024	PPC's Procurement Training Extends to Region No. 4
Apr 29, 2024	PPC's Procurement Training Extends to Region No. 5
Apr 30, 2024	PPC's Procurement Training extends to Region No.6
May 09, 2024	Public Procurement Commission (PPC) Engages with Inter-American Development Bank (IDB) to Strengthen Procurement Processes
Jun 06, 2024	Building Procurement Skills: Public Procurement Commission Extends its training to Region 10 (Upper Demerara-Berbice)
Jun 18, 2024	Building Procurement Skills: Public Procurement Commission Extends its Training to Region 7 (Cuyuni-Mazaruni)
Jun 24, 2024	Strengthening Procurement Skills: Public Procurement Commission's Training Session in Region 8 (Potaro-Siparuni)
Jul 02, 2024	Public Procurement Commission Delivers Annual Report to Parliament

Circulars

Circulars were used to communicate formal announcements, directives and updates, particularly to procuring entities. They help disseminate important information related to procurement procedures and PPC's initiatives. See Table 59 summarising the Circulars issued and as published on the Commission's Website.

Table 61: Summary of the Circulars issued during the reporting period

No.	Circular Name	Date
1	Circular No. 09/2023 – Bid Protest Form	Nov 15, 2023
2	Circular No. 01/2024 – Procurement Plan Template	Jun 14, 2024
3	Circular No. 02/2024 – Checklist for Procurement Methods	Jun 21, 2024

Notices

Notices were published to inform the public and procuring entities about important submissions, training opportunities, and vacancies within the Commission, as listed in Table 60 below.

Table 62: Summary of Notices for Reporting Period

No.	Notice Name	Date
1	Requirement to Submit Procurement Manuals to the PPC for Approval	March 26, 2024
2	Opportunity for Procurement Training	March 20, 2024
3	Notice to Public Procuring Entities	February 9, 2024
4	Invitation for Comments/Proposals on the Standard Bidding Documents	November 29, 2023
5	Invitation for Comments/Proposals on Crafting of a Standardized Evaluation Report	October 16, 2023
6	Notice of Debarment	October 4, 2023
7	Advertisement of vacancy (Public Relations Officer)	November 20, 2023
8	Advertisement of vacancy (Head of Operations)	April 12, 2024

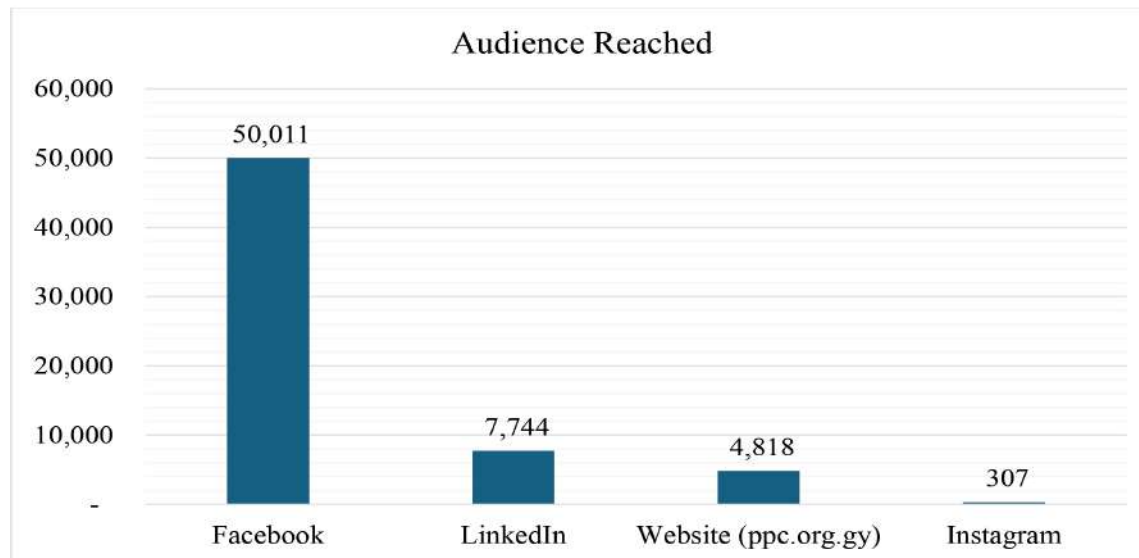
Social Media Posts

Social media posts are created to enhance our presence on platforms like Facebook, offering our audience opportunities to learn more about the Commission's work. These posts aim to engage the public and build a stronger online community around the Commission's initiatives.

Table 63: Breakdown of Social Media Post Made and Audience Reached.

Social Media Post	Amount Post (social media)	Audience Reached
Facebook	114	50,011
Instagram	114	307
Website (ppc.org.gy)	N/A	4,818
LinkedIn	89	7,744
Total	Total	Total
62,880	62,880	62,880

Graph 13: Showing Audience Reached for Each Platform.



Media Monitoring

The Public Relations Unit conducts daily media monitoring to track procurement activities and any mentions of the Commission or procurement activities across various platforms. This process ensures the Commission remains informed about key developments, enabling timely and strategic responses to media coverage.

By analysing updates from websites, news agencies, radio broadcasts, and social media, the Unit compiles regular reports that offer valuable insights. These reports support a proactive approach to addressing procurement-related issues and public discourse, reinforcing the Commission's role in maintaining transparency and accountability.

Reports are forthwith prepared by the Unit and forwarded to Commissioners through the CEO.

Media Sources Monitored

The Commission monitors a diverse range of media sources to ensure comprehensive coverage of public procurement discussions. These include:

1. Department of Public Information (Website)
2. News Source
3. Kaieteur News
4. Stabroek News
5. The Guyana Chronicle
6. Newsroom
7. Guyana Times

Through continuous media monitoring, the PPC strengthens its capacity to engage with the public, address emerging issues, and uphold transparency and accountability in public procurement processes.

Table 64: Summary of Monthly Media Monitoring Report

No.	Month	No. of Article Analysed
1	March 2024	7
2	April 2024	24
3	May 2024	60
4	June 2024	24
5	July 2024	56
Total		171

Summary

The 2023/2024 reporting period demonstrated the increasing strategic importance of the Public Relations Unit in advancing the Commission's mandate. Through a structured and data-driven approach, the Unit effectively strengthened public awareness, stakeholder engagement, and institutional credibility. The implementation of a multi-platform communication strategy ensured broad outreach.

A key aspect of the Commission's success in public relations was its focus on transparency and proactive communication. The systematic issuance of press releases, circulars, and notices ensured that stakeholders received timely and accurate information on procurement processes, policy updates, and Commission activities. Additionally, the use of digital platforms, including social media and website updates, expanded the Commission's accessibility and engagement, as evidenced by a total audience reach of 62,880 across multiple online channels.

The effectiveness of these efforts was further reinforced by a comprehensive media monitoring strategy. By tracking and analysing media coverage daily, the Commission maintained situational awareness and responded swiftly to emerging issues, mitigating potential reputational risks. The assessment of 171 media articles across leading news sources provided valuable insights into public perception and the impact of the Commission's communications strategy. These findings informed adaptive improvements in messaging and engagement tactics.

Furthermore, the Commission's approach to stakeholder engagement was strengthened through media coverage and targeted outreach activities. Regular updates and transparent reporting positioned the Commission as a reliable and authoritative entity in procurement governance. The structured engagement with suppliers, contractors, and public entities facilitated a more informed procurement environment, fostering greater compliance and trust in the system.

In analysing the outcomes of the Commission's public relations initiatives, it is evident that a consistent and data-informed communication strategy contributes significantly to institutional credibility and public confidence. The ability to measure and refine outreach efforts ensures that communication remains relevant, impactful, and aligned with the Commission's objectives.

Observations and Recommendations

Public Perception and Awareness

It was observed through monitoring that in instances, stakeholders, including suppliers, contractors, and the general public, may not fully understand the significance of public procurement or the Commission's role. This gap limits engagement and awareness of procurement processes. To address this, the Commission endeavours to simplify procurement information through targeted media outreach. A proposed mobile application will also enhance accessibility by providing real-time notifications, tender tracking, and procurement regulations in a user-friendly format.

Transparency and Public Trust

Despite the Commission's strong reputation for transparency, it was observed that public scepticism persists, particularly due to a lack of understanding of the Commission's oversight functions. Continuous engagement and visible demonstrations of procurement accountability are necessary to reinforce public confidence. The Commission endeavours to expand its communication efforts through structured media campaigns on radio, television, and social media, ensuring that procurement success stories and transparency efforts are widely shared.

Targeted Audience Engagement

To improve outreach, the Commission recognises the importance of tailoring communication strategies to specific stakeholder groups, including contractors, suppliers, local communities, business owners, and government employees. The Commission endeavours to strengthen engagement through a segmented communication approach, incorporating visually engaging content such as graphics, infographics, and short-form educational videos across digital and traditional media platforms.

Addressing Misrepresentation

Misinformation and misrepresentation of the Commission's role continue to challenge public confidence. This is often driven by misunderstandings, biased narratives, and a lack of factual awareness. The Commission endeavours to proactively counter misinformation by maintaining strong relationships with media entities, issuing timely and transparent press updates, and promoting accurate information through official channels. A dedicated awareness campaign will also highlight the accessibility of the Commission via its website, social media, email, and direct communication channels.

Through these strategic initiatives, the Commission remains committed to strengthening public engagement, increasing transparency, and reinforcing its role as a trusted oversight body in Guyana's procurement system.

e. *Information Technology Unit*

Overview

The Information Technology (IT) Unit continues to provide essential and uninterrupted support to the Commission, ensuring its operations remain efficient, secure, and technologically advanced. The Unit's work remains consistent with and instrumental in maintaining the Commission's operational stability, security, and digital advancement. Through continuous enhancements in cybersecurity, infrastructure maintenance, and digital transformation, the IT Unit safeguards the Commission's technological framework, enabling seamless execution of its mandate.

Activities

Cybersecurity and Website Enhancements

The Commission's website underwent a rigorous security review by the National Data Management Authority (NDMA) to ensure compliance with cybersecurity best practices. Several measures were implemented to prevent potential security breaches, including reducing session times, strengthening password policies, validating online data inputs, and integrating security plugins to prevent cross-site scripting attacks. These improvements significantly enhance the security posture of the Commission's online platform, ensuring that stakeholders can safely access critical procurement information.

Procurement and Upgrade of IT Equipment

To maintain operational efficiency, the Commission acquired several new IT assets during the reporting period. This included seven (7) desktop computers to replace outdated systems, ensuring minimal disruption to staff productivity. Additionally, essential software licenses, including antivirus, QuickBooks, Zoom, and Microsoft Office 365, were renewed to facilitate continued operations. Further, the acquisition of a specialised graphic workstation and dedicated printers for key departments has strengthened in-house media development and confidential document processing. As of the reporting period, only one item—the specialised workstation—remains undelivered due to external shipping delays.

Infrastructure Maintenance

Regular maintenance was conducted on the Commission's IT infrastructure, including the central Uninterruptible Power Supply (UPS) system, printers, and other critical devices. These ongoing efforts ensure optimal functionality, reducing the likelihood of technical failures and disruptions to daily operations. The Commission's generator, which experienced startup issues, was successfully repaired through external technical support. Scheduled bi-annual maintenance continues to be a priority to ensure IT systems remain in peak condition.

Strengthening Cybersecurity Measures

The Commission reinforced its cybersecurity framework with the deployment of a new firewall within its local network. This system provides advanced protection against cyber threats, preventing unauthorised access and mitigating risks related to data breaches. The firewall, in conjunction with renewed antivirus software, ensures comprehensive security coverage across all digital platforms, safeguarding sensitive Commission data from external threats such as malware, spyware, and ransomware.

Digitisation of Procurement Documents

In keeping with the Commission's digital transformation agenda, an initiative was launched to digitise key procurement documents, including procurement plans, contract awards, and procurement manuals. This initiative aims to:

- Reduce physical storage constraints,
- Enhance accessibility for authorised personnel,
- Strengthen document security and preservation, and
- Improve collaboration among investigative teams.

The NDMA was engaged during the reporting period to provide cloud storage solutions to accommodate the data generated from this initiative. Terms of Reference (TOR) were drafted, covering access controls, service availability, and cybersecurity protections. At the end of the reporting period, the draft was under review for finalisation.

Observations and Recommendations

Ensuring Continuous IT Security Enhancements

While the Commission has taken significant steps to strengthen its cybersecurity framework, evolving cyber threats necessitate ongoing improvements. The Commission endeavours to maintain a proactive security strategy, ensuring continuous monitoring and regular system updates to safeguard its digital infrastructure.

Optimising IT Resource Allocation

The timely procurement of IT equipment has improved efficiency; however, occasional delays due to external supply chain constraints highlight the need for strategic planning. Uninterrupted access to critical IT resources is paramount to support its operations.

Advancing Digital Transformation

The digitisation of procurement documents marks a significant step towards modernisation. To enhance efficiency, the Commission endeavours to accelerate this transition, ensuring seamless integration with cloud storage solutions and optimised access controls for staff. This will also alleviate the demand on space for physical storage of documents.

Enhancing IT System Maintenance

The ongoing bi-annual maintenance of IT infrastructure has proven effective in sustaining operational stability. The Commission endeavours to maintain this routine while exploring predictive maintenance techniques to further minimise system downtime and improve overall efficiency.

By maintaining a steadfast commitment to technological advancement, the Commission continues to strengthen its digital capabilities, ensuring the seamless execution of its mandate while upholding efficiency, security, and reliability in all IT-related functions.

II. Legal Department

Overview

In recognition of the dependence on legal advice for compliance in the execution of the Commission's functions, the Commission established a Legal Department upon its appointment in 2022. This department caters for the appointment of two trained Attorneys-at-Law to provide much needed legal advice and support to the Commission's members and officers as the Commission executes its various functions. At the beginning of the reporting period, the Commission had within its employ the Head of Legal/Compliance while the position of Attorney-at-Law was vacant. The latter position was filled during the reporting period ensuring that the department was fully staffed in order to fully support the work of the Commission.

One of the priority areas for the Commission was to build capacity to spearhead reform of the legislative framework of the public procurement system and assist in the execution of the Commission's functions.

Activities

It was a busy year in review for the Legal Department as that department was integral in just about every aspect of the Commission's work. The Department-

- provided legal advice as requested by the Commission,
- provided internal support to the Secretariat,
- embarked on a review of all internal policy and procedures manuals,
- reviewed the Procurement Act and its Regulations to identify conflicts which exist,
- supported in the delivery of the Commission's training programmes and public awareness campaigns,
- vetted training manuals, brochures and all other external material of the Commission, with the Head of Legal/Compliance being a member of the PPC/IDB Working Group, the department will provide guidance as it relates to proposals for legislative reform,
- after consultations with the Law Reform Commission and the Attorney General's Chambers, prepared a comprehensive report for submission to the Attorney General's Chambers proposing amendments to the existing Procurement Act and Regulations,
- embarked on a review of procurement manuals submitted by procuring entities and other public bodies,
- developed an internal investigation policy and procedure to guide the Commission in the execution of its investigative functions,
- developed a Code of Conduct for members of the Commission,
- supported the Commission with the review of Standard Bidding Documents,
- supported the Commission with developing a Standardised Evaluation Report,
- supported the Commission with secretarial duties,
- drafted and or reviewed Circulars and or Notices.

Proceedings Filed by the Commission

No proceedings were filed by the Commission during the reporting period.

Proceedings Filed against the Commission

No proceedings were filed against the Commission during the reporting period.

Legislative Reform

Article 212AA(1)(f) specifically vests the Commission with the function to-

“monitor and review all legislation, policies and measures for compliance with the objects and matters under its purview and report the need for any legislation to the National Assembly;”

In the last annual report of the Commission submitted to the National Assembly in execution of its constitutionally mandated duty to so do, the following areas were flagged for legislative intervention. These areas are reiterated herein for legislative intervention, there being no such action in the interim-

- Legislative framework to provide for e-procurement,
- Clear statutory differentiation of the roles of the PPC and NPTAB and hand over of responsibilities from one body to the other vide Section 17 of the Procurement Act, Cap. 73:05,
- Enabling legislation for the functions of the Commission set out in Article 212AA (1) of the constitution,
- Provision for penalties for breaches of the Procurement Act including that of confidentiality,
- Complaints procedure for reporting and addressing corruption in the procurement process,
- Statutory Code of Ethics for public officials involved in the public procurement process,
- Enactment of laws to make provision for offences and penalties for non-compliance with any requirement, or decision of, or provision relating to the Commission pursuant to Article 212DD (2) of the constitution,
- Amend the Procurement (Suspension and Debarment) Regulations 2019 to mandate penalties for breaches, particularly for the award of a contract to a debarred contractor,
- Revision of Section 39(3) of the Procurement Act, Cap. 73:05 to bring it into conformity with the spirit and intent of the Act by removing the involvement of the procuring entity in the evaluation process. To wit, the words “procuring entity” in Section 39 ought to be substituted for “tender board”.
- Repeal and replace the Procurement Regulations 2004 to remove conflicts therein with the Procurement Act, Cap. 73:05.

By way of letter to the Honourable Attorney General dated June 19th, 2024, twenty (20) conflicts between the Procurement Act, Cap. 73:05 and the 2004 Regulations made thereunder were identified by the Commission for amendments.

In addition to the foregoing, emanating from the investigations of complaints, the following provision was recommended for amendment-

- Section 39(2) of the Procurement Act, Cap. 73:05 be amended to clarify whether time runs for the competition of an evaluation from the date of the tender opening or date of receipt of the bids by the Evaluation Committee²⁹.
- Emanating out of investigations, it was also recommended that Parliament enact legislation to give effect to Article 212DD(2) of the Constitution to provide for offences and penalties for non-compliance with any requirement, decision or provision relating to the Commission³⁰.

²⁹Recommendation IX – Summary of Findings- Construction of Belle Vue Pump Station

³⁰Recommendation VI - Summary of Findings - MS Investments

By way letter to the Honourable Attorney General dated May 7th, 2024, the 2018 IDB Report on Strengthening Guyana Public Procurement Framework compiled by Ms. Sabine Engelhardt, Attorney-at-Law was commended by the Commission for due consideration for enactment of the areas of legislative reform identified therein but not yet effected. Needing particular attention is for the provision of public/private partnerships.

Conclusion

The Legal Department of the Commission remains resolute and proactive in ensuring that the public procurement framework is legally sound, transparent, and aligned with international best practices. Through its review of legislative conflicts, procedural inconsistencies, the department plays a pivotal role in guiding reform initiatives that uphold the integrity of the procurement system.

Beyond its legislative reform efforts, the Legal Department provided critical internal support to the Secretariat during the reporting period, ensuring that all outputs from various departments were in strict compliance with existing laws and regulations. This continuous legal oversight ensured that policies, procedures, and procurement decisions were well-founded and legally defensible, mitigating risks and reinforcing adherence to constitutional and statutory requirements.

The Legal Department actively advised the Commission on procurement investigations and reviews, rendering legal opinions that support fair and just decision-making. Its work is instrumental in guiding the Commission through complex legal assessments and compliance matters, ensuring that all decisions are backed by sound legal reasoning and due process.

The Legal Department worked in close collaboration with the other departments in the Secretariat on several initiatives, ensuring that all operational activities adhered to the highest legal standards and were compliant with subsisting laws.

Additionally, the Legal Department's contribution to the review of procurement manuals was conducted in tandem with the Monitoring and Investigations Units.

Moreover, the Legal Department's engagement with the Information Technology Unit and the Public Relations Unit was critical in ensuring that the Commission's digital transformation initiatives and media publications, respectively, were done in full compliance with laws and ethical practices.

III. Accounts Department

Overview

The Accounts Department of the Commission has demonstrated exceptional financial oversight and budgetary control in alignment with the Commission's mandate. It has played a pivotal role in ensuring that financial resources were allocated and utilised efficiently, adhering strictly to fiscal guidelines and the approved work programme. By maintaining a structured approach to expenditure, the Department ensured that the Commission operated within its financial means without compromising its statutory obligations.

A key strength of the Accounts Department has been its strict adherence to financial regulations, particularly the Fiscal Management and Accountability Act 2003. This commitment to compliance has been instrumental in fostering transparency and accountability in financial operations. Furthermore, the approval of the Departmental Tender Board by the National Procurement and Tender Administration Board (NPTAB) has further solidified procurement governance, allowing for the efficient acquisition of goods and services while ensuring adherence to procurement best practices.

Budget Execution for the fiscal year 2023 and 2024

The budgeted current expenditure for the fiscal year 2023 was G\$256,360,000, with an actual expenditure of G\$229,819,000, reflecting savings of G\$26,541,000, which accounts for an 11.5% efficiency in expenditure. Similarly, for 2024, budgeted current expenditure stood at G\$265,360,000, with actual spending at G\$243,355,000, generating savings of G\$22,005,000, equivalent to a 9% efficiency rate. These figures indicate the Commission's ability to manage expenditures prudently, ensuring fiscal discipline while optimising available resources.

In terms of capital expenditure, the Commission also displayed sound financial stewardship. In 2023, the allocated capital budget was G\$5,500,000, with actual spending amounting to G\$5,452,000, resulting in minor savings of G\$48,000. This reflects a well-executed budget with minimal variance. In 2024, the Commission achieved further savings, with an actual capital expenditure of G\$4,513,000 against a budgeted amount of G\$5,500,000, yielding a 22% savings rate. Such fiscal prudence showcases the Commission's capacity to optimise investments while executing its functions effectively.

Audit Report

In pursuit of its obligations, the Department facilitated the preparation and maintenance of comprehensive financial records, exercised sound internal control, and supported the operational mandates of the Secretariat through prudent fiscal management.

In accordance with established auditing protocols and national legislation, the financial statements of the Commission for the fiscal year ending 31 December 2023 were submitted for independent external audit by the Auditor General of Guyana. The audit was conducted in accordance with the International Standards on Auditing (ISAs), the International Standards of Supreme Audit Institutions (ISSAIs), and the Audit Act 2004.

Following a thorough review and examination of the Commission's financial statements, including its statement of financial position, statement of receipts and payments, and supporting documentation, the Auditor General issued its opinion³¹. The report affirms that the Commission's financial statements present fairly, in all material respects, its financial position and financial performance for the year ended 31 December 2023, in compliance with Generally Accepted Accounting Principles (GAAPs).

Significantly, no irregularities, misstatements or instances of financial misconduct were found or reported. The Auditor General's opinion confirms that internal controls were appropriately applied, and all transactions accurately recorded and transparently reported.

³¹Report of the Auditor General on the Financial Statements of the Public Procurement Commission for the Year ended 31 December, 2023 – AG:100/2024, dated 6 August 2014

Conclusion

Under the leadership of the Chief Executive Officer, Mr. Michael Singh, as the budgetary head of the Commission (the agency), the Commission, through this department, ensured that financial operations remained robust and well-structured. The ability to uphold financial discipline and efficiency with limited personnel reflects the Commission's strong governance framework and operational effectiveness.

This department remains steadfast in its commitment to enhancing financial oversight mechanisms and improving procurement governance. By focusing on prudent expenditure management and efficient resource allocation, the department continues to strengthen the Commission's financial stability.

Table 65: Capital and Current Expenditure Analysis for Fiscal Year 2023 and 2024

Current Spending 2023		Current Spending 2024	
Budgeted	\$256,360	Budgeted	\$265,360
Actual	\$229,819	Actual	\$243,355
Diff. in Spending	\$26,541	Diff. in Spending	\$22,005
% Diff. In savings	0.1155	% Diff. In savings	0.09
Capital Spending 2023		Capital Spending 2024	
Budgeted	\$5,500	Budgeted	\$5,500
Actual	\$5,452	Actual	\$4,513
Diff. in Spending	\$48	Diff. in Spending	\$987
% Diff. In savings	0.0089	% Diff. In savings	0.22

Chart 5: Current Expenditure for Year 2023 and 2024 – Actual vs Budgeted

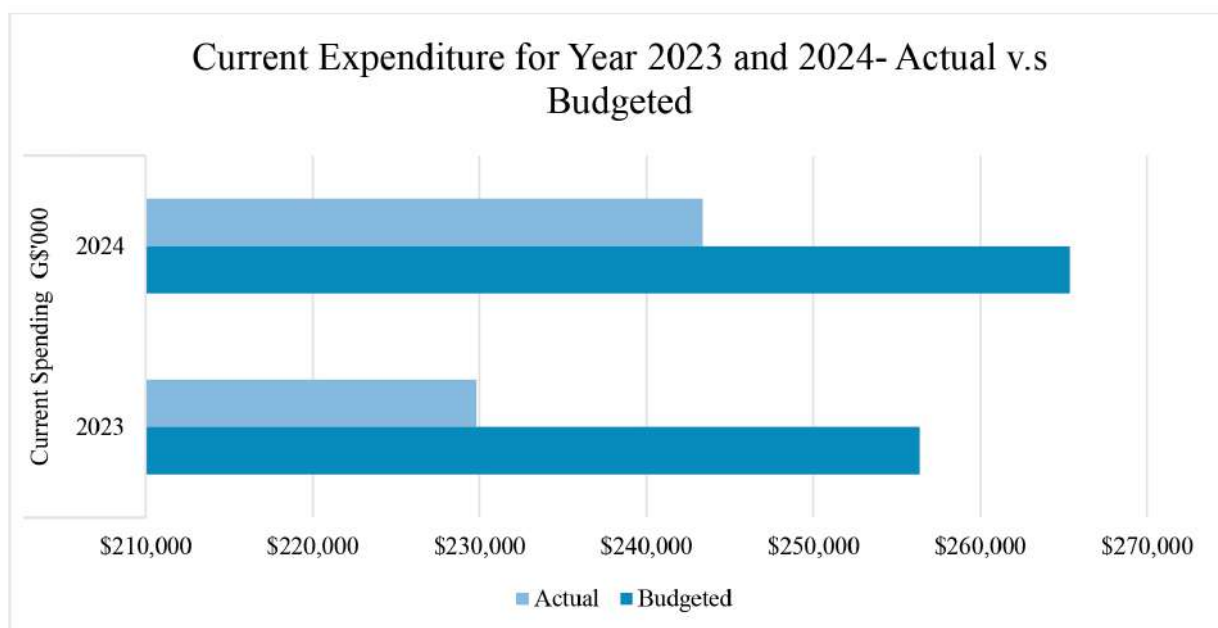


Chart 6: Current Spending for Fiscal Year 2023

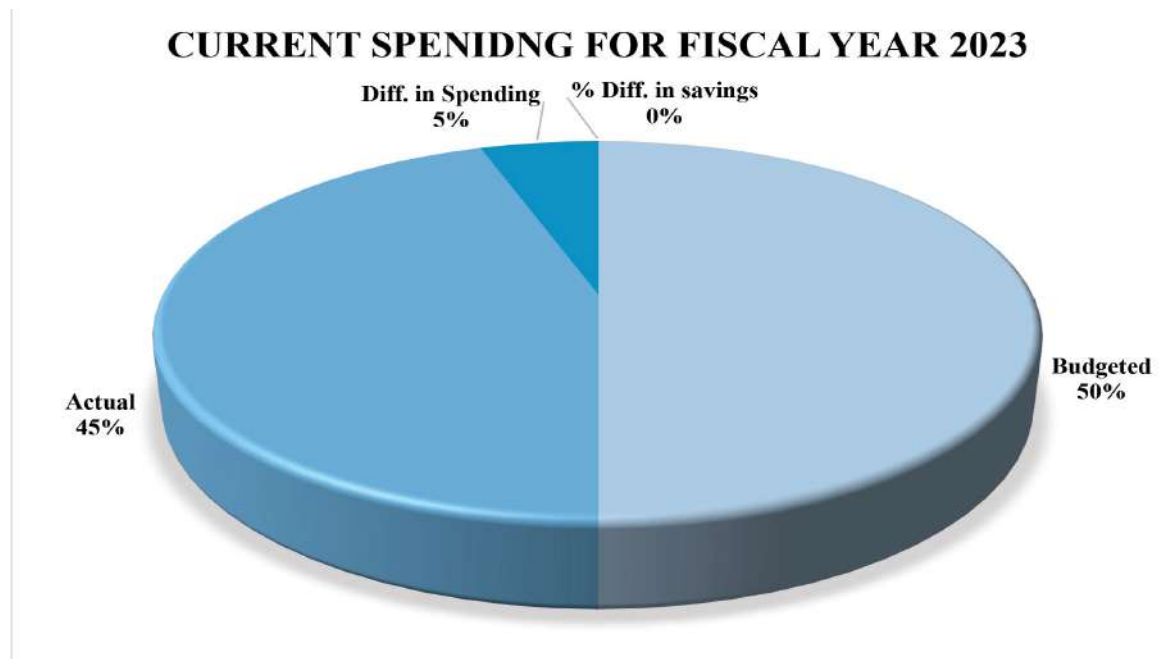


Chart 7: Capital Spending for Fiscal Year 2023

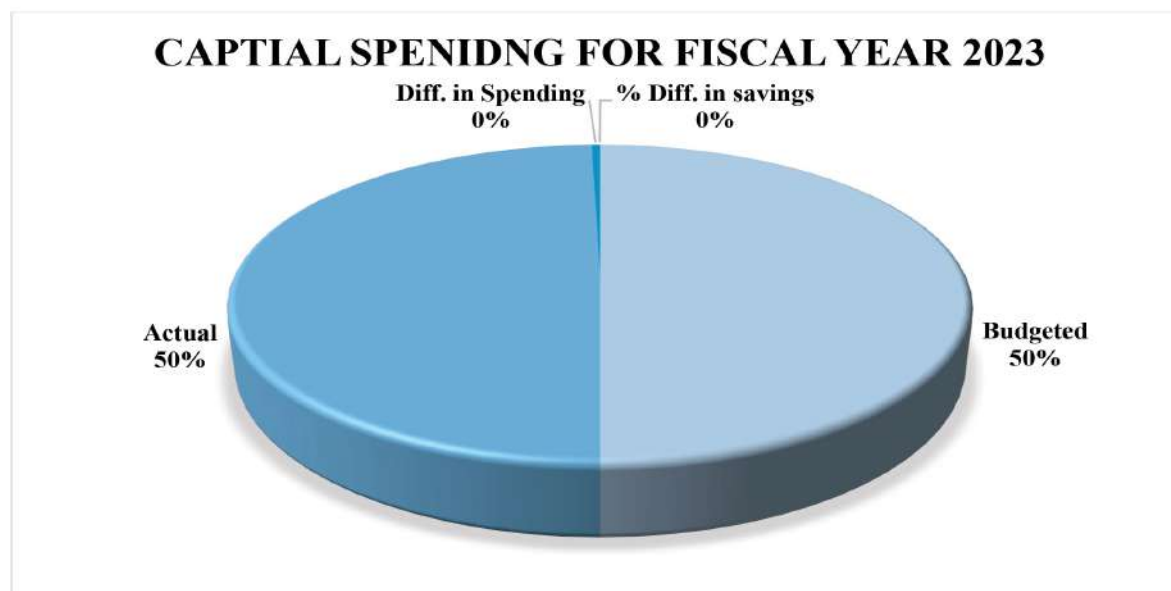


Chart 8: Current Spending for the Fiscal Year 2024

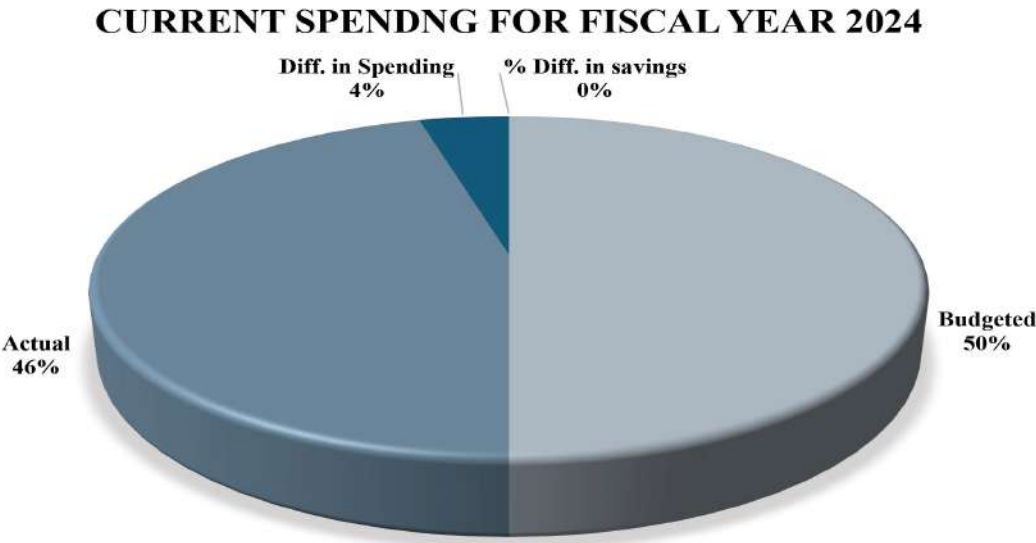
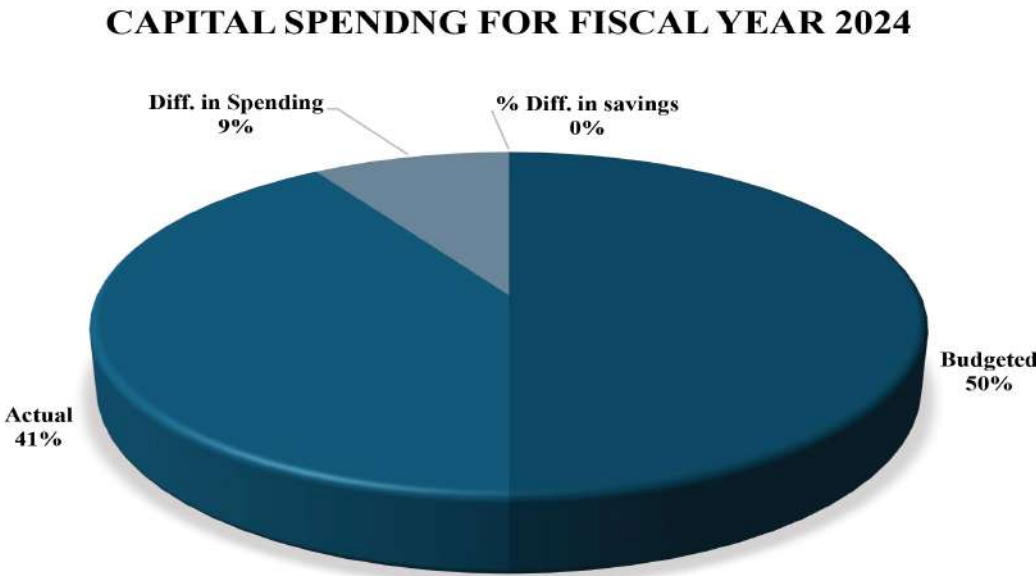


Chart 9: Capital Spending for Fiscal Year 2024



IV. Human Resources and Administration Department

Overview

The work of the Human Resources/Administration Department supports the achievement of the strategic goals of the Commission by providing services which include procurement of goods and services staff recruitment development, morale and discipline.

The department is integral to ensuring that the Core Values of the Commission are maintained in the efficient execution of its constitutional functions.

Employee Contract Management & Discipline

The department oversaw the compliance of statutory and contractual obligations due to staff by the Commission and the enforcement of obligations due by staff to the Commission.

Written contracts and Oaths of Secrecy were executed by each member of staff setting out the nature of and parameter of the engagement and a record kept thereof under a chain of dual custody in accordance with the Commission's internal procedures.

Obligations due to staff by the Commission were dutifully discharged including the payment of salaries; gratuity, leave passage allowance and other monetary benefits where applicable; computation of vacation periods and payment of statutory dues.

Over the period under review, the Human Resources Department reported that no formal disciplinary actions were deemed necessary to be taken against any staff member. This department maintained close monitoring and oversight of staff performance and behavior to ensure adherence to the Commission's policies and ethical standards, and those internal manuals approved therein.

The department continues to have regular meetings with staff and ensures that organizational standards are clearly communicated. Its focus has been to maintain a work environment built on mutual respect, transparency, accountability and overall professionalism. This was a successful year under all these tenets.

This department remains committed to fostering a compliant and ethical workplace and will continue to prioritize the implementation of strategies that promote adherence to public service rules, foster transparency, and ensure that all staff are well-informed of their responsibilities.

Annual Staff Conference

The department organised the Commission's Annual Staff Conference held in January 2024 at the Guyana Marriott Hotel, Georgetown.

The conference provided an opportunity for a comprehensive review of the work of the Commission over the prior calendar year Opportunity for reviews and served to maintain morale among staff.

Chairman Ms. Pauline Chase; Deputy Chairman Mr. Berkley Wickham and Commissioners Ms. Dianna Rajcumar and Mr. Rajnarine Singh attended the meeting together with staff of the Secretariat. The Chairman, Deputy Chairman, Commissioners and the CEO reiterated the Core Values and mandate of the Commission. They thanked the staff for their dedication and hard work. The staff also took the opportunity to thank the Commissioners for their guidance and direction during the year and expressed appreciation for the support provided to the Secretariat by the Commission.

Internal Communication

The Department continued to utilise e-mails as the primary method of communication to disseminate key information and documents within the Commission.

Decisions of the Commission and other such relevant information were also communicated by Internal Memos and via email.

During the reporting period, a total of five (5) internal Memos were circulated touching and concerning varied operational aspects.

Inventory Control

Stock levels were maintained through scheduled periodic stock taking exercises minimizing wastage in the budgetary allocation.

Established procurement practices in accordance with the Procurement Act, Cap. 73:05 were employed.

Internal Manuals

The review of the Commission's internal manuals which commenced during the previous reporting period, was completed during the current reporting period by this department in conjunction with the Legal Department. To wit-

- Employee's Manual
- Fixed Asset Register
- Motor Vehicle Policy
- Cyber Security Manual
- Procurement Manual
- Safety and Health Manual
- Inventory Management Manual

Summary

During the review of these aforementioned manuals, it was realized that certain content in the manuals was outdated. As a result of the review, the manuals were brought up to date by aligning them with current standards and international best practices. This practice hoped to achieve that the Commission is not only compliant with local regulations but also forward thinking in its operations.

The completion of the manuals' review and updates was thoroughly done. For example, changes were made to the Employee Handbook to ensure that staff rules are fair and aligned with the Commission's work programme. The Fixed Asset Register underwent reviews to ensure compliance with regional and public service best practices, while the cybersecurity manual was thoroughly checked to confirm that all provisions accounted for the most updated and workable malware for the Secretariat. The review and update of these manuals were completed comprehensively and the manuals now reflect a comprehensive and current understanding of the relevant operational areas.

The 2023/2024 reporting period has been marked by significant progress and strategic advancements for the Public Procurement Commission ('the Commission'), as it continues to fulfil its constitutional mandate of ensuring transparency, accountability, and efficiency in public procurement. Throughout this period, the Commission has successfully adapted to evolving challenges, refining its work programme to enhance compliance monitoring, capacity-building, legislative reform, and public engagement.

Among the Commission's most notable achievements during this reporting year is the successful conclusion of all investigations initiated during the period, a significant milestone in reinforcing procurement integrity and regulatory compliance. The Investigations Unit, in collaboration with the Legal Department, lent strategic support to the Commission in methodically examining all cases referred to the Commission, ensuring that all findings were addressed, and appropriate remedial actions were recommended where necessary. The resolution of these investigations underscores the Commission's effectiveness in upholding procurement laws, deterring irregularities, and safeguarding public funds.

The Commission has also expanded its training initiatives, recording a notable increase in participation among public officers. While there was a decline in the number of individual procuring entities trained, this was counterbalanced by a higher volume of training sessions conducted, demonstrating the Commission's commitment to deepening procurement awareness and enhancing technical competencies. The Training Unit, working in tandem with the Public Relations Unit, has played a pivotal role in demystifying procurement regulations and promoting best practices across government agencies and procurement stakeholders.

Simultaneously, the Commission's legal reform efforts have progressed significantly. The Commission has undertaken a comprehensive review of the Procurement Act, identifying critical areas for legislative enhancement. Proposed amendments seek to modernise procurement regulations, eliminate statutory inconsistencies, and empower the Commission to undertake more robust oversight and enforcement functions. These reform efforts are integral to ensuring that Guyana's procurement framework remains aligned with global best practices.

Moreover, the monitoring and compliance functions of the Commission have been substantially strengthened, with increased scrutiny placed on procurement plans, the tender process and contract awards. The Operations Department, in collaboration with the Monitoring Unit, has worked assiduously to review procurement systems, ensuring greater adherence to procurement regulations and transparency in public spending. The Commission remains steadfast in its oversight responsibilities, proactively identifying inefficiencies and making strategic interventions to fortify procurement governance.

Public engagement has also seen a noteworthy expansion, with a significant increase in participation in Open Days and other outreach activities. This heightened engagement signifies growing public awareness of procurement regulations and the Commission's role in ensuring fairness, equity, and competitiveness in the procurement process. The Commission remains committed to fostering greater stakeholder collaboration, ensuring that both public and private sector actors are equipped with the requisite knowledge to navigate procurement procedures effectively.

While challenges persist, including the need for expanded staffing, enhanced legislative authority, and increased supplier engagement, the Commission remains resolute in its mission. Strategic digital transformation initiatives are being explored to modernise procurement procedures, and efforts are underway to revitalise training and compliance mechanisms to ensure greater efficiency and accountability in procurement operations.

As Guyana embarks on an unprecedented phase of economic growth and infrastructural development, the Commission's role remains indispensable in ensuring that public procurement is conducted with integrity, transparency, and value for money. With all investigations successfully concluded, a strengthened legal and monitoring framework, and continued advancements in procurement governance, the Commission stands well-positioned to further enhance the efficiency and effectiveness of Guyana's procurement systems.

The Commission reaffirms its unwavering dedication to upholding the highest standards of public procurement and looks forward to sustained collaboration with all stakeholders to further strengthen Guyana's procurement landscape.

APPENDIX - A

List of Procuring Entities

Procurement Entities Monitored			
No.	Entity	No.	Entity
1	Board of Governors of Government Technical Institute	55	Ministry of Human Services and Social Security
2	Board of Governors of Kuru Kuru Co-operative College	56	Ministry of Labour
3	Board of Governors of President's College	57	Ministry of Legal Affairs
4	Bureau of Statistics	58	Ministry of Local Government and Regional Development
5	Central Housing and Planning Authority	59	Ministry of Natural Resource
6	Cheddi Jagan International Airport Corporation	60	Ministry of Parliamentary Affairs and Governance
7	Civil Defence Commission	61	Ministry of Public Services
8	Deeds and Commercial Registries Authority	62	Ministry of Public Works
		63	Ministry of Tourism Industry and Commerce
10	Demerara Harbour Bridge Corporation	64	MoA-Fisheries
11	Dependants Pension Fund	65	MoA-Guyana Food Safety Authority
12	Environmental Protection Agency	66	MoA-Hope Coconut Industries Limited
13	Ethnic Relations Commission	67	MoA-Hydrometeorological Services
14	Georgetown Public Hospital Corporation	68	MoA-MARDS Rice Milling Complex Limited
15	Guyana Civil Aviation Authority	69	National Agricultural Research and Extension Institute
16	Guyana Defence Force	70	National Communications Network
17	Guyana Elections Commission	71	National Data Management Authority
18	Guyana Energy Agency	72	National Drainage and Irrigation Authority
19	Guyana Forestry Commission	73	National Insurance Scheme
20	Guyana Geology and Mines Commission	74	National Library
21	Guyana Gold Board	75	National Parks Commission/ Protected Areas Commission
22	Guyana Lands and Surveys Commission	76	National Sports Commission
23	Guyana Livestock Development Authority	77	National Trust
24	Guyana National Bureau of Standards	78	New Guyana Marketing Corporation
25	Guyana National Newspapers Limited	79	Office of the Auditor General
26	Guyana National Printers Limited	80	Office of the Director of Public Prosecutions
27	Guyana National Shipping Corporation	81	Office of the Ombudsman

28	Guyana Office for Investment	82	Office of the President
29	Guyana Oil Company	83	Office of the Prime Minister
30	Guyana Post Office Corporation	84	Parliament Office
31	Guyana Power & Light	85	Pesticides and Toxic Chemicals Control Board
32	Guyana Revenue Authority	86	Power Producers & Distributors Inc.
33	Guyana Rice Development Board	87	Public and Police Service Commission
34	Guyana School of Agriculture	88	Public Procurement Commission
35	Guyana Sugar Corporation	89	Public Service Appellate Tribunal
36	Guyana Telecommunications Agency	90	Public Utilities Commission
37	Guyana Tourism Authority Board	91	Regional Democratic Council - (1) Region One - Barima/Waini
38	Guyana Water Incorporated	92	Regional Democratic Council - (2) Region Two -Pomeroon/Supenaam
39	Hinterland Electrification Company Inc.	93	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara
40	Human Rights Commission	94	Regional Democratic Council - (4) Region Four - Demerara/Mahaica
41	Indigenous People's Commission	95	Regional Democratic Council - (5) Region Five - Mahaica/Berbice
42	Institute of Applied Science and Technology	96	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne
43	Integrity Commission of Guyana	97	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni
44	Mahaica/Mahaicony/Abary Agricultural Development Authority	98	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni
45	Maritime Administration Department	99	Regional Democratic Council - (9) Region Nine - Upper Takatu/Upper Essequibo
46	Ministry of Agriculture	100	Regional Democratic Council - 10) Region Ten - Upper Demerara/Berbice
47	Ministry of Amerindian Affairs	101	Rights Commission of Guyana
48	Ministry of Culture Youth & Sport	102	Rights of the Child Commission
49	Ministry of Education	103	Supreme Court of Judicature
50	Ministry of Finance	104	Teaching Service Commission
51	Ministry of Foreign Affairs and International Cooperation	105	Transport and Harbours Department
52	Ministry of Health		
53	Ministry of Home Affairs	107	University of Guyana Turkeyen
54	Ministry of Housing & Water	108	Women and Gender Equality Commission

APPENDIX - B

Open Days & Training Activities



Training outreach at Mabaruma, Region #1 – 05/07/2023



Training outreach at Mabaruma, Region #1 – 19/07/2023



Training at Anna Regina. Region #2 – 15/04/2024



Training at Vreed-en-Hoop, Region # 3 – 19/04/2024



Training in Region #4 – 23/04/2024



Training in Mahaica Berbice, Region #5 – 29/04/2024



Training in Region #6 – 30/04/2024



Training in Bartica, Region #7 – 23/08/2023



Training in Bartica, Region 7 – 14/06/2024



Training outreach at Mahdia, Region #8 – 29/08/2023



Training in Region #8 – 21/06/2024



Training at Lethem, Region #9 – 09/08/2023



Training in Region #10 – 05/06/2024



Open Day at Bartica, Region #7 – 22/08/2023



Training at the Ministry of Public Service – 27/07/2023



Open Day at Lethem, Region #9 – 08/08/2023



Training in collaboration with the Ministry of Public Service - 28/06/2024



Workshop for Permanent Secretaries, Deputy Permanent Secretaries and Regional Executive Officers – 26/10/2023



Training at the Palms in collaboration with
The Ministry of Human Services and Social Security – 01/03/2024

Circulars



Promoting Fairness, Transparency and
Efficiency in Public Procurement.

Public Procurement Commission
262 New Garden Street
Georgetown, Guyana
Tel: (592) 226-3729, (592) 231-7306, (592) 226-2364
Email: publicprocurement@ppc.org.gy

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

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.

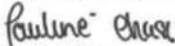
In accordance with Part VII of the Procurement Act, Cap. 73:05, where the contract has not yet been entered into with the successful bidder, the Bid Protest must be submitted to the procuring entity for review, in the first instance. Thereafter, if the supplier or contractor is dissatisfied with the 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

Circular No. 09/2023



Promoting Fairness, Transparency and
Efficiency in 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

CIRCULAR NO. 01 /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 11, 2024

Subject: **Procurement Plan Template**

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.

S. 11A. (1) of the Act mandates that every procuring entity shall that entity's procurement plans to the PPC for the fiscal year covered in the Budget within three (3) weeks after the National Budget is approved.

To this end and in pursuance of the responsibilities of the Commission as vested by section 17 (2) of the Act, the Commission has developed and approved the attached Procurement Plan Template for use by Procuring Entities. The template is to ensure that pertinent information required in the public procurement process is being captured.

This Circular serves as a guide to all Procuring Entities to be considered in the course of conducting procurement proceedings and in compliance with the aforementioned Section 11A.

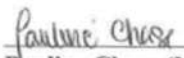
To view and download the latest version of the Procurement Plan Template, please visit the Commission's website: Website Link: <https://ppc.org.gy/resources/#forms>

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.

Procuring entities who have not yet submitted their Procurement Plans to the Commission for the

fiscal year 2024 are encouraged to do so forthwith to remedy their breach of the aforementioned Section 11A.

Sincerely Yours,


Pauline Chase (Ms.)
Chairman.

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

Circular No. 01/2024



Promoting Fairness, Transparency and
Efficiency in 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

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**

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.

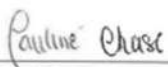
Section 17 (2) (b) of the Procurement Act, Chapter 73:05 (the Act), mandates that the Commission determines the forms of documents for procurement including, but not limited to procurement manuals, guidelines and procedures.

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

Circular No. 02/2024



Promoting Fairness, Transparency and
Efficiency in Public Procurement.

Public Procurement Commission
262 New Garden Street
Georgetown, Guyana

Tel: (592) 226-3729, (592) 231-7306, (592) 226-2364

Email: publicprocurement@ppc.org.gy

**INVITATION FOR COMMENTS/PROPOSALS ON CRAFTING OF A
STANDARDISED EVALUATION REPORT**

Pursuant to S. 17(2) of the Procurement Act, Cap. 73:05, the Public Procurement Commission (PPC) is responsible for “determining the form of documents for procurement.”

Accordingly, the Public Procurement Commission (PPC) invites you to provide comments and proposals that will enable the adoption of a Standardised Evaluation Report. The purpose of this report is to establish a comprehensive and uniform framework for evaluating procurement activities country wide.

Your comments/proposals are appreciated, and the commission looks forward to receiving such comments/proposals no later than **October 31, 2023**.

Please direct your responses to the **Operations Department** at Email: operations@ppc.org.gy with the subject line "Standardized Evaluation Report Feedback."

Issued this 10th day of October, 2023

Image of Invitation for Comments/Proposals on Crafting of a Standardised Evaluation Report



Promoting Fairness, Transparency and
Efficiency in Public Procurement.

Public Procurement Commission
262 New Garden Street
Georgetown, Guyana

Tel: (592) 226-3729, (592) 231-7306, (592) 226-2364

Email: publicprocurement@ppc.org.gy

**INVITATION FOR COMMENTS/PROPOSALS ON THE STANDARD BIDDING
DOCUMENTS**

Pursuant to S. 17(2) of the Procurement Act, Cap. 73:05, the Public Procurement Commission (PPC) (“the commission”) is responsible for “determining the form of documents for procurement.”

Accordingly, the PPC invites you to provide comments and proposals that will enable the improvement of the standard bidding documents.

Your comments/proposals are appreciated, and the commission looks forward to receiving such comments/proposals no later than **December 18, 2023**.

Please direct your responses to the **Operations Department** at email: operations@ppc.org.gy with the subject line "Standard Bidding Documents Feedback."

Issued this 29th day of November, 2023

Image of Invitation for Comments/Proposals on the Standard Bidding Documents



Promoting Fairness, Transparency and
Efficiency in Public Procurement.

Public Procurement Commission

262 New Garden Street

Georgetown, Guyana

Tel: (592) 226-3729, (592) 231-7306, (592) 226-2364

Email: publicprocurement@ppc.org.gy

NOTICE OF DEBARMENT

**Notice issued pursuant to Regulations 3(2) & 16 of the Procurement (Suspension and
Debarment) Regulations 2019, Procurement Act, Cap. 73:05**

Regulation 3(2) of the Procurement (Suspension and Debarment) Regulations 2019, Procurement
Act, Cap. 73:05 provides that-

*"Any supplier or contractor who has been debarred from participating in
the procurement process of another jurisdiction or an international
organization shall be automatically debarred from participating in a
procurement process in Guyana by the Commission."*

Pursuant thereto, the Public Procurement Commission (PPC) hereby gives NOTICE that the
suppliers and contractors who have been debarred by the World Bank, Inter-American
Development Bank (IDB) and Caribbean Development Bank (CDB) and as published on their
corresponding websites shall be deemed to be debarred from participating in the procurement
process within the jurisdiction of Guyana, for the periods therein conferred.

Issued this 29th day of September, 2023

Image of Notice of Debarment



NOTICE TO PROCURING ENTITIES

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 weeks after the National Budget is approved.”*

The National Budget having been approved on 2nd February, 2024, procuring entities are now required to submit their procurement plans for year 2024 to the Public Procurement Commission on or before 26th February, 2024.

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.

Contact Us

(592) 226-3729, (592) 231-7306, (592)226-2364

publicprocurement@ppc.org.gy

262 New Garden Street, Queenstown, Georgetown

Follow Us

Facebook: Public Procurement Commission – Guyana

Instagram: [publicprocurementcommission](https://www.instagram.com/publicprocurementcommission)

LinkedIn: Public Procurement Commission of Guyana

Image of Notice to Procuring Entities



NOTICE

Opportunity for Procurement Training

The Public Procurement Commission is mandated by Article 212AA (1) (b) of the Constitution of The Co-operative Republic of Guyana and as enabled by Section 17 (2) of the Procurement Act Cap. 73:05, to organise training seminars among suppliers, contractors, and public bodies with the aim of promoting awareness of the rules, procedures and special requirements of the procurement process.

The Commission invites all public procuring entities to explore training opportunities with the commission which seek to achieve the following key objectives.

Key Objectives:

Mastering the Procurement Process:

- Gain in-depth insights into the intricacies of the procurement process.
- Learn the step-by-step procedures for efficient and effective procurement management.
- Preparing a Procurement Plan
- The various Procurement Methods
- Tender Openings
- Standardized evaluation
- Procurement Thresholds

Navigating the Legislative Frameworks:

- Understand the legislative framework governing procurement processes in Guyana.
- Stay informed about the legal aspects that shapes and guides the procurement process.
- Ethics in Public Procurement

Insights into Administrative Review and Debarment:

- Acquire knowledge about the administrative review process.
- Explore the concept of debarment and its significance in maintaining transparency, integrity and fairness in procurement.

The Commission urges procuring entities to seize this opportunity to enhance their understanding of the public procurement system in Guyana to enhance compliance.

Send a request now for an informative and interactive training session!

Contact Us

Tel: (592) 226-3729, (592) 231-7306, (592)226-2364
Email: publicprocurement@ppc.org.gy
Address: 262 New Garden Street, Queenstown, Georgetown

Image of Notice for Procurement Training



NOTICE

Requirement to Submit Procurement Manuals to the PPC for Approval

The Public Procurement Commission (PPC) is responsible for *“determining the forms of documents for procurement including, but not limited to procurement manuals, guidelines and procedures.”* - Section 17(2)(b)(v) of the Procurement Act, Chapter 73:05; Circular No. 07/2023.

Public Procuring Entities are therefore reminded of their obligation to submit all procurement manuals, guidelines and procedures to the PPC for review and approval.

The commission urges you to submit your procurement manuals, guidelines and procedures in a timely manner to ensure compliance with the law, established standards and to facilitate a streamlined procurement process.

Contact Us

Address: 262 New Garden Street, Queenstown, Georgetown
Tele: (592) 226-3729, (592) 231-7306, (592)226-2364
Email: publicprocurement@ppc.org.gy

Follow Us

Facebook: Public Procurement Commission – Guyana

Instagram: [publicprocurementcommission](https://www.instagram.com/publicprocurementcommission)

LinkedIn: Public Procurement Commission of Guyana

Image of Notice of Requirement to Submit Procurement Manuals to the PPC for Approval

NOTES



262 New Garden St., Queenstown, Georgetown
Tel: (592) 226-3729 | (592) 226-2364 | (592) 231-7306

Email: @ ppc.org.gy

www.ppc.org.gy