



ANNUAL REPORT 2024-2025

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Co-operative Republic of Guyana

PUBLIC PROCUREMENT COMMISSION

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

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June 20, 2025

Hon. Manzoor Nadir, M.P.
Speaker of the National Assembly
Parliament Building
Brickdam
Georgetown.

Dear Hon. Speaker,

Re: REPORT OF THE PUBLIC PROCUREMENT COMMISSION – 2024/2025

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 this second constituted Public Procurement Commission ('PPC') ('the Commission') held on June 19, 2025, an Interim Report of the activities of the PPC for a period of its third year of operation, *to wit*, July 8, 2024, to March 31, 2025.

This submission takes the form of an interim report, rather than a full annual report, in view of the impending conclusion of the current Commission's term of office on **July 7, 2025**. The decision to produce an interim report at this juncture ensures that the Commission responsibly discharges its constitutional mandate to report on its performance, while also facilitating an orderly and transparent transition to a succeeding Commission.

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 (hereinafter referred to as “the Commission” or “PPC”) is pleased to present this Interim Report for the 2024/2025 operational year, prepared in fulfilment of its constitutional obligations pursuant to Article 212CC of the Constitution of The Co-operative Republic of Guyana. This Report captures the activities and strategic achievements of the Commission from July 7, 2024 to March 31, 2025, representing the final reporting period of this, the second constituted PPC, constitutionally mandated three-year tenure.

This submission is made within the framework of the Commission’s unwavering commitment to the principles of good governance, transparency, and accountability, particularly in circumstances where the term of office of the current Commission is set to conclude on July 7, 2025. The Commission recognises that the documentation and tabling of its work is critical to ensuring institutional continuity and adherence to the constitution. Accordingly, this Interim Report is tendered proactively and in advance of the cessation of the current Commission’s term, in consonance with the intent and spirit of Article 212CC(1).

The Commission, throughout the current reporting cycle, continued to discharge its functions with integrity and impartiality, and maintained active oversight of Guyana’s public procurement system in accordance with its constitutional mandate, particularly, Articles 212W and 212AA, as well as Section 17(2) of the Procurement Act, Cap. 73:05. Notwithstanding the truncated duration of this reporting period, the Commission has sustained its operational momentum, achieved notable institutional milestones, and further consolidated the regulatory framework governing public procurement.

This Report, therefore, offers not only a record of performance, but a testament to the Commission’s enduring dedication to its mandate. It affirms the PPC’s status as a key constitutional body, one which has discharged its obligations with diligence, prudence, and fidelity to the public interest.

EXECUTIVE SUMMARY

The Public Procurement Commission (hereinafter referred to as “PPC” or “the Commission”), in accordance with its constitutional mandate under Article 212CC of the Constitution of The Co-operative Republic of Guyana, is pleased to submit this Interim Report for the 2024/2025 reporting period, covering the period July 7, 2024, to March 31, 2025.

This Report represents the third and final report submission of the current secondly constituted Commission, whose constitutionally mandated three-year term will conclude on July 7, 2025.

Article 212CC of the Constitution mandates that-

- (1) *As soon as practicable after the end of each year of its operation, the Commission shall submit to the National Assembly an annual report of the activities of the Commission during the preceding year and the report shall be tabled in the Assembly within thirty days of its submission if the Assembly is sitting, if not, at the first meeting of the Assembly thereafter.*
- (2) *The Chairperson of the Commission may at any time submit a special report to the National Assembly with respect to any aspect of the functions of the Commission which the Commission considers should, in the national interest, be brought to the attention of the National Assembly.*

Since it is not possible for this Commission to submit a Report, as mandated by Article 212CC(1), after its life has come to an end, this report covers an interim period in the final year of operation of this subsisting Commission.

Although it does not cover a full year of operation, this Report nonetheless, captures substantial achievements during the first three quarters of the final year of operation and reflects the Commission’s unwavering commitment to institutional continuity, regulatory compliance, and strategic national development.

Despite the abbreviated reporting cycle, the Commission has already recorded measurable gains in the execution of its constitutional functions. The Secretariat, under the direction and control of the Commission, remained fully operational and engaged in discharging its duties through its organisational departments and units thereunder including the Operations, Legal, Human Resources, and Accounts Departments, among others. Institutional momentum has been maintained, ensuring seamless coordination between the outgoing and prospective Commission and safeguarding the continuity of its oversight mechanisms.

The PPC operates within the legislative framework as encompassed by the Constitution and Procurement Act, Cap. 73:05 with its attendant Regulations.

Public Awareness and Training

A key constitutional mandate¹ of the Commission is to promote awareness of procurement laws and procedures. During the reporting period, the Training Unit recorded a total of 1,385 individuals trained, an increase of 22% over the previous period. These figures affirm a strategic intensification of public education efforts and institutional engagement. Notably, 89 public procuring entities participated, with 733 of their personnel receiving training, that is a marked increase in institutional reach and internal procurement competency.

Through regionally coordinated seminars, workshops, and Open Days, the Commission engaged stakeholders from all ten administrative regions, thereby reinforcing equitable access to procurement literacy. Collaborative initiatives with the Ministry of Public Service (MOPS) and the Small Business Bureau (SBB) further broadened the Commission’s national footprint and deepened the practical impact of its training output. While contractor and supplier participation declined marginally, this shift reflects a deliberate strategic pivot towards more tailored and sector-specific engagements.

¹Article 212AA(1)(b) and Section 17(2)(c) of the Procurement Act, Cap. 73:05

The Commission's outreach and media presence were also significantly amplified. A robust public relations campaign, executed primarily via radio, television, social media, and Open Day events, positioned the Commission as a leading agent of procurement reform, reliable information and civic engagement. Some highlights are-

- training videos were recorded and uploaded to the Commission's YouTube Channel, to ensure continuity and for ease of access,
- members of the public were engaged through live sessions on Facebook to address various procurement rules, regulations and processes including the Administrative Review and Debarment processes,
- informative short videos were continuously aired on various channels during peak viewing hours,
- radio was employed ensuring far reach of pertinent information on procurement rules, regulations and processes,
- brochures were widely disseminated on various topics, and
- aggressive use of social media to get information out quickly and succinctly.

Monitoring and Enforcement

The Commission's monitoring activities, executed under Article 212AA(1) of the Constitution and Section 17(2) of the Procurement Act, Cap. 73:05, were expanded significantly during the period under review. The Monitoring Unit continued to conduct real-time oversight of the National, Ministerial, and Regional Tender Boards. Written advisories were issued to address procedural deficiencies and reinforce compliance with procurement regulations. Notably, these interventions have enhanced transparency, procedural consistency, and public trust in the national procurement system.

Compliance monitoring also extended to the review of procurement plans and manuals. The Commission achieved a strong compliance rate among procuring entities in submitting and/or amending their plans and manuals. At the end of the interim reporting period, the standardisation of tendering documentation and the development of a model Evaluation Report were also underway, signaling a modernisation of the procurement framework.

In the absence of regulations, standard operating procedures were developed to operationalise one of the Commission's core functions, to wit, the monitoring of the execution of works². The absence, however, of enabling legislation has challenged the operation of this function, particularly in obtaining pertinent project information.

Investigations

The Investigations Unit remained active during the period, with the Commission receiving and concluding ten (10) requests for investigations with one (1) resulting in the issuance of a formal Summary of Findings and one (1) matter being referred to the Bid Protest Committee (BPC) in accordance with Part VII of the Procurement Act, Cap. 73:05.

At the end of the reporting period, there were no pending investigations before the Commission, all matters having been resolved within the reporting period. This represents a clear commitment to procedural integrity and administrative justice.

As with the two prior years of operation of this Commission, no applications were received for the debarment or any contractor or supplier.

Law Reform

The Commission, supported by its Legal Department continued its work on the refinement of internal compliance frameworks, including the development of a Staff Code of Conduct, Investigations Policy, Site Visits Methodology to be used in the monitoring of the execution of works, and standardizing other operating procedures. These, together with other existing policy directions, were being collated at the end of the reporting period into one document forming a record of guidance for subsequent constituted Commissions.

²Article 212AA(1)(d) of the Constitution

A draft Code of Conduct for procurement officers within public procuring entities was also drafted and will be circulated to procuring entities for their feedback. The Code is intended to be finalized prior to the expiration of the term of the subsisting Commission.

The Commission, in further exercise of its constitutional function³ and statutory responsibility,⁴ also undertook legislative review tasks and participated in external consultative engagements with the Law Reform Commission (LRC) and the Attorney General's Chambers, aimed at enhancing the national procurement legislative regime. At the end of the reporting period draft Regulations were underway for Recommendations submission to the Honourable Minister of Finance in accordance with the Commission's responsibility to so do under Section 17(2) of the Procurement Act, Cap 73:05.

Secretariat and Organisational Performance

Operational efficiency within the Secretariat was sustained through a structured departmental approach. The Commission's organisational architecture—comprising of clear departments and units covering operational aspects of Training, Monitoring, Investigations, Legal, Information Technology, Public Relations, Human Resources, and Accounts—remained intact and functioned cohesively. Despite the challenges of an evolving term and limited staff augmentation, the Secretariat remained agile and accountable, demonstrating institutional resilience and adaptive capacity.

Outlook and Transition

The Commission anticipates that the momentum recorded during this interim period will be sustained through to the end of the 2024/2025 year of operation. The Secretariat is well-positioned to provide continuity of support to the incoming Commission post-July 2025, ensuring seamless transition, operational integrity, and preservation of institutional memory.

In sum, the Commission remains steadfast in its constitutional and statutory commitments. It has executed its mandate responsibly, with fiscal prudence, operational diligence, and a forward-facing governance approach that reinforces its role as a pillar of transparency and accountability in public procurement.

It must be noted that with the submission of this Report, this, the second constituted Commission, has become the first Commission to be in full compliance with its constitutional duty⁵ to submit Annual Reports to the National Assembly, covering all three years of its operation.

³Article 212AA

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

⁵Article 212CC of the Constitution of The Co-operative Republic of Guyana

THE PUBLIC PROCUREMENT COMMISSION

a. Mandate

The Commission over the reporting period continued to execute its constitutional mandate as enshrined in Article 212W of the Constitution of The Co-operative Republic of Guyana, 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.”

This mandate remains the bedrock of the Commission’s oversight authority, guiding its interventions, regulatory reviews, and institutional engagement across all tiers of public procurement in Guyana.

b. Functions

Throughout the current reporting period, the Commission remained steadfast in the discharge of the thirteen (13) functions as stipulated under Article 212AA of the Constitution. These functions, which include monitoring procurement systems, promoting awareness, recommending legislative reforms, investigating procurement irregularities, and enforcing procedural compliance, have continued to be carried out with diligence and independence. The Commission has also deepened its institutional partnerships and amplified its oversight reach through strengthened inter-agency coordination, technical reviews, and stakeholder engagements.

These constitutional functions have not only remained relevant but have become increasingly critical to safeguarding public trust and enhancing the integrity of Guyana’s procurement architecture, particularly as national development accelerates and public investments expand.

c. Responsibilities

The Commission has continued to responsibly exercise its statutory responsibilities as detailed under Section 17(2) of the Procurement Act, Cap. 73:05. These statutory responsibilities include:

- the formulation of procurement regulations,
- the development and determination of standardised procurement documentation,
- the organisation of training seminars and technical awareness sessions,
- the preparation of annual statutory reports with recommendations for legislative improvement,
- the facilitation of requests to the Bid Protest Committee under Section 53, and
- the adjudication of debarment proceedings.

These responsibilities have been exercised with careful legal analysis, sectoral consultation, and in alignment with the constitutional objectives of transparency, efficiency, and good governance.

d. Mission Statement

The Commission remains unwavering in its mission:

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

This mission continues to guide all aspects of its regulatory, administrative, and educational outreach functions.

e. Core Values

The Commission's internal culture and public engagement remain anchored in the following core values, which continue to underpin its operations:

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

These values inform not only the conduct of the Secretariat and the Commission itself, but also the standards expected from the wider procurement ecosystem.

f. Personnel

i. *The Commissioners*

As of the close of the current reporting period, the composition of the PPC remained unchanged. The Commissioners, appointed in accordance with Article 212X of the Constitution, continued to serve with distinction and have maintained an active presence in guiding the Secretariat, adjudicating on critical matters, and upholding the rule of law in procurement oversight.

Messrs. Berkley Wickham, Rajnarine Singh and Joel Bhagwandin, together with Ms. Dianna Rajcumar, were sworn into office on July 1, 2022, followed by Ms. Pauline Chase on July 8, 2022. The Commission thereby became fully constituted and effective as of July 8, 2022.

At its inaugural meeting, held on July 15, 2022, in accordance with Article 212Y(3), the Commission unanimously elected Ms. Pauline Chase as Chairman and Mr. Berkley Wickham as Deputy Chairman. These appointments remain extant.

During the reporting period, the Commission continued to discharge their constitutional and statutory obligations with the highest degree of professionalism and independence. The leadership of the Commissioners has been instrumental in sustaining the Commission's operational focus, advancing its policy agenda, and ensuring that the institutional momentum remains uninterrupted in the final phase of their constitutionally mandated term.

THE COMMISSIONERS



PAULINE CHASE
CHAIRMAN

BERKLEY WICKHAM
DEPUTY CHAIRMAN

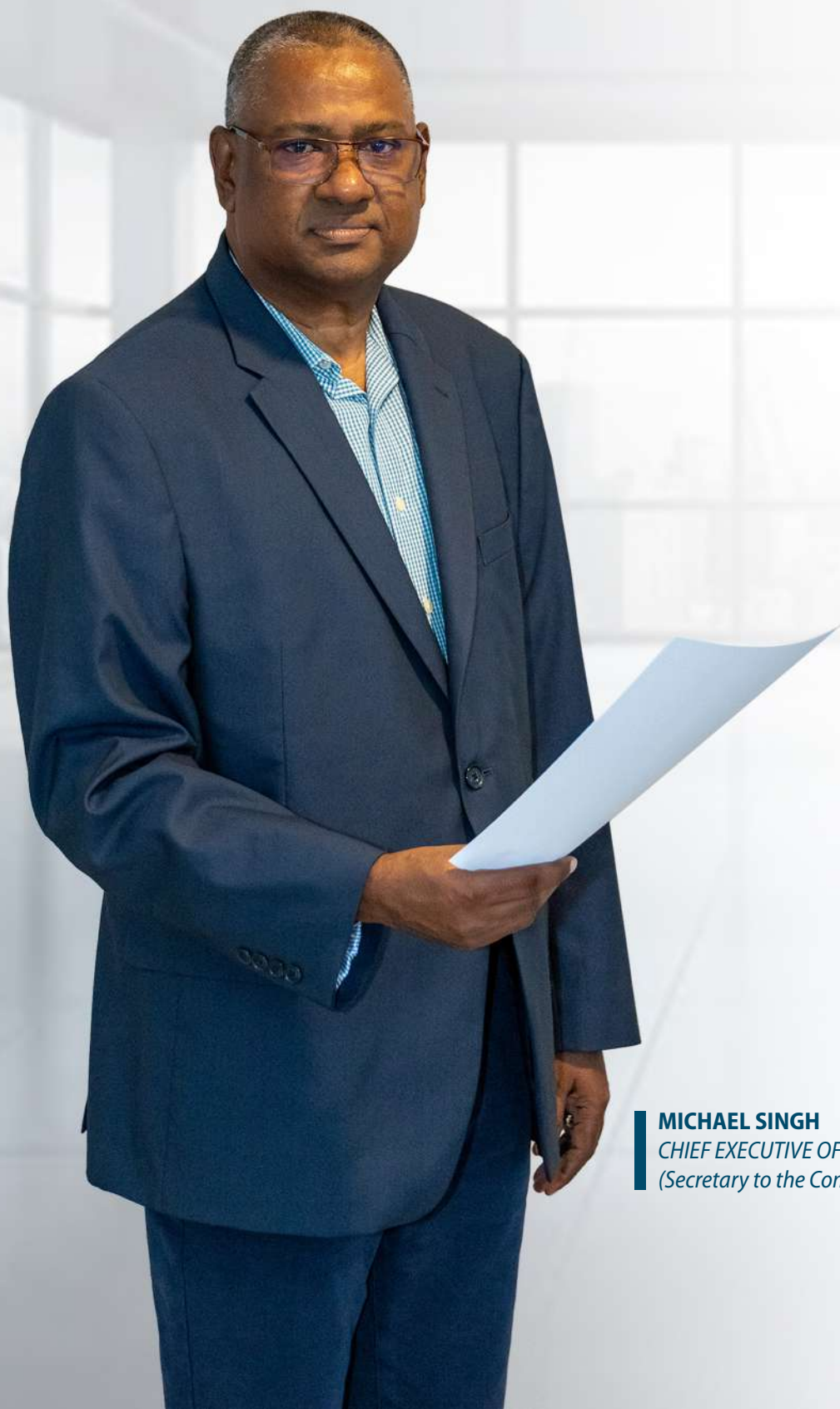


RAJNARINE SINGH
COMMISSIONER

DIANNA RAJCUMAR
COMMISSIONER

JOEL BHAGWANDIN
COMMISSIONER

THE SECRETARIAT



MICHAEL SINGH
CHIEF EXECUTIVE OFFICER
(Secretary to the Commission)

ii. *The Secretariat*

In accordance with Article 212Z(1) of the Constitution of the Cooperative Republic of Guyana: “The Commission shall establish a secretariat comprising its officers and employees.”

Accordingly, the Secretariat functions as the operational arm of the Commission, providing the organisational capacity necessary for the realisation of the Commission’s objectives.

In accordance with Article 212Z(2) and (3), the Secretariat is led by a Chief Executive Officer (CEO), who also discharges the duties of Secretary to the Commission and is subject to its direction and control.

The terms and conditions of the appointment of the CEO continued to be the same as subsisting under the prior constituted Commission.⁶

iii. *Organisational Structure*

Throughout the 2024/2025 reporting period—the final year of the term of the current Commission — the Secretariat continued to operate under the organisational structure it inherited from the previous Commission and revised as formally adopted in the first year of this Commission’s tenure. This structure has enabled the Commission to delineate distinct operational departments and reporting units, namely:

- Operations Department, comprising:
 - o Training Unit
 - o Monitoring Unit
 - o Investigations Unit
 - o Public Relations Unit
 - o Information Technology Unit
- Legal and Compliance Department
- Accounts Department
- Human Resources and Administration Department

This structure provided the administrative architecture required to manage the complex responsibilities vested in the Commission and to ensure strategic execution across functional domains.

iv. *Staffing Overview*

At the commencement of the 2024/2025 reporting year, 85% of sanctioned posts were substantively filled. The year was marked by a total of 4 resignations, 3 contract renewals, and the appointment of 2 new staff members. Notably, the Commission concluded the period with an improved staffing rate of 85%, maintaining 17 of its 20 designated positions.

The Commission also maintained its formal request to the Ministry of Finance for the creation of three (3) additional posts — a request initially lodged in the preceding financial year. While this request remained pending at the close of the reporting period, the Secretariat adapted by internal capacity-building initiatives. Notwithstanding, the Commission prudently maximised its available human resources, demonstrating resolve and administrative agility in the face of constraint.

⁶Article 212Z(2) of the Constitution of The Co-operative Republic of Guyana

Strategic Staffing Adaptation

Reassignment of Responsibilities

- Administrative Assistant

A significant adaptive measure was the reassignment of additional responsibilities to the Administrative Assistant. This officer, whose duties formerly lay solely in administrative support, was entrusted with procurement-related functions in light of prevailing staffing limitations. This interim measure served a dual purpose: it alleviated operational strain in the procurement function and simultaneously facilitated professional advancement and skill development for the officer concerned. Her on-the-job training and performance led to a demonstrable upskilling which epitomises the Commission's commitment to professional development and upward mobility within the Secretariat.

This initiative represents the Commission's resolve to cultivate in-house talent, maintain service standards, and mitigate the consequences of staffing constraints.

- Head of Operations

During the period under review, the Secretariat underwent significant transitional changes with respect to the post of Head of Operations. At the commencement of the reporting cycle, the position was occupied by Mr. Mervyn Chung, who due to unforeseen personal circumstances, tendered his resignation effective April 1, 2024. In response to this development and recognising the strategic importance of maintaining continuity in this leadership role, the Commission promptly commenced recruitment proceedings.

Through these efforts, Mr. Dwight Dodson was appointed as Head of Operations and formally assumed duties on May 20, 2024. However, his tenure was curtailed on his resignation effective September 24, 2024. This created a second vacancy in the role within the same reporting cycle.

Given the operational centrality of the post and the time-sensitive demands of Secretariat functions, the Chief Executive Officer (CEO), acting under the direction and control of the Commission, assumed interim responsibility for the duties previously vested in the Head of Operations. This internal reallocation of executive oversight ensured the uninterrupted execution of departmental functions and affirmed the Secretariat's institutional resilience in the face of staffing disruptions.

The Commission notes that, notwithstanding these unforeseen departures, there was no lapse in the continuity of operations. The CEO's assumption of additional responsibilities serves as a testament to the Commission's administrative adaptability and its ongoing commitment to the effective discharge of its constitutional and statutory mandates.

Staffing Status

At the beginning of the 2024/2025 reporting period, the Commission had a total staff complement of 19 persons.

During the reporting period, two (2) appointments were made: one (1) for the position of Information Technology Specialist and one (1) for the Driver/Office Assistant. However, this gain was offset by three (3) resignations — the Head of Operations, the Information Technology Specialist, and the Accounts Clerk.

Despite the resignations, three (3) contracts were renewed, those of the Administrative Assistant, Office Attendant, and Chauffeur. These renewals reflect efforts to retain institutional memory and ensure continuity in support services. Notably, the Administrative Assistant continued to play a pivotal role in the Secretariat, having been elevated to support procurement functions in addition to her administrative duties.

By the end of the reporting period, the total number of staff stood at seventeen (17), representing a net decrease of two (2) persons from the beginning of the period.

In sum, while the Commission faced human resource challenges during its final year in office, it demonstrated resilience and adaptability by creatively leveraging internal staff development and multi-role functionality to maintain operational continuity. The slight reduction in staff numbers reflects the reality of limited fiscal and approval flexibility, rather than any decline in operational effectiveness or strategic intent.

Table 1: Staffing at the beginning of the 2024/2025 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
Attorney-at-Law	1
Human Resource/ Administrative Officer	1
Training Officer	1
Public Relations Officer	1
Executive Assistant	1
Administrative Assistant	1
Accounts Clerk	1
Office Attendant	1
Chauffeur	1
Driver/Office Assistant	1
Handyman	1
TOTAL	19

Table 2: Vacancies at the beginning of the reporting period 2024/2025

Head of Operations	1
Accountant	1
TOTAL	2

Table 3: Appointments within the reporting period 2024/2025

Information Technology Specialist	1
Driver/Office Assistant	1
TOTAL	2

Table 4: Staff at the end of the reporting period 2024/2025

Chief Executive Officer	1
Head of Operations	0
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	0
Office Attendant	1
Chauffeur	1
Driver/Office Assistant	1
Handyman	1
Public Relations Officer	1
Attorney-at-Law	1
TOTAL	17

Table 5: Resignations during the 2024/2025 reporting period

Head of Operations	1
Information Technology Specialist	1
Driver/Office Assistant	1
Accounts Clerk	1
TOTAL	4

Table 6: Renewed Contracts for the 2024/2025 reporting period

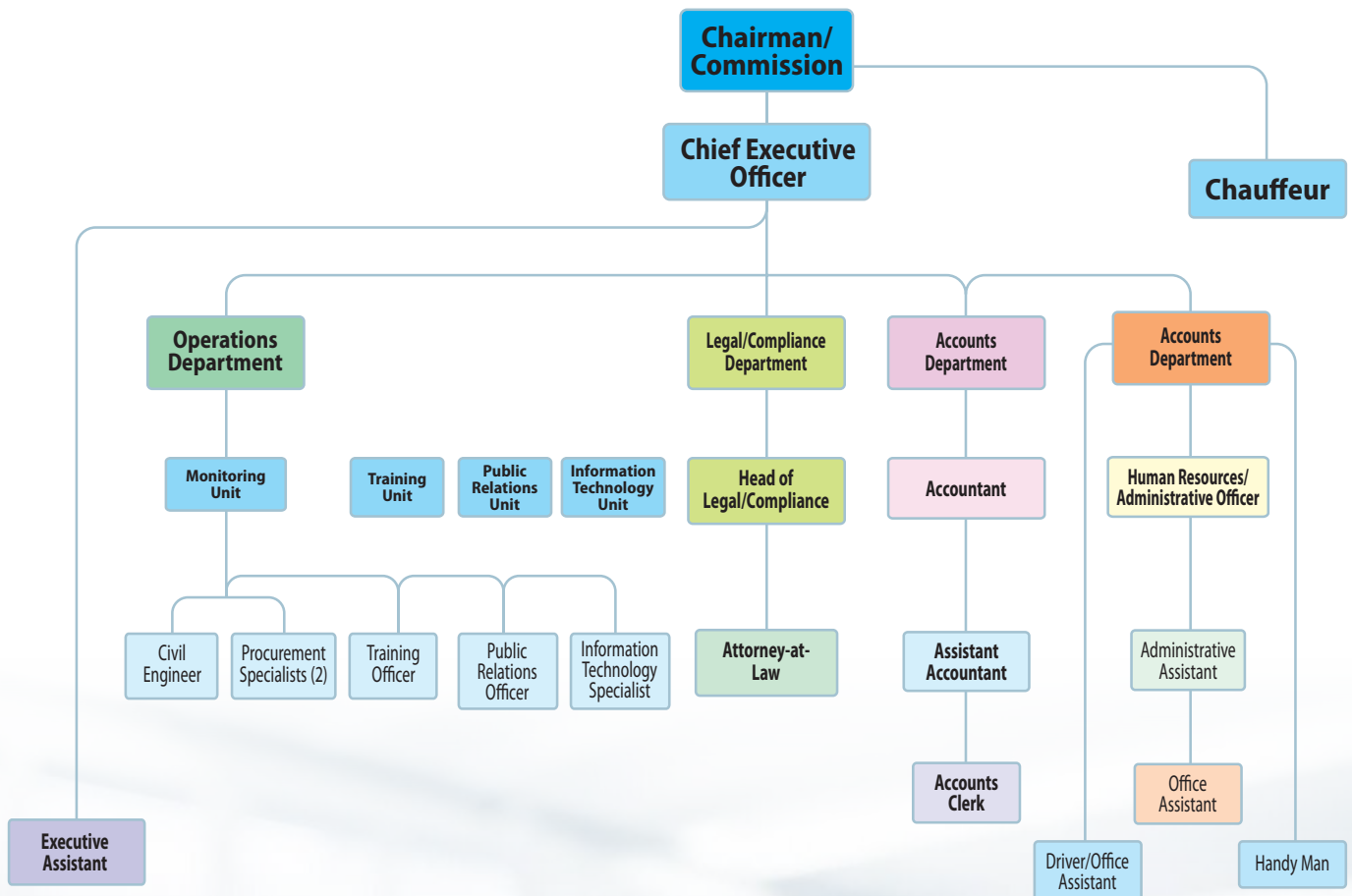
Administrative Assistant	1
Office Attendant	1
Chauffeur	1
TOTAL	3

Table 7: Acting Appointments during the 2024/2-2025 reporting period

Assistant Accountant acted as Accountant	from 30/04/2023 & continuing
Head of Operations Department acted as CEO	from 25/2/2025 to 27/2/2025
Administrative Assistant acted as Human Resources/ Administrative Officer	from 7/10/2024 to 25/10/2024

Diagram 1: Organisational Structure of the Public Procurement Commission

ORGANISATIONAL STRUCTURE



GOVERNANCE AND ADMINISTRATION

a. Meetings of the Commission

During the 2024/2025 reporting period, the Commission continued to exercise oversight and control over the Secretariat principally through its scheduled statutory meetings. Meetings were held weekly on Thursdays, in accordance with the revised schedule unanimously adopted in May 2024.

All meetings were chaired by the Chairman, Ms. Pauline Chase, in accordance with Article 212Y of the Constitution of The Co-operative Republic of Guyana.

A total of twenty-four (24) statutory meetings were convened as at March 31, 2025, for the reporting year. The attendance record of each Commissioner is set out below:

- Ms. Pauline Chase – Chairman – 24/24
- Mr. Rajnarine Singh – Commissioner – 24/24
- Mr. Joel Bhagwandin – Commissioner – 24/24
- Ms. Dianna Rajcumar – Commissioner – 23/24
- Mr. Berkley Wickham – Deputy Chairman – 22/24

As at March 31, 2025, a total of one hundred and eight (108) meetings of the Commission were held since its full constitution on July 8, 2022.

The Commissioners discharged their constitutional responsibilities through these meetings, which served as the principal forum for directing the affairs of the Commission and supervising the execution of its strategic and operational objectives.

Each meeting addressed key agenda items, including the receipt and deliberation of complaints, issuance of legal and procedural directives to the Secretariat, review of departmental performance against the Strategic Work Plan, consideration of stakeholder correspondence, and general decision-making pertaining to procurement oversight and reform initiatives.

The sustained and robust engagement of all Commissioners underscores the Commission's commitment to effective governance and the continuous advancement of Guyana's public procurement framework in accordance with constitutional and legislative mandates.

b. Meetings with Stakeholders and Other Bodies

Meeting between the Public Procurement Commission and the Small Business Bureau

On September 18, 2024, the PPC met with the Small Business Bureau (SBB) to explore enhanced modalities for the implementation and oversight of the Small Business Procurement Programme (SBPP) which is provided for by Section 11 of the Small Business Act 2004⁷.

The meeting, held at the PPC's Boardroom, was attended by Deputy Chairman Mr. Berkley Wickham, Chief Executive Officer Mr. Michael Singh; Head of the Legal Department Ms. Bibi Shabena Ali and then Head of Operations Mr. Dwight Dodson. Representing the SBB were Chief Executive Officer Mr. Mohamed Ibrahim; Procurement Officer, Tashena Bess and Training Officer, Russell Underwood. The meeting was chaired by Mr. Berkley Wickham, Deputy Chairman of the Commission.

Key matters discussed:

The deliberations centered on modernising the programme's operational framework, improving legislative alignment, and expanding technological facilitation to ensure seamless access for small businesses to public procurement opportunities. In particular, discussions were anchored in the legal mandates articulated under the Small Business Act 2004, the Small Business (Amendment) Act 2021 and the Procurement Act, Cap 73:05 (as amended).

⁷ Section 11 of the Small Business Act 2004 mandates that the Government shall use its best endeavours to ensure that at least 20% of the procurement of goods and services required annually by the Government is obtained from small businesses through a Small Business Procurement Programme prepared by the Small Business Council which exercises supervision of the Small Business Bureau.

A key focal point was a demonstration of SBB's cloud-based procurement portal, which functions as the central platform through which registered small and micro-enterprises may access and respond to government procurement opportunities giving effect to Section 11 of the Small Business Act 2004. At the time of the meeting, it was reported to the Commission that over six thousand (6,000) businesses were registered on this platform.

The following functionalities of the portal were reviewed:

- **Registration:** Businesses are required to register with the SBB and be formally approved as eligible participants.
- **Bid Library Access:** Registered businesses gain access to a central repository of open procurement opportunities from government ministries and departments.
- **Opportunity Visibility:** The portal categorises procurements according to goods, services, and works, facilitating ease of navigation and targeted participation.
- **Bid Creation and Submission:** Businesses are able to prepare and submit bids directly through the platform.
- **Information Transparency:** Procurement details and requirements are readily available to all registered users.
- **Notifications:** Registered businesses receive automated email notifications of newly published procurement opportunities for which they may be eligible.

Outcomes of the Meeting:

The PPC acknowledged the pivotal role this digital infrastructure plays in democratising access to government contracts and commended the SBB on their efforts to operationalize the SBPP.

This engagement represents a significant step toward the realisation of Guyana's broader national development goals, particularly in relation to inclusive economic growth and the empowerment of small businesses. It further affirms the Commission's constitutional mandate to promote equity, transparency, and efficiency in the public procurement process by supporting the inclusion of marginalised economic actors in government contracting.

Meeting between the Public Procurement Commission and the National Procurement and Tender Administration Board

Following on ongoing engagements, on March 26, 2025, the PPC convened a strategic meeting with the National Procurement and Tender Administration Board (NPTAB) at the Commission's Boardroom, New Garden Street, Queenstown, Georgetown. This meeting was a continuation of ongoing collaborative efforts aimed at enhancing Guyana's procurement system through institutional synergy and reform.

The meeting was chaired by Ms. Pauline Chase, Chairman of the PPC, and attended by Commissioner Mr. Rajnarine Singh in person, and Commissioner Mr. Joel Bhagwandin virtually. Also in attendance was the Commission's Chief Executive Officer, Mr. Michael Singh. NPTAB's delegation comprised Chairman Dr. Tarachand Balgobin, Board Members Mr. Bernard Lord and Mr. Desmond Mohammed, Senior Procurement Officer Ms. Amrita Latchman, and Chief Executive Officer Mr. Arvind Parag. The Finance Secretary, Mr. Sukrishnalall Pasha, also participated virtually, underscoring the significance of the occasion.

The meeting formed part of the Commission's constitutional and statutory mandate to evaluate the effectiveness of procurement procedures and recommend necessary improvements, as provided for under Article 212CC(1) of the Constitution and Section 17(2)(d) of the Procurement Act, Cap. 73:05.

Key matters discussed included:

- Finalisation and implementation of Standard Bidding Documents (SBDs);
- Development of a Standard Evaluation Report format;
- Institutional training of evaluators;
- Progress updates on the national e-procurement framework;
- Review and modernisation of the 2004 Procurement Documents;
- Operational efficiencies and constraints at the level of NPTAB.

These discussions were a continuation of prior engagements between the Commission and NPTAB and were situated within a broader policy initiative to ensure enhanced regulatory compliance, consistency in application of procurement rules, and increased efficiency in public service delivery. The bodies previously met on May 11, 2023, and February 8, 2024.

Outcomes of the Meeting:

Several positive outcomes were recorded as a result of this engagement:

- **Standardisation Initiatives:** The Commission and NPTAB reached consensus on the timelines for review of the Standard Bidding Documents (SBB) and exploration of the creation of Standard Evaluation Reports. These instruments are intended to ensure procedural uniformity and improve the quality of procurement documentation.
- **Evaluator Training:** NPTAB committed to collaborating with the Commission on the structured training of evaluators across all procuring entities. The PPC, through its Training Unit, will provide support to ensure that such training aligns with both statutory requirements and international procurement standards. The training was set tentatively for June, 2025 subject to revision of the approved list of Evaluators.
- **E-Procurement Advancements:** NPTAB provided a progress report on the development of the e-procurement platform, including its collaboration with the Inter-American Development Bank (IDB) on the technical specifications for a new Management Information System (MIS). The PPC encouraged timely implementation to enhance transparency, auditability, and accessibility in the procurement process.
- **Review of 2004 Procurement Documents:** The parties agreed to look at a review of procurement documentation originating in 2004. The Commission undertook to provide legal and procedural guidance toward updating these documents in line with contemporary procurement standards.
- **Institutional Strengthening:** NPTAB highlighted human resource constraints and certain infrastructural operational challenges in meeting its growing workload. The Commission undertook to consider appropriate recommendations for institutional strengthening support and to provide strategic assistance in areas intersecting with its own constitutional functions.

This meeting reaffirmed the importance of inter-agency collaboration in fortifying Guyana's procurement system and ensuring compliance with both constitutional and legislative frameworks.

The Commission remains committed to fostering dialogue, building institutional capacity, and strengthening procurement governance across all tiers of the public sector.

THE SECRETARIAT'S WORK PROGRAMME

In accordance with Article 212Z of the Constitution of the Co-operative Republic of Guyana, the Secretariat serves as the administrative and operational arm of the Commission. Under the direction and control of the Commission, the Secretariat has executed its responsibilities with professionalism, consistency, and institutional integrity throughout the period under review.

Although this report represents an interim submission, given that the tenure of the current Commission concludes on 7 July 2025, the Secretariat remained fully functional and committed to fulfilling the objectives set out in the Commission's three-year Strategic Work Plan formulated and adopted in 2022. During the first three quarters of the 2024/2025 reporting year, the Secretariat sustained its trajectory of measurable success, executing targeted initiatives and supporting the constitutional mandate of the Commission with both efficiency and diligence.

a. Programme Performance Statements

The Commission's operations during this period were guided by the performance-based framework established in prior years, under which each Department of the Secretariat and Units thereunder reported monthly on outputs, activities, and key deliverables. These reports were submitted to and reviewed by the Commission during its weekly Meetings, which ensured close oversight and strategic alignment with national procurement goals.

Performance indicators, benchmarks, and comparative analyses were applied to evaluate results achieved against the 2023/2024 baseline. These indicators confirmed that the Secretariat sustained institutional performance and made notable strides in several key areas despite operating within a condensed reporting timeframe.

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

Table 8: 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		
	2022/ 2023	2023/ 2024	Corresponding Year 2023/2024 (12/9 Calculation)	2024/ 2025	2022/ 2023	2023/ 2024	Corresponding Year 023/2024 (12/9 Calculation)	2024/ 2025
Number of procuring entities trained	100	100	75	75	91	63	47	89
Number of suppliers, contractors and consultants trained	200	300	225	225	300	112	84	50

As at 31 March 2025, the Commission recorded measurable progress under Objective A, despite the 2024/2025 reporting period representing only nine months of the fiscal year. To ensure a proper comparative analysis against the previous full-year period (2023/2024), a corresponding twelve-to-nine-month conversion was applied to the 2023/2024 figures. This method provides a more proportionate benchmark, reflecting average performance and mitigating any distortions arising from unequal reporting durations.

With respect to the number of procuring entities trained, the Commission achieved a total of 89 entities as at the end of March 2025. This figure not only exceeds the proportional target of 75 for the interim period but also significantly outperforms the corresponding adjusted 2023/2024 figure of 47. This outcome signals a marked increase in outreach and demonstrates improved efficiency in the Commission's training mechanisms during the reporting period.

Similarly, in the category of suppliers, contractors and consultants trained, a total of 50 participants were recorded. While this falls below the absolute annual target of 225, it is important to note that when measured against the proportional benchmark of 84 (derived from the 12/9 adjusted 2023/2024 figure of 112), the shortfall is more contextually understood. The variance, though present, must be considered in light of evolving scheduling constraints, resource mobilisation challenges, and the phased rollout of sector-specific engagements.

In summary, while the interim figures for 2024/2025 cannot be directly juxtaposed with those of full-year periods, the inclusion of a corresponding year calculation ensures a more accurate performance assessment. On that basis, the Commission has surpassed proportional targets for training procuring entities and is actively intensifying efforts to meet projected outputs for the remaining categories. The results thus far underscore the Commission's continued commitment to its constitutional mandate and strategic objectives in public procurement education and capacity building.

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

Table 9: 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	Corresponding Year 2023/2024 (12/9 Calculation)	2024/ 2025	2022/ 2023	2023/ 2024	Corresponding Year 2023/2024 (12/9 Calculation)	2024/ 2025
Review of capital procurement plans	82	108	81	108	75	81	61	73
Review of current procurement plans	82	108	81	108	48	52	39	36

During the 2024/2025 reporting period, which constitutes an interim review ending 31 March 2025, the Commission recorded a total of 73 capital procurement plan reviews and 36 current procurement plan reviews. These activities were undertaken against annual targets of 108 for each category.

In assessing these results, it is essential to account for the abbreviated duration of the reporting period. Accordingly, the 2023/2024 figures were recalibrated to a twelve-to-nine-month basis, yielding proportional benchmarks of 81 for capital plans and 81 for current plans under the "Corresponding Year 2023/2024 (12/9 Calculation)" column. When compared against these adjusted targets, the 2024/2025 outcomes (73 and 36 respectively) reflect a proportionate level of progress, particularly within the capital procurement category.

With respect to actual reviews conducted, the capital procurement plan reviews for 2024/2025 are only marginally below the recalibrated figure of 81, suggesting strong operational continuity. However, current procurement plan reviews, at 36, show a comparative shortfall against the corresponding benchmark of 52. This data is dependent on the rate of submission of plans by procuring entities.

The Commission reaffirms that all plans received were reviewed in strict compliance with the Procurement Act, Cap. 73:05 and relevant legal frameworks. The efficacy of the review process is, as aforementioned, inherently dependent on the timely submission of procurement plans by procuring entities, an obligation that remains statutory.

Moving forward, the Commission will continue to engage in targeted outreach and awareness activities to reinforce compliance among procuring entities with respect to timely plan submission. These efforts are expected to facilitate improved coverage and performance in the final quarter of the Commission's term.

While the figures presented for 2024/2025 reflect the limitations of an interim period, they remain substantially aligned with proportional expectations. The Commission remains resolute in its mandate to strengthen procurement oversight and to ensure continued improvement in compliance across public sector entities.

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

Table 10: 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.							
Indicators	Target					Actual		
	2022/ 2023	2023/ 2024	Corresponding Year 023/2024 (12/9 Calculation)	2024/ 2025	2022/ 2023	2023/ 2024	Corresponding Year 023/2024 (12/9 Calculation)	2024/ 2025
Educational Awareness								
Radio	Unlimited	Unlimited	Unlimited	Unlimited	25,000	40,000	30,000	253,000
News Paper	Unlimited	Unlimited	Unlimited	Unlimited	38,000	60,000	45,000	300,000
Press Releases	Unlimited	Unlimited	Unlimited	Unlimited	4,000	15,000	11,250	39,340
Television Ads	Unlimited	Unlimited	Unlimited	Unlimited	17,500	50,000	37,500	500,000
Brochures	Unlimited	Unlimited	Unlimited	Unlimited	891	3567	2,675	1,385
Social Media Awareness								
Facebook	Unlimited	Unlimited	Unlimited	Unlimited	4000	50,011	37,508	286,435
Instagram	Unlimited	Unlimited	Unlimited	Unlimited	24	307	230	21,231
LinkedIn	Unlimited	Unlimited	Unlimited	Unlimited	40	7,744	5,808	9,968

During the 2024/2025 reporting period, the Commission pursued an intensified public relations campaign under Objective C, aimed at promoting greater awareness of its constitutional role and statutory functions. Despite the reporting period reflecting only nine months of activity up to March 31, 2025, performance output significantly exceeded those recorded across previous full-year cycles.

To ensure an equitable and methodologically sound comparison, the data for the 2023/2024 period were recalibrated on a twelve-to-nine-month ratio, yielding “Corresponding Year” figures that provide an accurate benchmark against which the 2024/2025 interim achievements may be assessed.

Under educational awareness initiatives, the Commission achieved an extraordinary leap in audience reach:

- Radio campaigns reached 253,000 individuals; an almost eightfold increase compared to the recalibrated 2023/2024 figure of 30,000.
- Television advertisements surged to 500,000 views, significantly outperforming the proportional benchmark of 37,500.
- Newspaper outreach rose to 300,000, as against the corresponding 45,000 benchmark.
- Press release impressions increased to 39,340, nearly quadrupling the 2023/2024 adjusted reference point of 11,250.

These substantial increases indicate a strategically successful pivot towards high-volume and broad-spectrum communication channels, evidencing the Commission’s enhanced visibility and deepening public engagement across traditional media in keeping with the Commission’s constitutional mandate to promote awareness of the rules and procedures of the public procurement system.⁸

Conversely, brochure dissemination declined to 1,385 from a prior adjusted benchmark of 2,675. However, this reduction is not indicative of underperformance. Rather, it reflects a deliberate policy shift away from static print media in favour of agile and interactive digital platforms.

Indeed, this transition is validated by the explosive growth in social media engagement:

- Facebook interactions rose to 286,435 – a remarkable increase from 37,508 (2023/2024 corresponding figure).
- Instagram engagement totaled 21,231, compared to 230 previously.
- LinkedIn activity also increased, reaching 9,968 – exceeding the recalibrated 5,808 benchmark.

These results confirm the efficacy of the Commission’s digital-first communications strategy. More importantly, they demonstrate that the 2024/2025 achievements, though recorded over only three quarters of the fiscal year, have already surpassed all full-year figures from prior periods. This indicates robust campaign design, superior content delivery, and growing public trust in the Commission’s voice.

⁸ Article 212AA(1)(b) of the Constitution

The Commission remains acutely aware that not all stakeholders have equal access to digital platforms. Accordingly, it is committed to a hybrid communications approach, combining digital penetration with inclusive strategies that ensure accessibility for all segments of the population, especially those in underserved or remote regions.

As the final quarter of the Commission's constitutional term approaches, it remains resolute in amplifying its outreach efforts and deepening public understanding of procurement processes through targeted, measurable, and sustainable public engagement.

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

Table 11: 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		
Number of staff hired	2022/2023	2023/2024	2024/2025	2022/2023	2023/2024	2024/2025

During the 2024/2025 reporting period, covering up to 31 March 2025, no new staff were hired. This result should be viewed in light of the fact that this is an interim report, representing only nine months of the year. Although the Commission had set a modest target of two (2) new hires, the recruitment process began after the reporting cut-off and is still ongoing.

Compared to previous years, this slower pace of recruitment is consistent with the Commission's strategy of building a strong internal structure early in its term. In 2022/2023, seventeen (17) staff were hired, and in 2023/2024, a further three (3) were added. These appointments have significantly improved the Commission's administrative and operational capacity, reducing the need for further immediate hires.

Despite no new staff being added in this period, the Secretariat has remained effective and productive. The Commission recognises and commends the continued efforts of its current staff, whose dedication has ensured smooth operations and service delivery.

Looking ahead and given the time required to complete public recruitment procedures, it is expected that appointments are expected to fall outside of a full twelve-month reporting window in 2024/2025. However, the Commission remains committed to strengthening the Secretariat through well-planned and timely recruitment, guided by its ongoing assessment of staffing needs.

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

Table 12: 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	2024/2025	2022/2023	2023/2024	2024/2025
Procurement of firewall device	1	0	0	1	0	0
Acquisition of Microsoft 365 Business licenses	15	14	14	15	14	14
Procurement of time and attendance system	1	0	0	1	0	0

As at March 31, 2025, the Commission continued to maintain a secure and efficient digital infrastructure in support of its operations. The ongoing implementation and maintenance of core information technology systems, including Microsoft 365 Business licences, firewall protection, and a digital time attendance system, remains central to this strategic objective.

During the reporting period, the Commission sustained its suite of 14 Microsoft 365 Business licences, consistent with the figure recorded in 2023/2024, and slightly below the 2022/2023 target of 15. This continued investment ensures staff access to reliable, cloud-based productivity tools, thereby enabling secure and collaborative work environments across all departments of the Secretariat.

While no new acquisitions of the firewall device or time attendance system occurred during this reporting cycle, both were successfully procured in 2022/2023 and continue to function effectively. The absence of these items from the 2023/2024 and 2024/2025 procurement plans reflects the sufficiency and durability of those earlier investments, rather than any lapse in technological oversight.

It is also important to note that, unlike staffing or procurement activities that may vary in timing or scale, ICT systems, by their very nature, are expected to remain stable throughout the entire twelve-month financial year. The figures presented for the interim period are therefore representative of what is anticipated to remain unchanged through to the end of the fiscal year.

The Commission continues to adopt a sustainable and cost-conscious approach to IT resource management, ensuring that its digital infrastructure remains robust, secure, and fit for purpose. Monitoring of these systems is ongoing, and the Commission remains prepared to undertake further upgrades in response to emerging operational or cybersecurity needs.

Conclusion

The 2024/2025 reporting period, though limited to three quarters of the fiscal year, has demonstrated the Secretariat's steadfast dedication to the execution of its constitutional responsibilities and the strategic goals articulated in the Commission's Three-Year Work Plan. In every programme area, capacity building, compliance oversight, public engagement, institutional strengthening, and ICT modernisation, the Secretariat has delivered tangible results that affirm its operational vitality and strategic relevance.

Notwithstanding the interim nature of this report, the Commission's work programme continues to exhibit institutional coherence, outcome-driven implementation, and responsiveness to the evolving demands of Guyana's public procurement landscape. Comparative performance analyses, using adjusted twelve-to-nine-month metrics, further validate that progress achieved to date aligns proportionately with or, in several instances, exceeds prior full-year benchmarks. This includes exceptional performance in areas such as training outreach and public education, where accelerated momentum has resulted in expanded reach and demonstrable public impact.

While certain variances have been noted, particularly in staffing and the number of current procurement plan reviews, these are reflective of contextual limitations such as external dependencies, procedural lead times, and deliberate shifts in operational focus. The Commission remains attentive to these challenges and has taken steps to address them through structured planning and adaptive implementation measures.

Crucially, the Secretariat has maintained institutional continuity, technological resilience, and administrative effectiveness throughout the reporting cycle. Information technology systems have remained stable and fully functional; staff have performed with dedication and professionalism; and all programmes have continued to operate in accordance with established performance indicators and statutory guidelines.

As the Commission approaches the final quarter of its constitutional term, it does so with a record of meaningful achievement and a clear mandate to consolidate remaining deliverables. The Secretariat is therefore poised to sustain and, where possible, accelerate implementation during the remainder of the fiscal year, ensuring that all outstanding targets are addressed with rigour, transparency, and purpose in service of national procurement governance and developmental objectives.

DEPARTMENTAL REPORTS

I. OPERATIONS DEPARTMENT

During the interim reporting period of 2024/2025, the Operations Department of the Commission remained resolute in its execution of the Commission's constitutional mandate and Strategic Work Programme. Building upon the achievements of the preceding reporting year, the Department adopted a performance-driven approach aimed at refining institutional oversight, strengthening regulatory compliance, and reinforcing public procurement integrity throughout the Cooperative Republic of Guyana.

In the face of increasing demands placed upon the Commission's investigatory and monitoring functions, the Department managed to direct some of its focus towards refining its methodologies. Targeted efforts were also made to expand the national training agenda and deepen public engagement through coordinated education and outreach activities across all ten Administrative Regions.

The work of the Operations Department was systematically organised through its subordinate Units, each performing a defined and interrelated function in furtherance of the Commission's overarching objectives. These Units include:

- **Training Unit** - responsible for national awareness and institutional capacity-building;
- **Monitoring Unit** - charged with ensuring compliance with procurement laws and regulations;
- **Investigations Unit** - tasked with addressing complaints and allegations of procurement irregularities;
- **Public Relations Unit** - supporting stakeholder engagement and strategic communication;
- **Information Technology Unit** - facilitating digital infrastructure, data security, and accessibility.

These Units functioned in concert to provide the Commission with a responsive, decentralised, and well-coordinated mechanism for executing its regulatory responsibilities.

The following subsections provide a detailed review of the performance and contributions of each Unit within the Operations Department, highlighting their respective outputs, challenges encountered, and strategic direction for the remainder of the Commission's tenure.

i. Training Unit

Overview

In accordance with Article 212AA(1)(b) of the Constitution, the Commission is mandated to *"promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies."*

This mandate is further buttressed by Section 17(2) of the Procurement Act, Cap. 73:05, which imposes upon the Commission the responsibility of organizing training seminars pertaining to public procurement.

During reporting year of the Commission, the Training Unit, an integral component of the Operations Department, distinguished itself by delivering an extensive and strategically executed programme of public engagement and capacity-building initiatives. The period under review - July 8, 2024, to March 31, 2025 - saw the culmination of a three-year strategic effort to enhance procurement literacy, foster institutional compliance, and consolidate sustainable procurement practices throughout Guyana.

Key Achievements

Strategic Execution and Institutional Collaboration

This reporting period, the Commission enhanced its implementation of a multifaceted training agenda that included seminars, workshops, conferences, and regionally coordinated Open Day activities. These were designed not only to educate but to inspire greater adherence to the principles of transparency, efficiency, and fairness in public procurement.

A distinguishing feature of this reporting period was the Commission's robust collaboration with key governmental and quasi-governmental bodies, including the Ministry of Public Service, the Small Business Bureau, and various Regional Democratic Councils. Such alliances enabled the dissemination of procurement best practices to a broader cross-section of stakeholders, including public procuring entities, micro and small enterprises, and rural contractors.

The training agenda further incorporated practical instructional materials and policy templates on matters including procurement planning, bid evaluation, ethical compliance, and regulatory interpretation—tools which were shared during face-to-face sessions and regionally hosted forums. These measures directly addressed the Commission's strategic objectives as outlined in its Work Programme and were vital to the realisation of its constitutional and statutory imperatives.

Achievements and National Reach

The 2024/2025 reporting period marked a resounding success for the Public Procurement Commission's Training Unit, both in scale and scope. This period represented the final year (albeit an interim period of nine (9) months) of tenure for the current Commission and demonstrated a strategic intensification of its mandate to promote procurement awareness and capacity across the Cooperative Republic of Guyana. At the end of the reporting period, a net increase was already recorded with ongoing training initiatives planned for the remainder year of operation.

Table 14: Comparative Data Analysis: 2023/2024 vs 2024/2025

Metric	2022/ 2023	2023/ 2024	Corresponding 2023/2024 year (9/12)	2024/ 2025	Net Change for 3 years period	Corresponding 2023/2024 year (9/12)	Percentage Change for 3 years period	Percentage Change for Corresponding 2023/2024 year (9/12)
Total Persons Trained (All Categories)	1015	1,132	849	1,385	+370	+536	+36.45%	+53%
Public Procuring Entities Trained	91	63	47	89	-2	+42	-2.2%	46%
Personnel from Procuring Entities Trained	283	634	476	733	+450	+257	+159%	+67%
Training Sessions Conducted for Procuring Entities	3	19	14	27	+24	+13	+800%	+433%
Consultants, Suppliers, and Contractors Trained	386	112	84	50	-336	-34	-87%	-8.9%
Public Open Day Participants	346	556	417	537	+191	+120	+55%	+35%
Number of Regions Covered in Training Activities	3	10	8	10	+7	+2	+233%	+67%

Analysis of Data and Observations

The 2024/2025 interim period has demonstrated that the Commission is on track to meet or exceed nearly all of its training objectives by the end of its tenure. Measured not only in volume but in reach and strategic depth, the outcomes recorded underscore the constitutional value of the Commission's work in promoting transparency, compliance, and institutional competence in public procurement. The use of proportional year-to-date comparisons validates the strength of these achievements and affirms the Commission's enduring commitment to public sector transformation through education and engagement. During this interim period, a total of 1,385 persons were trained across all categories, representing a substantial 53% increase over the adjusted 2023/2024 figure of 849 and a 36.45% increase from the 2022/2023 baseline of 1,015. This increase demonstrates a significant expansion in outreach and confirms the Commission's strategic emphasis on broad-based procurement education. The number of public procuring entities trained similarly rebounded to 89, from 63 in 2023/2024 and 47 on a proportional basis. While slightly below the 2022/2023 figure of 91, the 2024/2025 result indicates a robust recovery from the previous year's decline and a renewed commitment to institutional coverage.

Training of personnel from procuring entities continued on a positive trajectory, rising to 733 in 2024/2025 from 476 in the corresponding 2023/2024 period, a 67% increase. When measured against the 2022/2023 figure of 283, this reflects a remarkable 159% improvement, evidencing a significant expansion in institutional capacity-building. Likewise, the number of training sessions conducted increased from 19 in the prior year to 27 in the current reporting period, equating to a 433% increase over the proportional benchmark of 14 and an 800% increase when compared to the three sessions conducted in 2022/2023. This sharp rise underscores the Commission's strengthened operational delivery and the diversification of its training formats.

Conversely, the number of consultants, suppliers, and contractors trained declined to 50 in 2024/2025, compared to 84 under the corresponding benchmark and 112 in the full prior year. This 8.9% decline, while noted, is not indicative of diminished performance, but rather of a strategic redirection. The Commission has prioritised more tailored, sector-specific training sessions in collaboration with partner agencies such as the Small Business Bureau and anticipates an increase in this metric during the final quarter of the fiscal year.

Participation in Public Open Day events was recorded at 537, down slightly from the full-year total of 556 in 2023/2024, but above the corresponding figure of 417. This 35% increase over the adjusted benchmark highlights continued public interest and validates the Commission's emphasis on community-facing engagements. Attendance fluctuations were largely influenced by scheduling logistics and not by a decline in stakeholder interest or demand. Finally, the Commission sustained full national reach, conducting training activities in all ten Administrative Regions, consistent with the achievement in 2023/2024 and significantly above the three regions covered in 2022/2023. This confirms the Commission's unwavering commitment to equitable and decentralised access to procurement training and awareness-building initiatives.

The 2024/2025 interim results, when measured against a proportionally adjusted benchmark, reveal strong performance across nearly all key indicators. The Commission has already surpassed many of its previous achievements within a shortened reporting period, thereby validating the impact and effectiveness of its training strategy. These outcomes serve as a testament to the Commission's continued dedication to transparency, institutional strengthening, and equitable access to procurement knowledge throughout the Cooperative Republic of Guyana.

It is observed that the Commission achieved or exceeded performance targets in five of the six key training metrics during this interim period. The marked gains in institutional engagement, personnel training, and geographic reach reflect not only quantitative success but also the strategic depth and quality of the Commission's interventions. These achievements further the constitutional objectives of transparency, equity, and efficiency in public procurement and solidify the Commission's role as a national leader in procurement education and compliance.

Data Quantification

Table 15: Participants who attended Training conducted for Procuring Entities – July 8, 2024 to March 31, 2025

Quarters	No. Participants Attended
Q1 (July, 2024 to September,2024)	149
Q2 (October, 2024 to December, 2024)	49
Q3 (January, 2025 to March, 2025)	42

Graph 1: Participants who attended Training conducted for Procuring Entities – July 8, 2024 to March 31, 2025

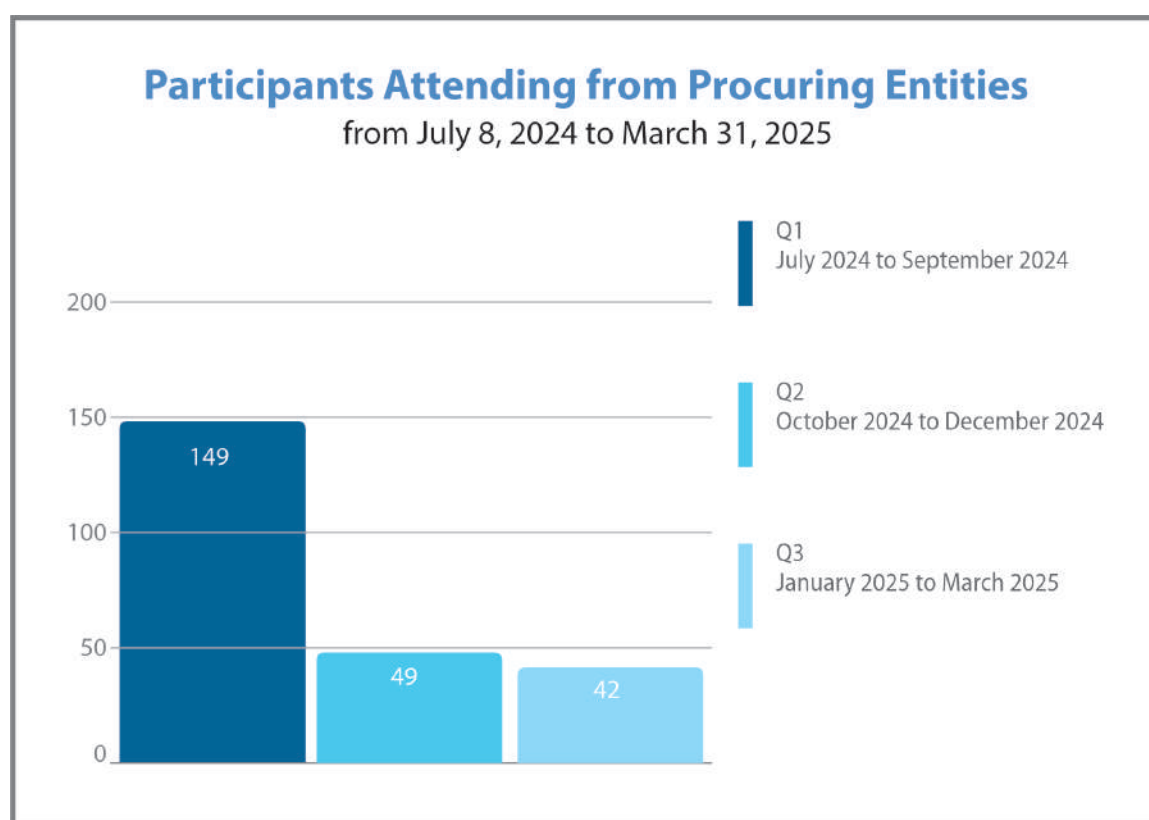
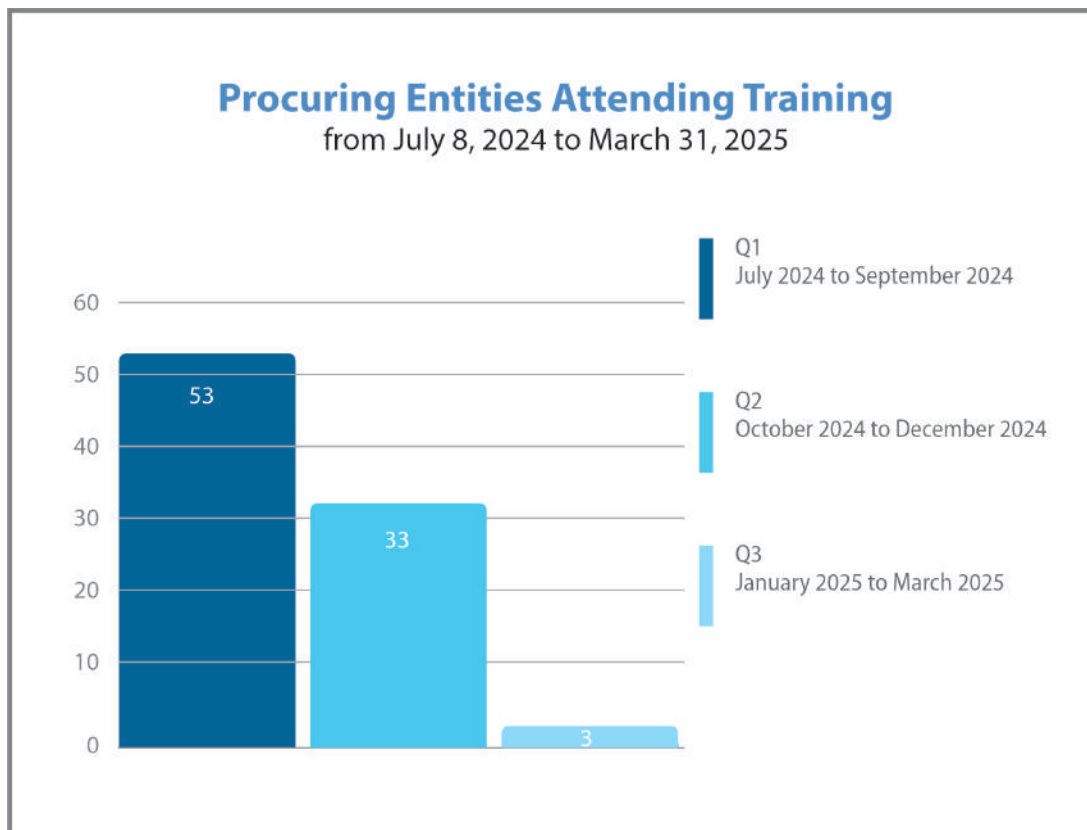


Table 16: Training conducted for Procuring Entities for the period July 8, 2024 to March 31, 2025

Quarters	No. Participants Attended
Q1 (July, 2024 to September,2024)	53
Q2 (October, 2024 to December, 2024)	33
Q3 (January, 2025 to March, 2025)	3

Graph 2: Training conducted for Procuring Entities for the period July 8, 2024 to March 31, 2025**Table 17: Participants attending Open Day Activities for the period July 8, 2024 to March 31, 2025.**

Quarters	No. Participants Attended
Q1 (July, 2024 to September,2024)	0
Q2 (October, 2024 to December, 2024)	517
Q3 (January, 2025 to March, 2025)	0

Graph 3: Participants attending Open Day Activities for the period July 8, 2024 to March 31, 2025.

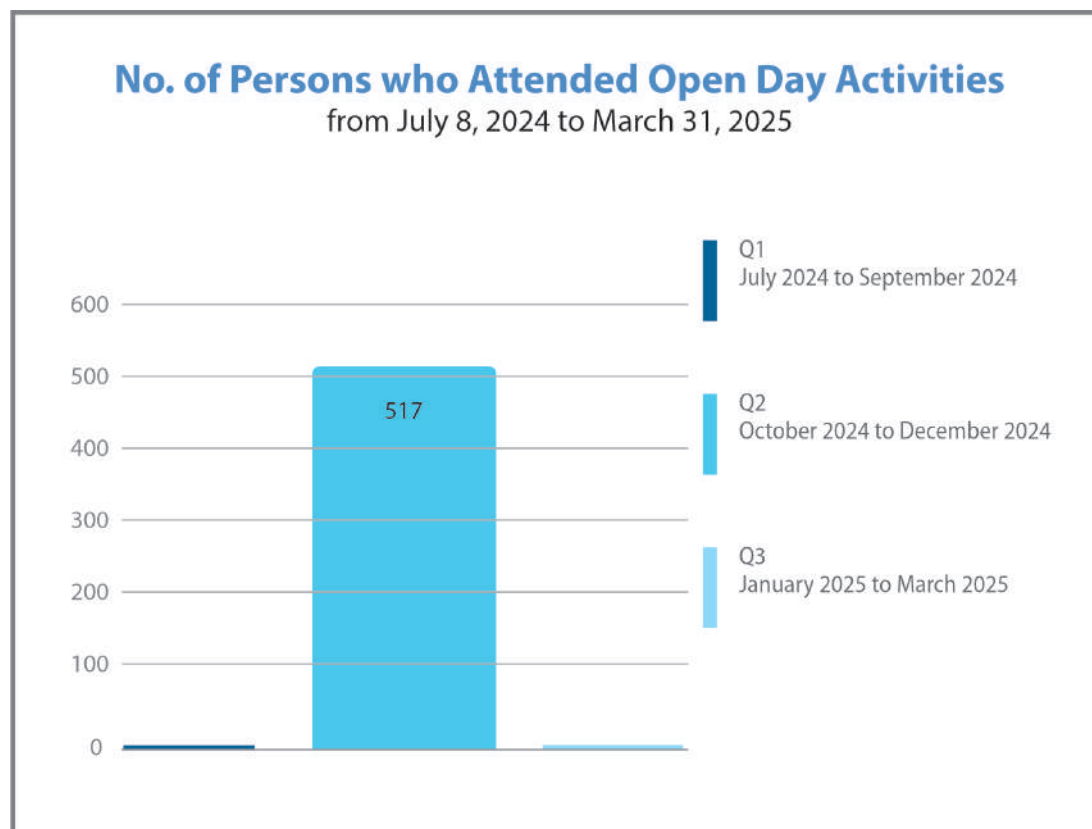
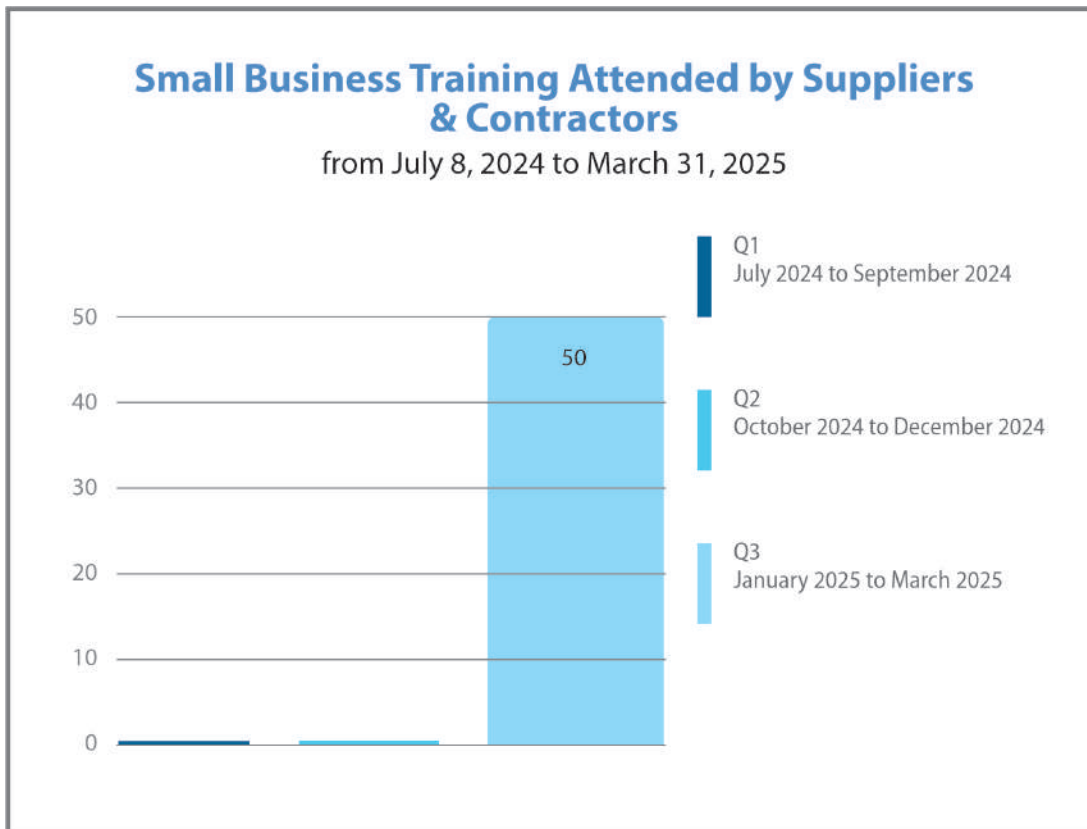


Table 18: Small Business Collaborative Training attended Suppliers and Contractors for the period July 8, 2024 to March 31, 2025

Quarters	No. Participants Attended
Q1 (July, 2024 to September,2024)	0
Q2 (October, 2024 to December, 2024)	0
Q3 (January, 2025 to March, 2025)	50

Graph 4: Small Business Collaborative Training attended Suppliers and Contractors for the period July 8, 2024 to March 31, 2025



Breakdown of Training Seminars, Conferences and Workshops

July 12, 2024, Public Procurement Training at the Ministry of Human Services and Social Security (MoHSSS)

In a continued demonstration of its commitment to fostering excellence and compliance in public procurement, the Commission, in strategic collaboration with the Ministry of Human Services and Social Security (MoHSSS), convened a targeted capacity-building initiative. This engagement involved staff members from various departments of the Ministry, who participated in a comprehensive one-day training session focused on procurement procedures, the relevant legislative framework, and internationally recognised best practices.

The training was conducted on July 12, 2024, at the Ministry's dedicated training facility located within the Palms Compound, Brickdam, Georgetown. A total of twenty-three (23) personnel from the procuring entity benefitted directly from this exercise, significantly enhancing their procurement acumen and reinforcing the Ministry's adherence to standards of good governance and accountability in public procurement.

This initiative forms part of the Commission's broader mandate to elevate procurement standards across the public sector and to ensure that procuring entities are well-equipped to discharge their responsibilities in accordance with the law and established best practices.

July 22, 2024, Public Procurement Training with Guyana Energy Agency (GEA) at the Public Procurement Commission Boardroom

The Commission, in collaboration with the Guyana Energy Agency (GEA), conducted a targeted one-day training session for members of the Agency's Procurement Department. This engagement formed part of the Commission's broader strategic initiative to elevate procurement standards across the public sector.

The training, convened on July 22, 2024, at the Boardroom of the Public Procurement Commission in Queenstown, Georgetown, focused on the legislative framework governing public procurement, procedural compliance, and adherence to internationally recognised best practices. Two (2) representatives from the GEA benefitted from this tailored session, thereby enhancing their operational competencies and fortifying the Agency's alignment with statutory and regulatory expectations. The exercise underscores the Commission's sustained commitment to the professionalisation and accountability of public procurement in Guyana.

August 3 to 5, 2024, Public Procurement Training at the at the Ministry of Public Service

The Commission, in strategic collaboration with the Ministry of Public Service (MoPS), facilitated an intensive three-day training programme designed to enhance the procurement proficiency of public servants across a range of ministries and state agencies.

The programme, which commenced on August 3, 2024, was hosted at the Ministry's dedicated training facility located at the intersection of Vlissengen Road and Durban Street, Georgetown.

The training encompassed the procedural framework, governing legislation, and international best practices that underpin sound public procurement. A total of twenty-two (22) participants, representing seventeen (17) procuring entities, benefitted from this initiative - thereby strengthening institutional capacity, promoting compliance with statutory obligations, and reinforcing the principles of transparency, accountability and value for money. See Table [insert number] below for a detailed breakdown of participating entities.

Table 19: Public Procurement Training at the at the Ministry of Public Service August 3 to 5, 2024

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Regional Democratic Council #5	2
2	Ministry of Agriculture	1
3	Ministry of Labour	2
4	The Supreme Court of Judicature	1
5	Carnegie School of Home Economics	1
6	Guyana Energy Agency	2
7	Ministry of Local Government and Regional Development	1
8	Office of the President	1
9	Ministry of Legal Affairs	1
10	Ministry of Culture, Youth & Sports	1
11	Ministry of Public Service	1
12	Mahaica Mahaicony Abary Agricultural Development Association	1
13	Linden Hospital Complex	1
14	Ministry of Tourism, Industry and Commerce	2
15	Ministry of Public Works	2
16	National Parks Commission	1
17	Ministry of Human Services and Social Security	1
	TOTAL	22

August 19 to 20, 2024 Public Procurement Training for Office of the Prime Minister (OPM) at Civil Defence Commission (CDC) Training room

The Commission facilitated a two-day training session for the Office of the Prime Minister (OPM), convened at the Civil Defence Commission's (CDC) Training Room. This initiative was specifically designed to enhance procurement competencies among public sector officials, thereby strengthening institutional integrity across government agencies.

The training offered comprehensive guidance on procurement procedures, with particular emphasis on adherence to the legal and regulatory framework, as well as internationally recognised best practices. A total of thirty-two (32) participants drawn from sixteen (16) procuring entities and other public bodies benefitted from this exercise, underscoring the Commission's pivotal role in fostering a culture of compliance, efficiency, and accountability within the public procurement ecosystem. See Table 14 below for further details.

Table 20: Public Procurement Training for Office of the Prime Minister (OPM) at Civil Defence Commission (CDC) Training room August 19 to 20, 2024

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Guyana Energy Agency	2
2	Office of the Prime Minister	2
3	National Data Management Authority	2
4	Lethem Power Company	2
5	Guyana Post Office Corporation	3
6	Mabaruma Power & Light Inc.	1
7	Kwakwani Utilities Inc.	1
8	Mahdia Power and Light Inc.	1
9	Port Kaituma Power & Light Inc.	1
10	Hinterland Electrification Co. Inc.	1
11	Linden Electricity Co. Inc.	2
12	Civil Defense Commission	6
13	National Communication Network	2
14	Guyana Power and Light	2
15	Guyana Defense Force	3
16	Guyana National Printers Limited	1
	TOTAL	32

August 21 to 23, 2024, Public Procurement Training at the at the Ministry of Public Service

The Commission, in strategic collaboration with the Ministry of Public Service (MoPS), facilitated a specialised training programme designed to deepen procurement expertise among public servants operating within various ministries and government agencies.

The programme, which commenced on August 21, 2024 and spanned a period of three days, was hosted at the Ministry's dedicated training facility located at the corner of Vlissengen Road and Durban Street, Georgetown. The sessions provided comprehensive instruction on public procurement procedures, the governing legislative framework, and global best practices. A total of twenty-six (26) participants representing seventeen (17) procuring entities benefitted from this initiative, thereby contributing to the reinforcement of institutional capacity, procedural integrity, and regulatory compliance across the public procurement landscape. See Table 15 below for a detailed listing of participating entities.

Table 21: Public Procurement Training at the at the Ministry of Public Service August 21 to 23, 2024

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Ministry of Culture Youth and Sports	2
2	Ministry of Natural Resources	1
3	Ministry of Local Government and Regional Development	1
4	Ministry of Human Services and Social Security	2
5	National Agriculture Research Institute Extension	1
6	Ministry of Education	1
7	Ministry of Labour	2
8	Guyana School of Agriculture	2
9	Ministry of Health	2
10	Deeds and Commercial Registry Authority	2
11	Office of the President	3
12	Guyana Prison Service	1
13	Protected Areas Commission	2
14	National Data Management Authority	1
15	Regional Democratic Council #10	1
16	Ministry of Legal Affairs	1
17	Environmental Protection Agency	1
	TOTAL	26

September 12 to 13, 2024, Public Procurement Training at the Guyana Police Force (GPF) – Training Centre

The Commission, in collaboration with the Guyana Police Force (GPF), facilitated a specialised two-day training session focused on public procurement procedures, the applicable legislative framework, and internationally recognised best practices.

This targeted capacity-building initiative was held on September 12 and 13, 2024 at the GPF's dedicated training facility, situated within the Zara Training Centre compound on Camp Street, Georgetown. A total of forty-four (44) officers from various departments within the GPF benefitted from the training. The programme served to deepen institutional knowledge, reinforce regulatory compliance, and align the Force's procurement practices with the principles of transparency, accountability, and value for money.

October 28 to 30, 2024 Public Procurement Training at the at the Ministry of Public Service

The Commission, in collaboration with the Ministry of Public Service (MoPS), convened a specialised training programme tailored to deepen public officers' comprehension of procurement procedures, the prevailing legislative framework, and internationally accepted best practices.

This intensive three-day initiative commenced on October 28, 2024, and was hosted at the Ministry's designated training facility at the intersection of Vlissengen Road and Durban Street, Georgetown. The programme engaged twenty-seven (27) participants drawn from nineteen (19) procuring entities, all of whom benefitted from structured and practical instruction. The training was specifically designed to enhance institutional procurement performance, reinforce compliance with regulatory standards, and entrench the principles of transparency, accountability, and sound public financial management. See Table 16 below for a detailed summary of participating entities.

Table 22: Public Procurement Training at the at the Ministry of Public Service October 28 to 30, 2024

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Guyana School of Agriculture	1
2	Guyana Civil Aviation Authority	6
3	Ministry of Natural Resources	1
4	National Data Management Authority	2
5	Local Government Commission	1
6	National Parks Commission	1
7	Guyana Revenue Authority	1
8	Guyana Elections Commission	1
9	Ministry of Education	1
10	Ministry of Home Affairs	1
11	Guyana Elections Commission	1
12	Regional Democratic Council #5	1
13	Guyana Post Office Corporation	1
14	Mayor and City Council	2
15	Ministry of Health	2
16	Ministry of Housing and Water	1
17	Environmental Protection Agency	1
18	Cheddie Jagan International Airport	1
19	Deeds and Commercial Registry Authority	1
	TOTAL	27

November 5, 2024, Public Open Day in Region #10 (Upper Demerara-Berbice)

The Commission hosted a Public Open Day on November 5, 2024, at the Linden Car Park tarmac, Linden, Region 10. The event successfully engaged a broad cross-section of stakeholders, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and members of the general public.

A total of one hundred and twenty-two (122) participants availed themselves of this opportunity to gain a deeper understanding of the regulatory framework governing public procurement, as well as established best practices. This initiative further underscored the Commission's unwavering commitment to capacity-building and inclusivity in procurement oversight, equipping attendees with critical insights necessary to navigate the procurement process with greater confidence and compliance. (Refer to Appendix A⁹ for further details.)

November 12, 2024, Public Open Day in Region #3 (Essequibo Islands-West Demerara)

The Commission hosted a Public Open Day on November 12, 2024 at the Regional Democratic Council (RDC) Compound, Vreed-en-Hoop, Region 3. The event attracted a broad cross-section of stakeholders, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and members of the general public.

A total of one hundred and six (106) participants availed themselves of this opportunity to strengthen their understanding of the regulatory framework governing public procurement, as well as established best practices. This initiative exemplified the Commission's sustained commitment to public education and institutional outreach, equipping participants with the knowledge required to engage effectively, ethically, and confidently within the procurement process. (Refer to Appendix B¹⁰ for additional details.)

November 19, 2024, Public Open Day in Region #5 (Mahaica-Berbice)

The Commission hosted a Public Open Day on November 19, 2024 at the Regional Democratic Council (RDC) Compound, Fort Wellington, Region 5. The event attracted a diverse cross-section of stakeholders, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and members of the general public.

A total of one hundred and five (105) participants seized the opportunity to deepen their understanding of the legal and procedural framework governing public procurement, as well as internationally recognised best practices. This initiative reaffirmed the Commission's commitment to building procurement awareness and capacity at all levels of society, equipping stakeholders with the knowledge necessary to navigate the procurement process with confidence and integrity. (Refer to Appendix A¹¹ for further details.)

November 19 to 21, 2024 Public Procurement Training at the Ministry of Public Service

The Commission, in collaboration with the Ministry of Public Service (MoPS), facilitated a specialised training programme focused on procurement procedures, the legislative framework, and internationally recognised best practices.

This three-day capacity-building initiative commenced on November 19, 2024, and was conducted at the Ministry's dedicated training facility, located at the corner of Vlissengen Road and Durban Street, Georgetown. A total of twenty-two (22) participants, representing fourteen (14) procuring entities, benefitted from this comprehensive engagement. The training served to enhance institutional procurement competence, reinforce regulatory compliance, and promote alignment with principles of transparency, accountability, and good governance. See Table [insert number] below for further particulars.

⁹ Appendix A - Pictures of Public Open Day held in Region 10

¹⁰ Appendix B - Pictures of Public Open Day held in Region 3

¹¹ Appendix C - Pictures of Public Open Day held in Region 5

Table 23: Public Open Days

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Local Government Commission	1
2	Deeds and Commercial Registry Authority	1
3	Ministry of Parliamentary Affairs & Governance	1
4	Ministry of Education	1
5	Guyana Civil Aviation Authority	5
6	Guyana Revenue Authority	2
7	Guyana Lands and Survey Commission	1
8	Office of the Prime Minister	1
9	Ministry of Health	3
10	Ministry of Tourism, Industry and Commerce	1
11	Bureau of Statistics	2
12	Ministry of Natural Resources	1
13	Guyana Post Office Corporation	1
14	Protected Areas Commission	1
	TOTAL	22

November 26, 2024, Public Open Day in Region #9 (Upper Takatu- Upper Essequibo)

The Commission hosted a Public Open Day on November 26, 2024, at the Tabatinga Community Centre, Region 9. The event engaged a broad and diverse cross-section of stakeholders, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and members of the general public.

A total of eighty-two (82) participants took advantage of this opportunity to enhance their understanding of public procurement regulations, procedural requirements, and international best practices. This initiative served to reinforce the Commission's enduring commitment to transparency, stakeholder engagement, and capacity-building, equipping attendees with critical insights to more effectively and ethically navigate the procurement process. (Refer to Appendix D¹² for further details.)

December 3, 2024, Public Open Day in Region #1 (Barima -Waini)

The Commission hosted a Public Open Day on December 3, 2024, at the National Agriculture Research and Extension Institute, located at the Kamaka Waterfront, Mabaruma, Region 1. The event attracted a diverse cross-section of stakeholders, including representatives from procuring entities, suppliers, contractors, small business owners, entrepreneurs, and members of the general public.

¹² Appendix D – Pictures of Public Open Day held in Region 9

A total of one hundred and two (102) participants availed themselves of this valuable opportunity to enhance their understanding of the legal and procedural framework governing public procurement, as well as internationally recognised best practices. This outreach initiative reaffirmed the Commission's enduring commitment to public education, institutional capacity-building, and inclusive stakeholder dialogue, equipping attendees with the requisite knowledge to engage meaningfully and ethically in the procurement process. (Refer to Appendix [insert reference] for further details.)

March 18, 2025, Procurement Training for Small Business Owners at the Small Business Bureau (SBB)

The Public Procurement Commission (PPC), in partnership with the Small Business Bureau, conducted a targeted procurement training session at the Bureau's training facility, located at Lot 1 La Penitence Street, Georgetown.

This specialised session was attended by over fifty (50) suppliers, contractors, and consultants, all of whom benefitted from focused instruction tailored to the procurement needs of small businesses. The training covered key legislative instruments, including the Small Business Act, the Public Procurement Act, its subsequent Amendments, and the accompanying Regulations. Additionally, the Small Business Bureau delivered a presentation on its 20% Procurement Programme, highlighting the functionality and accessibility of its procurement web portal. This initiative reflects the PPC's commitment to fostering equitable access to procurement opportunities and supporting the growth and sustainability of micro, small, and medium enterprises (MSMEs) within the national procurement framework.

March 24, 2025, Public Procurement Training at the Ministry of Human Services and Social Security (MoHSSS)

The Commission, in close collaboration with the Ministry of Human Services and Social Security (MoHSSS), delivered a one-day training session aimed at enhancing procurement proficiency among the Ministry's staff across its various departments.

This capacity-building exercise was conducted on March 24, 2025, at the Ministry's dedicated training facility, located within the Palms Compound on Brickdam, Georgetown. A total of twenty-four (24) participants from the Ministry benefitted from the session, which provided in-depth instruction on public procurement procedures, the relevant legislative framework, and internationally recognised best practices. The initiative served to further strengthen the Ministry's institutional procurement capabilities and reinforce its adherence to regulatory compliance and sound governance principles.

March 31, 2024, Public Procurement Training at the Environmental Protection Agency (EPA) Boardroom

As part of its ongoing mandate to promote institutional capacity-building and regulatory compliance within the public procurement framework, the Commission, in collaboration with the Environmental Protection Agency (EPA) and the Guyana Wildlife Conservation and Management Commission (GWC&MC), conducted a targeted one-day training session for staff members across both entities.

The session was held on March 13, 2025, at the EPA's dedicated training facility, located within the Agency's compound on Ganges Street, Sophia, Georgetown. A total of eighteen (18) participants—sixteen (16) from the EPA and two (2) from the GWC&MC—benefitted from comprehensive instruction on procurement procedures, the legislative framework, and international best practices. This initiative further strengthened the procurement competencies of both agencies, reinforcing their alignment with statutory obligations and promoting sound procurement governance.

**Table 24: Public Procurement Training at the Environmental Protection Agency (EPA)
Boardroom March 31, 2024**

No.	Name of Procuring Entity Attending	Number of Participants Attending
1	Environmental Protection Agency	16
2	Guyana Wildlife Conservation and Management Commission	2
	TOTAL	18

Summary

In faithful discharge of its constitutional and statutory obligations, the Public Procurement Commission, acting through its Training Unit, has consistently advanced the promotion of awareness regarding the rules, procedures, and international best practices governing public procurement.

The following key achievements were recorded during the reporting period:

- *Fulfilment of Constitutional and Statutory Duties:* The Commission continued to operationalise Article 212AA(1) (b) of the Constitution of the Co-operative Republic of Guyana, mandating the promotion of procurement awareness among procuring entities, suppliers, and contractors.
- *Implementation of a Multi-Tiered National Training Programme:* The Training Unit executed a comprehensive and inclusive programme aimed at expanding institutional reach, deepening stakeholder engagement, and fostering capacity development across the public sector.
- *Diversified Public Outreach Mechanisms:* In pursuit of decentralised and equitable access to training opportunities, particularly within hinterland and rural regions, the Commission employed a multifaceted public awareness campaign comprising:
 - the production and dissemination of professionally scripted public awareness videos on critical procurement topics,
 - targeted radio broadcasts to reach audiences across geographic and infrastructural divides, and
 - sustained utilisation of social media platforms, namely Facebook, Instagram, and LinkedIn, to publish training notices and highlight key initiatives.
- *Empirical Gains in Institutional Participation:* The Commission recorded a 41.27% increase in engagement by public procuring entities, accompanied by a notable rise in the number of individual public officers trained. These figures reflect the success of the Commission's strategic shift towards proactive institutional engagement and nationwide capacity-building.
- *Fluctuations in Supplier and Contractor Participation:* Notwithstanding the overall increase in participation, a marginal reduction in training uptake by suppliers and contractors was observed. This variance is attributable to:
 - the Commission's deliberate pivot towards more tailored, sector-specific interventions; and
 - possible cyclical changes in private sector training demand during the reporting period.
- *Ongoing Commitment to Private Sector Re-engagement:* The Commission remains resolute in its commitment to re-engage the supplier and contractor community through the development of more targeted, accessible, and technology-enabled training platforms in future cycles.

Actions Taken

Assessment

The effectiveness of the training sessions were gauged through assessments of each participant conducted prior to and after the training session.

These assessments provided the Commission with important information on not only the effectiveness of the training exercise but also in the tailoring of subsequent sessions.

Feedback Forms

In furtherance of its commitment to quality assurance, the Commission introduced and maintained the use of post-training feedback forms. These instruments provided participants with the opportunity to assess the relevance, clarity, and practical utility of the training sessions and served as useful tools for the Commission to assess the delivery of content.

Responses were collated and analysed internally to inform the continuous improvement of training content, delivery methodologies, and facilitation techniques.

Follow-up

Additionally, the Training Unit initiated follow-up correspondence with procuring entities that participated in training exercises. These engagements were intended to assess the longer-term impact of the sessions, identify areas for further support, and promote the institutionalisation of learned practices within those entities.

Expanded Training Platforms

The Commission took steps to expand its training modalities for the remainder of its term. Before the completion of the term, the Commission intended to roll out the following initiatives:

- the introduction of live question-and-answer (Q&A) sessions,
- the production and dissemination of recorded training videos via YouTube and other publicly accessible platforms,
- the maintenance of an online repository of training resources, and
- dissemination of training materials to procuring entities.

These measures are aimed at ensuring continued capacity-building and knowledge retention beyond the term of the current Commission.

Internal Capacity Building

The Commission also recognises the importance of internal capacity-building. During the reporting period, staff members of the Secretariat were afforded opportunities to attend training activities relevant to procurement law, administrative procedures, and professional development. These efforts have contributed to institutional resilience and staff readiness, ensuring that the Commission remains well-positioned to meet the evolving demands of its constitutional mandate.

Intended Training Activities:

For the remainder of the current fiscal year, the Commission intends to continue the execution of its training mandate through both conventional and innovative modalities. In furtherance of its objective to expand national access to procurement education, the Commission shall produce and disseminate a series of recorded training videos. These shall be made publicly accessible via YouTube and other widely used social media platforms, thereby enhancing on-demand availability and facilitating self-paced learning.

Concurrently, the Commission shall maintain its traditional training framework, including in-person and virtual engagements with procuring entities and other key stakeholders. All training activities will be conducted in accordance with the established protocols and tailored to meet the distinct needs of target audiences across the public procurement landscape.

There are two large-scale training sessions planned for the remainder of the term, both focused on officers within the public procurement system. One on contract management/project management and the other targeting Evaluators (dependent on NPTAB's review of the list of Evaluators).

Recommendations

- That procuring entities institutionalise internal procurement refresher sessions informed by PPC training outputs.
- That periodic review of training feedback forms continues to inform curriculum enhancements and facilitator performance.
- Continued collaboration with entities such as SBB, GCCl and other private entities be deepened to re-engage contractors and suppliers in training cycles.
- That internal staff development programmes be expanded and recorded as a component of the Commission's human capital strategy.
- Expansion of the Training Unit.
- The implementation of a certification training programme linked to advancement in the public service.

In conclusion, the Training Unit has demonstrated both reach and adaptability during the interim reporting period and remains a cornerstone of the Commission's strategic interventions. The proposed expansion of platforms and partnerships will serve to further entrench procurement literacy, procedural compliance, and sustainable development across the national procurement landscape.

ii. Monitoring Unit

a. Tender Opening Monitoring

Overview

This report presents a comprehensive legal and operational analysis of the Commission's monitoring of public tender activities for the period under review. Conducted pursuant to the Commission's constitutional functions and statutory responsibilities this Report evaluates procedural compliance, transparency, and operational efficacy in the tendering process across the National Procurement and Tender Administration Board (NPTAB), Ministerial Tender Boards (MTBs), and Regional Tender Boards (RTBs).

The Commission, in furtherance of its constitutional and legislative mandate, has not only maintained routine oversight but has escalated its enforcement function by issuing formal written advisories to procuring entities. These correspondences have served to rectify deficiencies and reinforce legal adherence, thereby contributing to the enhancement of procurement governance across the public sector.

Objectives

The objectives of this Report are threefold:

- to evaluate the degree of conformity by procuring entities with the Procurement Act, Cap. 73:05 and its attendant Regulations,
- to measure the integrity and transparency of the tender opening process at the national, ministerial, and regional levels, and
- to identify deficiencies and institutional vulnerabilities, and to provide informed recommendations aimed at improving procurement administration in Guyana.

The Commission's analysis has been geared towards strengthening the statutory framework through practical enforcement, with emphasis on transparency, procedural fairness, and legal compliance.

Methodology

The analytical scope of this Report covers a monitoring period of nine months and is grounded in a structured evaluation of:

- Tender opening sessions physically attended by officers of the Operations Department;
- Tender minutes and supporting documentation submitted to the Commission;
- Applicable provisions of the Procurement Act, Cap. 73:05 governing tendering procedures;
- Comparative data trends from the previous three reporting cycles;
- Quantitative indicators include the frequency of tender openings, submission timeliness, and legal compliance ratios.

Primary data was obtained through direct field observation, document inspection, and internal databases maintained by the Operations Department, thereby ensuring the reliability and legal sufficiency of the findings herein.

General Observations

National Procurement and Tender Administration Board (NPTAB)

During the reporting period, the opening times of tenders at NPTAB did not change from the prior year. That is, every Tuesday and such additional day(s) as volume may require.

As with the previous year of operation, the Commission did not find through its monitoring activities, any fundamental non-compliance or breaches in the process of tender openings at NPTAB. The officers were found to be knowledgeable and in command of the system which was conducted openly and methodically. Live streaming (online) of the opening of tenders, which commenced during the COVID-19 pandemic and continued to be employed, played an important role in strengthening transparency.

A smaller sample size was used¹³ as compared to the previous year of operation due to the contracted reporting period. It is expected and planned that by the end of the subsisting year of operation, the number of visits (physical and online) would match and exceed that of the previous year of operation. Table 20 below reveals that while there has been a marked increase in the number of tender board visits during the current interim reporting period (2024/2025), rising from 11 visits in the 2023/2024 period to 43 in the present cycle, this represents only a partial recovery when viewed against the broader historical data. Specifically, there remains an overall decrease when compared to the 2022/2023 period, which recorded a total of 46 visits. Thus, while institutional monitoring efforts have demonstrably intensified relative to the immediate past year, the current figure of 43 visits still reflects a slight decline from the initial high-water mark of the 2022/2023 cycle. This downward adjustment, though marginal, underscores the impact of the truncated reporting window and further affirms the Commission's stated intention to match and surpass the earlier benchmark by the conclusion of the full operational year.

From the visits during the reporting period, it was observed that the physical challenges recorded during the previous year of operation persisted. Particularly with regard to storage limitations due to the volume of tenders being processed. In order to overcome this and other procedural challenges it is recommended that there be a timely transition to an e-procurement system. This offers a scalable, digital solution that reduces dependency on physical records, enhances process efficiency, and bolsters transparency.

Regional Tender Boards (RTBs)

During the reporting period, the Commission conducted one in-person visit to a Regional Tender Board. This visit took place on March 26, 2025, at 9:00 a.m. at the Regional Democratic Council (RDC) No. 4 and was undertaken by officers of the Commission. The visit was convened for the observation of multiple bid opening sessions across both Capital and Recurrent budget categories, specifically in the sectors of Agricultural Development, Public Works, Education Delivery, and Health.

The physical presence of Commission officers facilitated the direct assessment of procedural compliance during the public tender opening process and enabled real-time oversight of adherence to statutory requirements and best practices in procurement transparency.

Commendable practices were also observed particularly by the implementation of live-streaming technology by the Regional Democratic Council of Region Nine. This practice, of live streaming the opening of tenders, significantly enhances public transparency and promotes real-time access for stakeholders unable to be physically present. This initiative is aligned with modern best practices in public procurement oversight and should be emulated by other procuring entities nationwide. The Commission strongly encourages the replication of such digital innovations to strengthen accountability and bolster public confidence in the procurement system.

¹³ Table 20: Breakdown by Tender Board Visits

As noted by the Commission in its previous Annual Reports, the absence of Minutes of Tender Openings by Regional Tender Boards (RTBs) hampers full oversight. As done during the previous year of operation, the Commission requested that the Regional Tender Boards submit their Minutes of tender openings. This was met with marginal acquiescence.

Logistical and resource constraints coupled with scheduling demands impacted on the number of in-person visits conducted during the period. As the Commission completes other aspects of its work programme, it is intended to conduct additional in-person visits prior to the expiration of the subsisting year of operation.

Ministerial/Departmental/Agency Tender Boards (MTBs)

During the reporting period, the Operations Department undertook a single in-person visit to observe a tender opening exercise, conducted at the Ministry of Agriculture – Fisheries Department on 25 July 2024 for the Construction of a Concrete Base at the Anna Regina Fish Research Station, Region No. 2. This followed the publication of a newspaper advertisement issued by the Ministry on June 30, 2024, notifying the public of the intended bid opening.

General compliance was observed, including:

- sufficient arrangements for the accommodation of attendees,
- certain fundamental procedural aspects were not directly visible, supplementary information was readily provided by Ministry officials, allowing for a comprehensive assessment,
- bid documents submitted were duly numbered, retrieved from the tender box in accordance with standard protocol, and opened in the presence of attendees. and
- the reading of the bid documents followed procedural expectations.

In accordance with the Commission's SOP, any areas of concern are brought to the attention of the procuring entity.

The limited number of visits conducted during the reporting period was primarily due to resource and scheduling constraints. Additionally, the truncated nature of the Commission's final operational year has posed challenges in terms of aligning available personnel and site schedules for broader observational coverage. Notwithstanding these constraints, the Commission remains committed to increasing its physical oversight before the conclusion of its term. Plans are already underway to conduct additional in-person visits during the final quarter of the reporting year, with the objective of reinforcing institutional monitoring, identifying persistent procedural challenges, and promoting consistent compliance with the Procurement Act across all procuring entities.

Similar to RTBs, and as reported in the Commission's last Annual Report, one of the recurring challenges to conducting effective monitoring of tender openings has been the unavailability of Minutes of Tender Opening sessions. Unlike tenders opened by the National Procurement and Tender Administration Board (NPTAB), Minutes for tenders opened by Regional, Ministerial, Departmental, and Agency Tender Boards are not published. To address this deficiency, the Commission previously issued formal requests for the submission of such Minutes. However, as was the case in the preceding reporting year, this request continues to be met with limited adherence. Notably, no further submissions have been received within the current interim reporting period. Consequently, the data remains unchanged from the last reporting cycle.¹⁵

¹⁵ Table No 34 Submission of Regional Minutes of Tender Opening as at July 7, 2024
- Public Procurement Commission's Annual Report 2023/2024

Statutory Body

For the first time, The Commission expanded its tender opening monitoring to include 'quasi-autonomous' bodies provided for by Section 24 of the Procurement Act, Cap. 73:05. The visit was intended to randomly test procurement practices and procedural adherence.

The bid opening session at Guyana Sugar Corporation (GuySuCo) located at GuySuCo's Head Office on March 27, 2025, at 9:04 a.m., encompassed three (3) distinct procurement proceedings, including:

1. RFP FD 14-2025 – Shipment of Molasses from Berbice Estates to DDL Terminal Kingston.
2. RFP FA 22-2025 – Retender for the Supply and Delivery of a Nash Vacuum Pump for Albion Estate.
3. RFP FD 014-014-2025 – Expression of Interest for the Harvesting and Delivery of Sugar Cane to Factories.

The in-person visit permitted review of procedural aspects-

- Timing and closure of tenders;
- Verification of bid security;
- Bid sorting and enumeration;
- Public announcement of bid details;
- Staff conduct and management of the process; and
- Recording of minutes and documentation.

Queries of the Commission were addressed on the spot by the officers of the procuring entity thereby encouraging confidence in transparency and procedural adherence.

Comparative analysis of Tender Openings

While there has been a decline in the aggregate number of tender open visits relative to 2022/2023, the significant increase from the 2023/2024 cycle evidences a positive recovery of tender boards by the Commission. The concurrent rise in contract awards and the improved use of lot structuring suggest a movement towards efficiency, albeit necessitating careful oversight to ensure such practices do not result in restricted competition or breach of established procurement guidelines.

Table 25: Tenders Open Visits

Reporting Period	Total Tenders Open Visits
July 2022 - July 2023	48
July 2023 - July 2024	11
July 2024 - July 2025	43

Table 26: Breakdown by Tender Board Visits

Reporting Period	NPTAB	MTB	RTB	Agency/Departmental Tender Board
July 2022 - July 2023	46	0	2	-
July 2023 - July 2024	10	1	0	-
July 2024 - March 2025	40	1	1	1

Summary of Findings

The analysis of monitoring visits conducted during the periods July 2022 – July 2023, July 2023 – July 2024, and July 2024 – March 2025 reveals both quantitative and qualitative developments in the Commission's oversight activities across the national procurement landscape.

During the full twelve-month period from July 2022 to July 2023, the Public Procurement Commission (PPC) conducted a total of 48 site visits, comprising 46 to the National Procurement and Tender Administration Board (NPTAB) and 2 to Regional Tender Boards (RTBs). Notably, there were no visits recorded to Ministerial or Agency/Departmental Tender Boards within that period.

In the subsequent reporting year, July 2023 – July 2024, monitoring activity decreased substantially, with only 11 visits recorded: ten (10) to NPTAB and one (1) to an MTB. The reduction reflects a transitional phase and operational reprioritisation to training, balancing staff allocations.

The current reporting period, July 2024 – March 2025, while covering only nine months of the financial year, already reflects forty-three (43) visits, marking a significant resurgence in monitoring activity. This includes forty (40) visits to NPTAB, one each to an MTB and an RTB, and importantly, one to an Agency or Departmental Tender Board. The inclusion of the latter category for the first time in the three-year comparison represents an expansion of the Commission's physical oversight footprint and a diversification of the types of boards subject to direct monitoring.

When adjusted for the nine-month duration of the 2024/2025 period, the data suggest a robust upward trajectory in monitoring intensity, outpacing the total for the preceding full year (2023/2024) and approaching the levels observed during 2022/2023. On a pro-rata basis, the 2024/2025 visits could project an annual equivalent exceeding 57 site visits, underscoring a reinvigorated approach to enforcement and transparency under the Commission's constitutional and statutory mandate.

In qualitative terms, the 2024/2025 cycle further demonstrates enhanced institutional rigour. The initiation of formal correspondence with non-compliant procuring entities signals a material shift towards proactive enforcement. Moreover, the Commission's increasing presence across various tender boards reflects a strategic emphasis on decentralised compliance assurance and cross-sectoral scrutiny.

Recommendations

In addition to the Recommendations made in the Commission's 2023/2024 Annual Report, the following recommendations are made in view of the findings detailed herein:

- Review of filing and archiving systems at tendering locations to mitigate over-congestion and enhance document integrity.
- Uniform adoption of live-streaming capabilities across all procurement boards to promote accessibility, transparency and public accountability.
- Structured training interventions for ministerial and regional procurement officers,
- Continued promotion of legislative compliance, procurement planning, and evaluation criteria.
- Legislative intervention compelling the publication of tender opening minutes and or the submission thereof to the Commission.

Table 27: Schedule 1: Thresholds for Review by Tender Boards

Type of Board	Type of Contract	Thresholds (GYD)	Legal Source
NATIONAL	GOODS	Approval required for contracts exceeding limits of all regional, ministerial, and agency boards. Contracts exceeding G\$15,000,000 require Cabinet No-objection.	Procurement Act 2003, Sec 54
	WORKS		Procurement (Amendment) Regulations 2016, Sch. 1
	SERVICES		Procurement (Amendment) Regulations 2016, Sch. 1
REGIONAL	GOODS AND SERVICES	G\$250,000 – G\$8,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$600,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
MINISTERIAL/ DEPARTMENTAL/ AGENCY	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$600,000 - G\$2,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
MINISTRY OF PUBLIC WORKS	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$1,000,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
MINISTRY OF AGRICULTURE	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$1,000,000 - G\$14,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
MINISTRY OF HEALTH	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Sch. 1

MINISTRY OF HOME AFFAIRS	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Sch. 1
MINISTRY OF EDUCATION	GOODS AND SERVICES	G\$250,000 - G\$1,500,000	Procurement (Amendment) Regulations 2016, Sch. 1
	CONSULTING SERVICES	G\$400,000 - G\$800,000	Procurement (Amendment) Regulations 2016, Sch. 1
	WORKS	G\$600,000 - G\$8,000,000	Procurement (Amendment) Regulations 2016, Sch. 1

Table 28: Schedule 2: Exceptions to Opening Tender

Method of Procurement	Type of Contract	Thresholds (GYD)	Legal Source
Restricted Tendering	GOODS AND SERVICES	G\$10000000	Procurement (Amendment) Regulations 2019, Sch. 2
	WORKS	G\$20,000,000	
Request for Quotations		G\$3,000,000	Procurement (Amendment) Regulations 2019, Sch. 2
Procurement through Community Participation		G\$5,000,000	Procurement (Amendment) Regulations 2016, Sch. 2

b. Project Execution Monitoring [Site Visits]

Overview

During the 2024/2025 reporting period, the Commission commenced the formal execution of its constitutional mandate to monitor the execution of works under public procurement contracts, pursuant to Article 212AA(1)(d) of the Constitution. There is no record within the Commission that this core function was ever executed by the prior (first) constituted Commission.

Objective

The objective of this exercise is rooted in Article 212AA(1)(d) which vests the PPC with the function to- “monitor the performance of procurement bodies with respect to adherence to regulations and efficiency in procuring goods and services and execution of works;”

Underpinned by the aforementioned constitutional provision, the Commission is cognizant that the efficiency with which works are executed is the primary test of the specific tender process and wider procurement system.

Methodology

In the absence of enabling legislation, the Commission sought to operationalise this function during the reporting period, through the development and adoption of a Standard Operating Procedure (SOP) for site visits/monitoring of project execution.

The outline of the adopted SOP involves four (4) main steps-

- Identify the project to be monitored taking into account value of the project, accessibility and type of project to ensure a wide-ranging sample size.
- Request contract documents, engineer reports and other pertinent documentation from the procuring entity to enable a fact-based assessment.
- Arrange and conduct a site visit in the presence of the project officers.
- Submit findings to and engage the procuring entity.

This SOP established the procedural framework for conducting site visits, detailing the scope of inspection, documentation requirements, coordination protocols with procuring entities, and post-visit reporting mechanisms. The SOP is intended to bring procedural rigour, transparency, and uniformity to the Commission’s project monitoring exercises, and aligns with international standards governing public procurement audits and physical verifications.

Actions Taken

- For the first time since its establishment, the Commission undertook physical site monitoring of a major capital works project - the Belle Vue Pump Station Project - thereby activating a core oversight function aimed at ensuring that works procured with public funds are executed in a manner consistent with contractual obligations, legal requirements, and value-for-money principles.

The inaugural execution of this SOP was operationalised in the monitoring of the Belle Vue Pump Station Project. This visit, which was conducted physically by the Commission’s officers in response to a publicly advertised contract award and born out of an investigation, enabled the Commission to assess on-the-ground implementation against procurement and engineering specifications. Observations made during this visit have been recorded and will inform a more robust approach to site-level oversight in future reporting cycles.

At the end of the reporting period, the project contract period had not yet expired. However, in February 2025 the Commission, in keeping with its methodology, engaged the procuring entity on its site visit assessment setting out its concerns, findings and recommendations.

- In the first quarter of the 2025 reporting period, an additional three (3) other projects were identified for monitoring and the methodology put into motion.

At the end of the reporting period, the Commission was awaiting the submission of requested documentation.

Summary

The Commission acknowledges that the operationalisation of this function presents both opportunities and challenges. While the initiation of physical monitoring represents a pivotal advancement in fulfilling the Commission's constitutional responsibilities, its sustained execution is contingent upon several enabling factors. These include dedicated technical personnel, cross-agency cooperation, logistical support, and, crucially, an express statutory framework clarifying the extent of and enabling the Commission's powers in this regard.

Looking ahead, the Commission is well poised to expand this project execution monitoring initiative through additional site visits to randomly selected projects across all ten Administrative Regions. Notwithstanding challenges, the Commission remains resolute in its commitment to enhancing procurement integrity and safeguarding the public interest by ensuring that awarded works are executed faithfully and in accordance with law.

Recommendations

As noted above, the successful execution of this function is dependent upon on number of factors. Primarily in the absence of enabling legislation, the Commission is dependent on the co-operation of agencies for the submission of information. This has posed a significant challenge to the Commission in the execution of this function.

The Commission therefore takes this opportunity to underscore the pressing need for legislative reinforcement of this oversight function, including the enactment of appropriate regulations or statutory amendments to codify its monitoring authority over contract implementation.

c. Media Monitoring – Invitation to Bid

Overview

The Operations Department of the Commission continued extensive media surveillance exercises commenced in January 2023 to the end of the reporting period, to wit, March 2025. This initiative sought to evaluate the frequency, distribution, and compliance of public procurement advertisements disseminated by procuring entities subject to the oversight of the Commission.

Advertisements were categorised by the relevant tender boards: the National Procurement and Tender Administration Board (NPTAB), Ministerial Tender Boards (MTBs), Regional Tender Boards (RTBs), and Agency/Departmental Tender Boards.

The exercise formed part of the Commission's broader constitutional and statutory function to promote transparency and accessibility in public procurement, in alignment with the requirements of the Procurement Act, Cap. 73:05.

Objective

The primary objective of this media monitoring exercise was to assess patterns in the publication of procurement notices and to determine the extent of compliance by procuring entities with statutory obligations under the Procurement Act, Cap. 73:05. The analysis was designed to identify institutional behaviour, inform policy improvements, and guide the development of legal and operational interventions aimed at improving disclosure, transparency, and efficiency in procurement administration.

Methodology

- Data for this review was extracted from national newspapers and reputable online platforms known to be used for the publication of procurement opportunities.
- Each procurement notice was meticulously catalogued and categorised by the relevant tender board and by month of publication.
- Rigorous verification procedures were applied to ensure the integrity of the data, including cross-referencing duplicate entries and rectifying anomalies.
- The data was subsequently aggregated and analysed to establish publication trends and assess tender board-specific activity.

Observations

Data for the 2024/2025 Interim Reporting Period

During the current interim reporting period - July 8, 2024 to March 31, 2025 - the Commission recorded a total of 365 procurement advertisements published by various tender boards across the public sector. These advertisements were issued by a total of 201 distinct procuring entities, reflecting a significant increase in participation and visibility within the procurement ecosystem.

The National Procurement and Tender Administration Board (NPTAB) continued to dominate publication activity, issuing 305 advertisements, followed by the Ministerial Tender Boards (MTBs) with 34, the Regional Tender Boards (RTBs) with 13, and Agency/Departmental Boards (categorised as "Other Boards") with 68 advertisements.

Notably, the highest volumes were recorded in February 2025 (109 advertisements) and March 2025 (105 advertisements). These spikes coincided with the post-budget procurement cycle and reflected heightened implementation activity pursuant to national budget allocations. By contrast, earlier months- such as August 2024 (9 advertisements) and October 2024 (18 advertisements) - recorded markedly lower volumes, a reflection of routine procurement lulls, planning constraints, or phased disbursement cycles.

As anticipated under the Procurement Act, Cap. 73:05 and associated fiscal cycles, MTBs, RTBs, and Agency-level Tender Boards demonstrated lower monthly publication frequencies relative to NPTAB. Several months recorded no publication activity for these boards, reinforcing the impact of procurement thresholds, decentralised capacity, and administrative readiness on overall advertisement output.

Table 29: Tender Publications by Month and Board (July 2024 – March 2025)

Month	No. of Entities	NPTAB	MTB	RTB	Other Boards	Total per Month
Jul-24	12	12	2	0	7	21
Aug-24	7	7	0	0	2	9
Sep-24	23	34	1	0	8	43
Oct-24	9	10	1	0	7	18
Nov-24	21	38	0	0	6	44
Dec-24	13	17	0	0	5	22
Jan-25	31	65	13	0	16	94
Feb-25	50	80	11	8	10	109
Mar-25	45	87	6	5	7	105
Total	211	350	34	13	68	465

Comparative Analysis (2022/2023 – 2024/2025)

This section addresses how many public procurement advertisements were published over the last three reporting periods: 2022/2023, 2023/2024, and the current period from July 2024 to March 2025.

- 2022/2023 (12 months): 142 advertisements were published by 36 procuring entities.
- 2023/2024 (12 months): 329 advertisements were published by 130 entities.
- 2024/2025 (July to March – 9 months) 465 advertisements were published by 211 entities.

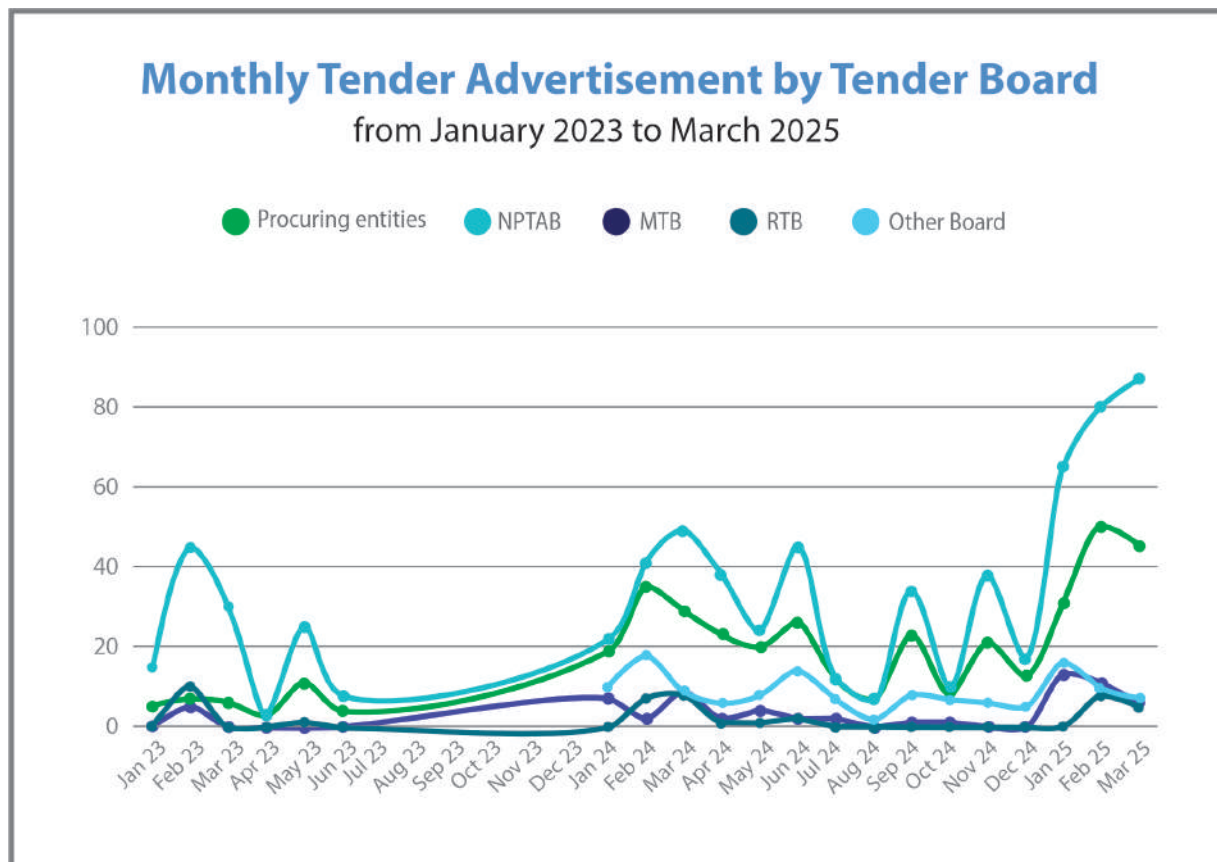
To make a fair comparison between the years, the 2023/2024 figure is adjusted to match the nine-month period used for 2024/2025. Based on that adjustment, 2023/2024 would have had around 247 advertisements over nine months.

When compared to this adjusted figure, the 2024/2025 period shows a sharp increase of 218 advertisements, an 88% rise. The number of procuring entities also grew significantly, from 130 to 211, which is an increase of 81 entities or about 62%.

These results show strong progress in procurement transparency. More organisations are now following the rules and publicly advertising their procurement opportunities. Notwithstanding the increase in activity, the Commission remains committed to monitoring the system to ensure that public procurement is done in a fair, open, and accountable manner.

Table 30: Tender Publications for (January 2023 – March 2025)

Month-Year	No. of Entities	NPTAB	MTB	RTB	Other Boards	Total per Month
Jan-23	5	15	0	0	-	15
Feb-23	7	45	5	10	-	60
Mar-23	6	30	0	0	-	30
Apr-23	3	3	0	0	-	3
May-23	11	25	0	1	-	26
Jun-23	4	8	0	0	-	8
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
Jul-24	12	12	2	0	7	21
Aug-24	7	7	0	0	2	9
Sep-24	23	34	1	0	8	43
Oct-24	9	10	1	0	7	18
Nov-24	21	38	0	0	6	44
Dec-24	13	17	0	0	5	22
Jan-25	31	65	13	0	16	94
Feb-25	50	80	11	8	10	109
Mar-25	45	87	6	5	7	105
Total	399	695	65	43	133	936

Chart 1: Monthly Tender Advertisement by Tender Board (Jan 2023 - March 2025)**Summary of Findings***Overview of Advertisement Activity (January 2023 – March 2025)*

- A cumulative total of 936 procurement advertisements were recorded across the three-year monitoring period, issued by 399 procuring entities.
- Of this total, 465 advertisements were published within the current 2024/2025 reporting period (July 8, 2024 – March 31, 2025), compared to 329 in the 2023/2024 cycle, marking a 41% increase in publication volume.
- The highest monthly volumes were observed in February 2025 (109) and March 2025 (105). These peaks coincide with national procurement surges following the tabling and approval of the annual budget.

Observations

Institutional Distribution

- The National Procurement and Tender Administration Board (NPTAB) accounted for the majority of advertisements—695 over the three-year monitoring period—reaffirming its statutory function as the centralised body for national procurement and its role in handling high-threshold procurements under the Procurement Act, Cap. 73:05.
- Ministerial Tender Boards (MTBs) and Regional Tender Boards (RTBs) exhibited comparatively low and inconsistent advertisement volumes. These observations are supported not merely by the absolute number of advertisements, but by cross-referencing with the number of procuring entities that submitted procurement plans to the Commission during the same period. For example, while over 100 entities submitted procurement plans for ministerial and regional-level projects, multiple months recorded no advertisement activity from their corresponding tender boards. This discrepancy suggests either underreporting or failure to advertise, indicating the need for enhanced compliance oversight and capacity-building at those levels.
- Agency and Departmental Tender Boards (reported as “Other Boards”) demonstrated the most substantial increase in publication activity—rising from zero advertisements in 2023 to 133 by March 2025. Notable spikes were recorded in February and June 2024, and January 2025, correlating with internal budget utilisation cycles as disclosed in procurement plans and quarterly procurement reports received by the Commission.

Content

The advertisements monitored during the reporting cycle primarily related to the procurement of goods and services, followed by construction works and consultancy services. This pattern is broadly consistent with the distribution of procurement categories declared in procurement plans submitted to the Commission.

While the majority of advertisements satisfied the basic statutory requirements—such as identification of the procuring entity, bid submission deadlines, and general scope—a sample review conducted by the Commission’s Monitoring Unit revealed that there were areas for improvement, such as, detailed technical specifications, evaluation criteria, and references to applicable Standard Bidding Documents (SBDs). While there is no finding that any of these areas affected the integrity of the process, closing such gaps adds weight to factors such as transparency and fairness. In response, the Commission has committed to continued comprehensive qualitative assessment of advertisement content. This assessment will benchmark published notices against procurement planning data and statutory standards, thereby enhancing the substantive quality of procurement disclosures and ensuring compliance with the principles of transparency, competition, and value for money.

Recommendations

In addition to the recommendations made in the Annual Report 2023/2024 under this heading, the Commission hereby makes the following additional recommendations in pursuit of a strengthened system-

- There should be strict compliance with Section 30(1) of the Procurement Act, Cap. 73:05.
- A digitised media monitoring platform should be deployed to enhance detection and data collection across conventional and digital media, thereby reducing the incidence of omissions in data collection.
- Continued training to sensitise and reinforce the requirement for advertisements workshops should be convened to sensitise procurement officers to the statutory requirements concerning procurement disclosure and to reinforce the role of advertisements in promoting equitable access and competitiveness.

d. Monitoring of Submission of Procurement Plans¹⁶

Overview

Section 11A (1) of the Procurement Act, Cap. 73:05, compels all procuring entities to submit their Procurement Plans to the PPC within three weeks of the approval of the National Budget. This oversight function is further reinforced by Section 17(2)(c), which charges the PPC with the responsibility of promoting compliance with the Act and its Regulations.

The National Budget for the 2025 fiscal year was approved in the National Assembly on February 5, 2025. Accordingly, public procuring entities were required to submit their procurement plans to the PPC for the 2025 fiscal year on or before February 27, 2025.

To reinforce this statutory requirement, notice was published in the newspapers and on the Commission's social media platforms thereof. In addition, a Memorandum by way of Circular was issued on February 19, 2025.

Under this heading a comparative analysis is undertaken of the submission of Procurement Plans across the last three fiscal years—2023, 2024, and 2025—to assess the rate of compliance, the qualitative integrity of the plans submitted, and institutional adherence to procurement planning standards. This evaluation further aids the Commission in advancing procurement reform through evidence-based interventions and capacity-building initiatives.

Methodology

- On the passage of the national budget, Notice is issued reminding procuring entities of their statutory obligation to submit their procurement plans to the PPC for the subsisting fiscal year.

[On February 19, 2025, an official notice vide Circular No.01/2025¹⁷ was issued to one hundred and eight (108) procuring entities, directing them to submit their procurement plans for the fiscal year 2025 in accordance with Section 23(1) of the Procurement Act.]

- On receipt, the plans are reviewed and any non-compliant matters, brought to the attention of the procuring entity.
- The Procurement Plans submitted are systematically uploaded to the Commission's website.
- Follow-up communications (both written and verbal) were done with non-compliant entities.

The PPC employed a rigorous analytical framework to assess the submissions under the two statutory categories of procurement activity: Capital Expenditure and Current Expenditure.

Historical data from 2023 and 2024 was used to establish trendlines and to contextualise 2025 outcomes. The Commission also engaged in follow-up communications (both written and verbal) to clarify omissions and encourage remedial compliance where necessary.

¹⁶ Data for this heading includes up to June 13, 2025

¹⁷ Circular No. 1/2025 – Submission of Procurement Plans available at <https://ppc.org.gy/item/circular-1-2025-submission-of-procurement-plan/>

Findings

An analysis of submission rates revealed varying levels of compliance across categories, with notable disproportions between Capital and Current Expenditure submissions.

For Capital Expenditure 2025, 68% (73 out of 108) of monitored procuring entities submitted their Procurement Plans. Ministries demonstrated a high compliance within this category, with 17 out of 20 (85%) submitting, while 9 out of 10 (90%) of Regional Democratic Councils (RDCs). Statutory and Other Bodies registered the lowest submission rate among the categories of procuring entities, with 47 out of 78 (60%) having submitted their plans.

For Current Expenditure 2025, submission rates were lower, with only 33% (36 out of 108) of entities submitting their Procurement Plans. Ministries continued on track with their rate of submission, with 7 of 20 (35%) entities complying. For RDCs, 6 of 10 (60%) submitted plans, and 23 of 78 (29%) Statutory and Other Bodies submitted Current Expenditure Plans.

Table 31: Submission of Procurement Plans – Capital Expenditure 2025

Procuring Entities	Monitored	Submitted	Did Not Submit
Ministries	20	17	3
Regional Democratic Councils	10	9	1
Statutory & Other Bodies	78	47	31
Total	108	73	35
Percentage	100%	68%	32%

Graph 6: Submission of Procurement Plans “Capital Expenditure 2025

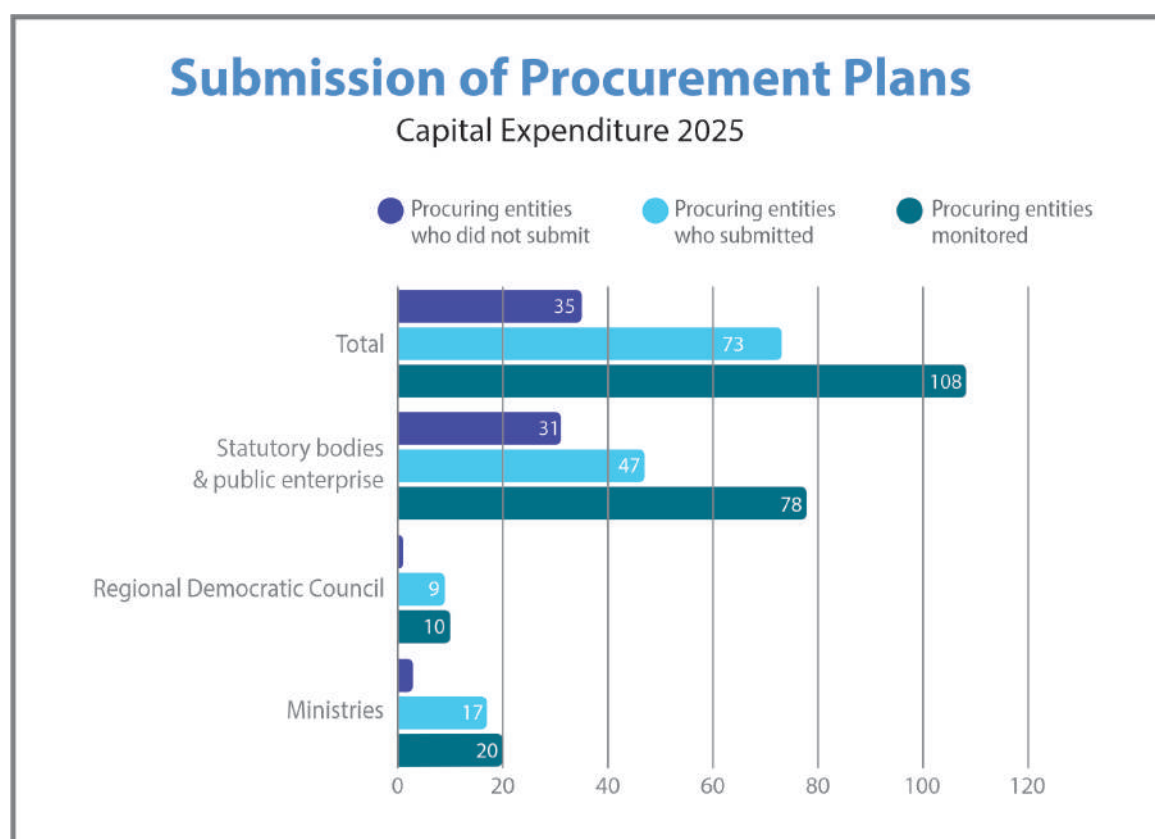
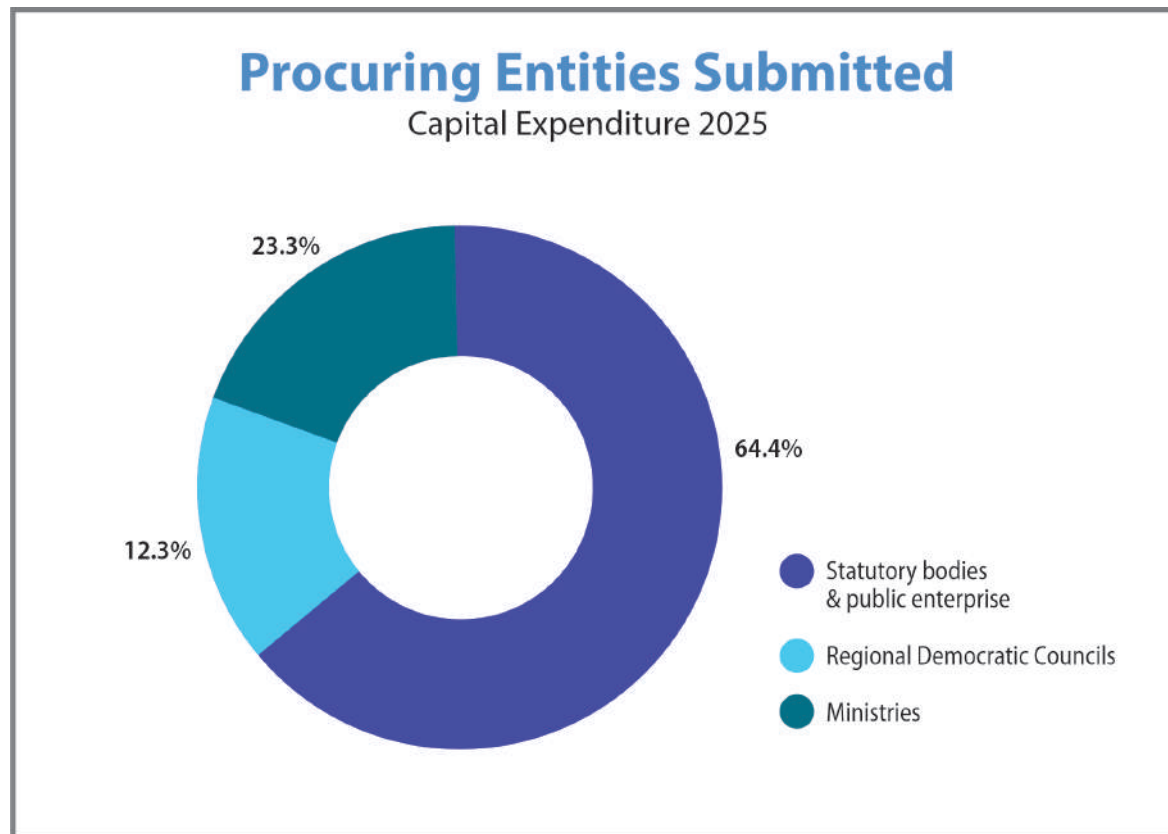


Chart 1: Percentage of Procuring Entities that Submitted Capital Expenditure 2025**Table 32: Submission of Procurement Plans – Current Expenditure 2025**

Procuring Entities	Monitored	Submitted	Did Not Submit
Ministries	20	7	13
Regional Democratic Councils	10	6	4
Statutory & Other Bodies	78	23	55
Total	108	36	72
Percentage	100%	33%	67%

Chart 2: Submission of Procurement Plans “Current Expenditure 2025”

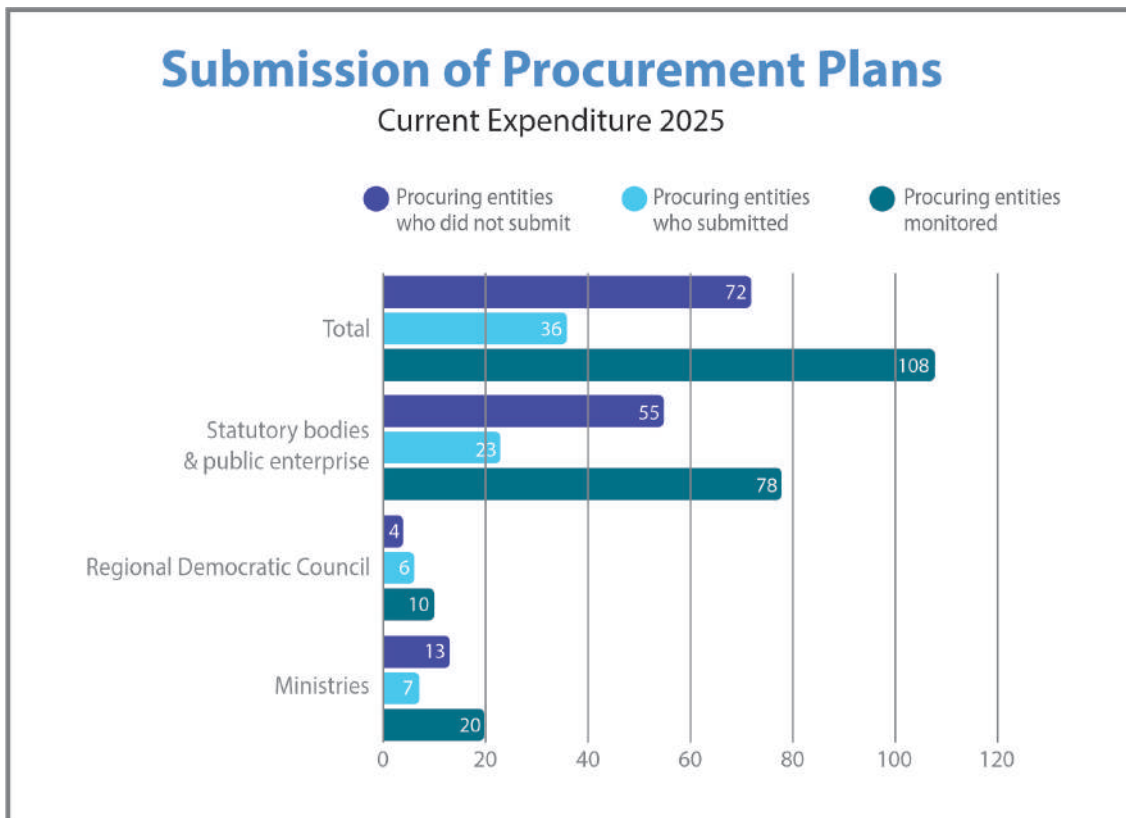
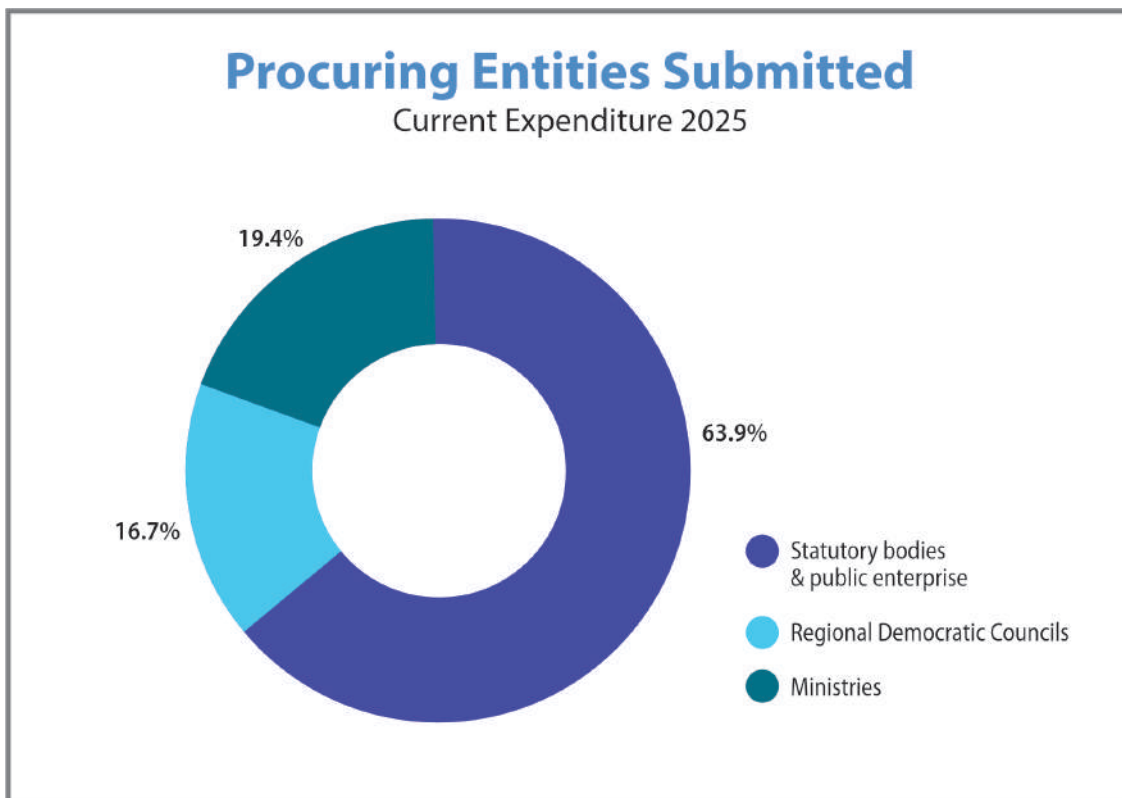


Chart 3: Percentage of Procuring Entities that Submitted Current Expenditure 2025



Timeliness of Submissions

A total of eleven (11) entities submitted their Procurement Plans before the statutory deadline of February 26, 2025.

A total of sixty-nine (69) entities submitted their plans after the deadline, with receipt dates ranging from March to June 2025.

The full list of late submissions is recorded in the Commission's internal database.

As at the end of the reporting period (for this section) twenty-eight (28) procuring entities had not yet submitted their Procurement Plans for 2025.

Table 33: Submission of Procurement Plans (Within Deadline: 26 February 2025)

No.	Name Information	Date Received
1	Ministry of Tourism, Industry and Commerce	04 February 2025
2	Public Procurement Commission	02 February 2025
3	Integrity Commission	18 February 2025
4	Guyana Livestock Development Authority	20 February 2025
5	Environmental Protection Agency	21 February 2025
6	Cheddi Jagan International Airport Corporation	21 February 2025
7	Transport and Harbours Department	26 February 2025
8	Demerara Harbour Bridge Corporation	26 February 2025
9	Maritime Administration Department	26 February 2025
10	Regional Democratic Council - (2) Region Two - Pomeroon/Supernaam	26 February 2025
11	Regional Democratic Council - (4) Region Four - Demerara/Mahaica	21 February 2025

Table 34: Submission of Procurement Plans (Past Deadline)

No.	Name Information	Date Received
1	Office of the President	29 May 2025
2	Guyana Lands and Surveys Commission	20 March 2025
3	National Parks Commission/ Protected Areas Commission	09 June 2025
4	Guyana Wildlife Conservation and Management Commission	29 May 2025
5	Office of the Prime Minister	29 May 2025
6	Civil Defence Commission	29 May 2025
7	Guyana Energy Agency	29 May 2025
8	Hinterland Electrification Company Inc.	29 May 2025
9	National Communications Network	06 March 2025
10	National Data Management Authority	29 May 2025
11	Guyana Telecommunication Agency	29 May 2025
12	Ministry of Finance	10 March 2025
13	Bureau of Statistics	07 March 2025
14	Guyana Revenue Authority	07 March 2025
15	Parliament Office	24 March 2025
16	Office of the Auditor	24 March 2025
17	Public and Police Service Commission	29 May 2025
18	Teaching Service Commission	29 May 2025
19	Ministry of Foreign Affairs and International Cooperation	13 March 2025
20	Ministry of Local Government and Regional Development	29 May 2025
21	Ministry of Public Service	29 May 2025
22	Ministry of Amerindian Affairs	04 June 2025
23	Ministry of Agriculture	04 June 2025
24	Guyana Food Safety Authority	04 June 2025
25	Guyana School of Agriculture	04 June 2025
26	Mahaica/Mahaicony/Abary Agricultural Development Authority	04 June 2025
27	MoA-Fisheries	04 June 2025
28	MoA-Hope Coconut Industries Limited	04 June 2025
29	MoA-Hydrometeorological Services	20 March 2025
30	National Agricultural Research and Extension Institute	04 June 2025
31	National Drainage and Irrigation Authority	04 June 2025
32	New Guyana Marketing Corporation	04 June 2025
33	Pesticides and Toxic Chemicals Control Board	04 June 2025
34	Guyana National Bureau of Standards	29 May 2025
35	Ministry of Natural Resources	12 March 2025
36	Guyana Geology and Mines Commission	24 March 2025

37	Guyana Gold Board	07 April 2025
38	Ministry of Public Works	09 June 2025
39	Ministry of Human Services and Social Security	01 April 2025
40	Ministry of Education	07 March 2025
41	National Library	07 March 2025
42	Board of Governors of President's College	07 March 2025
43	Board of Governors of Government Technical Institute	07 March 2025
44	Board of Governors of Kuru Kuru Co-operative College	07 March 2025
45	Board of Governors of Queen's College	07 March 2025
46	University of Guyana (Turkeyen)	07 March 2025
47	Ministry of Culture, Youth & Sport	29 May 2025
48	National Trust	13 March 2025
49	National Sports Commission	29 May 2025
50	Ministry of Housing & Water	12 March 2025
51	Central Housing and Planning Authority	12 March 2025
52	Guyana Water Incorporated	12 March 2025
53	Ministry of Health	30 May 2025
54	Georgetown Public Hospital Corporation	23 April 2025
55	Ministry of Home Affairs	19 March 2025
56	Ministry of Legal Affairs	29 May 2025
57	Deeds and Commercial Registries Authority	29 May 2025
58	Office of the Ombudsman	28 March 2025
59	Regional Democratic Council - (1) Region One - Barima/Waini	10 June 2025
60	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara	12 June 2025
61	Regional Democratic Council - (5) Region Five - Mahaica/Berbice	04 June 2025
62	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne	04 June 2025
63	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni	04 June 2025
64	Regional Democratic Council - (9) Region Nine - Upper Takatu/Upper Essequibo	04 June 2025
65	Regional Democratic Council - (10) Region Ten - Upper Demerara/Berbice	04 June 2025
66	Guyana Power and Light Inc. (GPL)	02 May 2025
67	Guyana Rice Development Board (GRDB)	04 June 2025
68	Guyana Post Office Corporation (GPOC)	29 May 2025
69	Guyana National Printers Limited (GNPL)	29 May 2025

Summary

- The aforementioned procurement plans submission rates for the 2024/2025 cycle highlights the need for stronger enforcement mechanisms.
- The submission rate for 'Other Bodies' continued from the last reporting cycle to be the lowest of the categories of procuring entities. Regional Democratic Councils recorded the best submission rate with that of 90%. Ministries followed closely with a submission rate of 85%.
- The Commission, in its initial review of the plans submitted observed the complete elimination of aggregated current expenditure. This demonstrates the effectiveness of prior compliance campaigns and validates the Commission's responsive governance model.
- At the end of the reporting period, the process of review of the plans submitted was ongoing.

Actions Taken

In line with its statutory oversight function, the Commission has taken the following remedial and preventive actions:

- Recommended structured remedial action plans with clearly defined deliverables and timeframes.
- Scheduled a training workshop in Q2 of 2025 to be conducted by the Operations Department, targeting procurement officers across all categories of public bodies.
- Expanded its internal tracking systems to monitor submission compliance year-round, thereby facilitating earlier intervention.
- Regulations were drafted and submitted to the Honourable Minister of Finance to bring uniformity in the format of procurement plans.¹⁸

Conclusion

The Commission's review of Procurement Plan submissions for 2024/2025 evidences progress in both submission rate and quality, most notably in the eradication of aggregated expenditure.

Pursuant to Sections 17(2)(b) and (c) of the Procurement Act, Cap. 73:05, the Commission reaffirms its commitment to promoting compliance, strengthening institutional capacity, and enhancing accountability in procurement planning. Through sustained engagement, digital modernisation, and legal enforcement, the PPC will continue to support a procurement environment grounded in transparency, fairness, and rule of law.

e. Monitoring of Contract Awards

Overview

Article 212AA(1) of the Constitution of The Co-operative Republic of Guyana vests the Commission with the function to-

- (d) monitor the performance of procurement bodies with respect to adherence to regulations and efficiency in procuring goods and services...;
- (g) monitor and review the procurement procedures of the ministerial, regional, and national procurement entities as well as those of project execution units;"

In the absence of enabling legislation of the aforementioned functions, the Commission in its first year of operation in 2022, developed SOPs to monitor adherence to statutory provisions, rules and regulations in the award of contracts.

The report hereunder details the actions taken by the Commission in execution of the aforesaid for the reporting period 8th July 2024 to 31st March 2025. This assessment builds on the strides made during the preceding year, evidencing a marked improvement in timeliness, procedural compliance, and data transparency by procuring entities, most notably the National Procurement and Tender Administration Board (NPTAB).

Threshold Values and Review by Tender Boards

The statutory framework, comprising the Procurement Act, Cap. 73:05 and the associated Regulations, provides for a tiered approach to contract approvals based on monetary thresholds. These are allocated among Ministerial/Agency Tender Boards (MTBs), Regional Tender Boards (RTBs), and the NPTAB. Notably, contracts surpassing G\$15,000,000.00 (fifteen million dollars) is subject to Cabinet review pursuant to Section 54 of the Procurement Act, Cap. 73:05.

During the reporting period, the Commission continued, as commenced in its first year of operation in 2022, to monitor and review the award process for contracts handled at all levels.

For 2024/2025, compliance with the legislative framework governing thresholds was upheld, and the Commission observed consistent application of the requisite approval levels, thereby ensuring public confidence in the tendering process.

Methodology

- Available contract award publications were reviewed weekly.
- The information received was categorised based on threshold boards into four primary procurement areas: goods, services, consultancy, and works.

Objective

Information extracted was analysed with the aim to:

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

Publication of Contract Awards by NPTAB: Data Analysis

A total of 1,696 contracts were awarded during the period under review. Of these, 1,665 - approximately 98% - were published within the statutory seven-day period, as mandated by Section 11 of the Procurement Act, Cap. 73:05. This represents a continued upward trend in compliance, building upon the 2023/2024 figure of 1,073 contracts published within the statutory timeframe.

This performance demonstrates sustained administrative vigilance and inter-agency coordination. The Commission attributes this significant improvement in publication timeliness to enhanced digital protocols and performance benchmarks adopted by NPTAB.

Table 35: Contract Awards and Publication Compliance NPTAB (Jul 2024 – Mar 2025)

Month	Number of Contracts Awarded	Contracts Published Within 7 Days	Contracts Published Late
Jul-24	323	314	9
Aug-24	303	301	2
Sep-24	148	147	1
Oct-24	249	247	2
Nov-24	251	241	10
Dec-24	366	359	7
Jan-25	8	8	0
Feb-25	33	33	0
Mar-25	15	15	0
Total	1,696	1,665	31

Findings

This progressive improvement is attributed to enhanced coordination between the NPTAB and the PPC, supported by digital reforms and internal performance targets. The sharp improvement in late publications from Unknown in 2023 to 19 in 2024 illustrates the positive impact of these systemic interventions.

Although the absolute volume of published contracts during the current period was lower—due to the truncated nature of the 2024/2025 reporting cycle—the proportion of timely publications rose significantly. Compliance increased from 34% in 2023/2024 to 98% in the truncated 2024/2025 reporting period. While this comparison juxtaposes a full year against a shorter reporting period, the substantial increase nonetheless reflects a strong upward trend in adherence to statutory publication requirements.

This evidences the effectiveness of the corrective recommendations previously issued by the Commission and suggests the institutionalization of stronger compliance mechanisms within NPTAB.

Distribution of Contract Awards by Procuring Entity

Contract activity was again concentrated in priority sectors such as education, infrastructure, health, and agriculture. The Ministry of Education led with 338 awards recorded by the Commission, followed closely by the Ministry of Public Works (286), and the Ministry of Home Affairs (143)

Table 36: Procuring Entity and Number of Contract Awards NPTAB (8th July 2024- 31st March 2025)

Procuring Entity	Count of Procuring Entity
Ministry of Education	338
Ministry of Public Works	286
Ministry of Home Affairs	143
Ministry of Local Government and Regional Development	135
Georgetown Public Hospital Corporation	103
Ministry of Health	97
Guyana Sugar Corporation Inc.	78
Min. of Labour Human Services and Social Security	51
Guyana Water Inc.	49
Guyana Defence Force	46
MOA-National Drainage and Irrigation Authority	44
Ministry of Culture, Youth and Sport	41
Ministry of Agriculture	36
Office of the Prime Minister	30
Ministry of Amerindian Affairs	25
Guyana Energy Agency	17
Ministry of Labour	13
Ministry of Tourism, Industry and Commerce	13
Environmental Protection Agency	13
Central Housing and Planning Authority	10
Guyana Livestock Development Authority	10
National Parks Commission	9
Guyana Power & Light Inc.	9
Transport and Harbours Department	9
Guyana Elections Commission	7
Supreme Court of Judicature	7
Ministry of Natural Resources	7
Ministry of Legal Affairs	6
Office of the President	6
Bureau of Statistics	6

Demerara Harbour Bridge Corporation	5
Teaching Service Commission	4
Ministry of Finance	4
National Agricultural Research Extension Institute	4
National Data Management Authority	4
Ministry of Public Service	4
Guyana National Bureau of Standards	3
Guyana Marketing Corporation	3
Parliament Office	2
Ministry of Foreign Affairs	2
Guyana Lands and Survey Commission	2
Ministry of Agriculture	1
Guyana Civil Aviation Authority	1
Bureau of Statistics	1
Ministry of Labour	1
Chamber of the Director of Public Prosecution	1
Ministry of Housing & Water	1
Audit Office of Guyana	1
Office of the Prime Minister - National Communications Network	1
National Communications Network	1
Demerara Harbour Bridge Corporation	1
Guyana Energy Agency	1
Civil Defence Commission	1
National Drainage & Irrigation Authority	1
Ministry of Public Service	1
Unknown	1
Grand Total	1,696

These trends affirm the continued focus of national procurement on sectors with high public service impact. It is also reflective of project execution cycles within the national budget.

Observations

- **Enhanced Timeliness:** There has been year-on-year improvement in the statutory publication of contract awards, with 98% compliance in the current period.
- **Sectoral Concentration:** Over 1,000 contracts were awarded by just six entities, illustrating continued prioritisation of infrastructure and social development.
- **Improved Digital Coordination:** Enhanced publication timeliness may be directly linked to improvements in digital monitoring, a strategy supported by the Commission in prior recommendations.
- **Residual Data Challenges:** Isolated instances of misclassification and duplication of entity names suggest the need for a universal coding or entity identification system within NPTAB reporting frameworks.
- **Compliance with Debarment Listings:** A cross-check of contract award publications on the NPTAB website against the Commission's Register of Debarred Suppliers and Contractors confirmed that no awards were made to debarred entities during the reporting period. This reflects a commendable level of due diligence and adherence to exclusionary provisions.
- **Publication of Contract Awards:** Contract awards made by RTBs and MTBs continued the historical pattern of not being published as required by Section 11 of the Procurement Act, Cap. 73:05.

Recommendations

- **Standardisation of Reporting Protocols:** The Commission recommends the formal adoption of a standardised contract reporting template to reduce duplication and enhance analytical clarity.
- **Performance Auditing:** In accordance with its monitoring function under Article 212AA, the Commission intends to expand its oversight to include performance audits on awarded contracts, particularly in relation to timelines, cost variances and deliverables.
- **Targeted Compliance Support:** Entities with recurring publication deficiencies should receive targeted compliance guidance from both NPTAB and the Commission.
- **Sectoral Review Prioritisation:** Given the high contract volumes in education and infrastructure, these sectors should be prioritised for compliance reviews in the upcoming period.

Conclusion

From the information available, the 2024/2025 reporting period reflects a matured compliance culture within the national procurement ecosystem, particularly at the level of NPTAB. The Commission commends the NPTAB for demonstrable progress in transparency and urges the continuous strengthening of institutional systems to ensure public confidence and statutory conformity. The Commission remains unwavering in its constitutional duty to ensure fairness, equity and transparency.

The continued non-publication of contract awards by Ministerial, Regional and Agency/Departmental Tender Boards continues to undermine a comprehensive assessment. Additionally, there is no independent source to verify the accuracy of the information published and or that all awards have been published. An integrated e-procurement system ought to alleviate these oversight challenges. In the absence thereof, the Commission repeats its Recommendations made under this heading in its 2023/2024 Annual Report.¹⁹

The publication of contract awards remains to strongest support for transparency and accountability within the system.

¹⁹ 2023/2024 Annual Report – pgs. 74 & 75

f. Review of Procurement Manuals

Overview

During the 2024/2025 reporting period, the Commission, in furtherance of its constitutional mandate under Article 212W and its statutory obligation under Section 17(2) of the Procurement Act, Cap. 73:05, advanced its regulatory oversight with respect to procurement documentation standards among public procuring entities. Building upon the diagnostic work undertaken during the 2023/2024 reporting cycle, the Commission moved decisively beyond the identification of gaps and into the implementation of system-wide reforms to address the persistent absence of standardised Procurement Manuals across procuring entities.

Recognising the critical importance of codified procurement procedures to promote consistency, transparency, and accountability in the public procurement framework, the Commission adopted a more proactive and strategic approach, aimed at ensuring long-term institutional compliance with statutory requirements.

Methodology

As reported in the PPC's 2023/2024 Annual Report, by way of letter dated 3rd April 2024, the Commission formally requested that all public procuring entities submit their Procurement Manuals for review by 14th April 2024.²⁰

Where entities lacked a Procurement Manual, they were required to submit any internal rules or guidelines currently governing their procurement activities. This request extended to public corporations and State-controlled (quasi-autonomous) bodies falling under Section 24 of the Procurement Act, Cap. 73:05, who were reminded that their internal rules could not derogate from the provisions of the Act and its Regulations.

Observations

Following on the previous year of operation, the Commission during the subsisting reporting period, continued to review the submissions—or absence thereof.

In so doing, the Commission identified a continuing trend: forty (40) procuring entities operated without bespoke Procurement Manuals, relying instead solely on the Procurement Act and subsidiary Regulations .

No procurement manuals were submitted to the Commission for review during the reporting period.

Actions Taken

- In response, and pursuant to its authority under Section 17(2) to determine the form of procurement documentation, including procurement manuals, the Commission approved comprehensive Terms of Reference for the engagement of a suitably qualified consultant or consulting firm to draft a standard procurement manual.

The Commission made a strategic decision to outsource the development of a comprehensive standardised procurement manual to a suitably qualified specialist. An Expression of Interest (EOI) was accordingly issued on March 31st, 2025, to solicit proposals for the preparation, review, and delivery of a Standardised Procurement Manual. The consultant, once selected, will be tasked with developing a Manual that will comprehensively cover all stages of the procurement cycle, from planning and solicitation to contract management and close-out, incorporating both domestic legal requirements and international best practices not contrary to express statutory provisions.

²⁰ Section 17(2)(b)(v) of the Procurement Act, Cap. 73:05

²¹ Public Procurement Commission Annual Report 2023/2024 – pg 117 Table 53: Entities that submitted and did not submit procurement manuals in response to the PPC's request therefor

As a result, the review of procurement manuals submitted during the previous reporting period was temporarily suspended. This pause was necessary to avoid parallel or potentially conflicting review processes, and to ensure that all future assessments would be guided by the uniform framework to be established by the forthcoming manual. Once the consultant is procured and the manual is finalised - subject to responsive submissions and adequate budgetary provision - it is anticipated that the process will resume in alignment with the newly adopted standard.

It is expected, once there are responsive bidders and sufficient budgetary allocation in keeping with financials submitted, that this endeavour will be completed before the end of the life of the Commission in July, 2025.

The adoption of a standardized Procurement Manual will eliminate inconsistencies across the sector, save time, costs and human resources, there being more than 100 (exactly 108) procuring entities. The review of this volume puts considerable strain on the human resources of the Commission.

- The Checklist for Procurement Process from Bidding to Contract Award issued via Circular No. 02/2024 during the last reporting period, was at the end of this reporting period under review for updating. The Checklist serves as a standardized guide to procuring entities as to the steps to be adopted in the procurement process to contract award.

Conclusion

The Commission's 2024/2025 work in respect of the review of procurement manuals evidences a clear trajectory of progress and institutional consolidation. Transitioning from the passive collation of procurement documentation in 2023/2024 to the active development of a Standardised Procurement Manual in 2024/2025 reflects the Commission's commitment to providing enduring solutions to systemic weaknesses.

The Commission's strategic initiative will not only bolster statutory compliance but will elevate procurement practice to a level consistent with international standards. As the Commission's current tenure draws to a close, this landmark project stands as a testament to its dedication to transparency, efficiency, and the continuous improvement of public procurement in the Cooperative Republic of Guyana.

This year's work also demonstrated the Commission's institutional maturity, as it shifted from merely monitoring compliance to enabling compliance through the provision of clear, standardised procedural frameworks for procuring entities. The development of a Standardised Procurement Manual is poised to become a cornerstone of procurement governance in Guyana, significantly strengthening operational coherence, legal compliance, and public trust.

The Commission remains steadfast in its resolve to advance procurement reform, and the anticipated Standardised Procurement Manual is expected to serve as a critical legacy achievement in strengthening public sector governance for years to come.

g. Compliance Reviews

Overview

During the reporting period July 8, 2024 to March 31, 2025, the Commission continued its structured programme of compliance reviews pursuant to its constitutional mandate under Article 212AA(1) and statutory authority under Section 17(2)(b) and (d) of the Procurement Act, Cap. 73:05. This exercise, conducted through the Monitoring Unit under the direction of the Operations Department, is integral to the Commission's oversight framework and seeks to ensure that public procurement activities are conducted in a manner that is fair, equitable, transparent, and compliant with prevailing laws and regulations.

The Commission's compliance review programme serves a dual purpose:

- (i) to assess adherence by procuring entities to the legislative and regulatory framework governing procurement, and
- (ii) to identify good practices and procedural gaps with a view to issuing recommendations for continuous improvement. This process affirms the Commission's commitment to accountability, value for money, and the safeguarding of public interest in procurement execution.

Methodology

The compliance reviews undertaken during the period under review followed the established evaluative framework previously applied by the Commission and documented for the 2023/2024 reporting period. Reviews were conducted based on a representative sample of procurement projects awarded through the National Procurement and Tender Administration Board (NPTAB). The sample included projects previously under review during the last reporting cycle as well as newly selected projects. Specifically:

- The initial twenty-four (24) projects listed were inherited from the previous reporting period and were categorised as "ongoing" at that time. As of June 2, 2025, twenty-two (22) of those projects were completed, while two (2) remain under clarification.
- Ten (10) new projects were randomly selected from the NPTAB's publicly published contract awards and advertisements and were formally added to the review schedule. These reviews are at various stages of completion and are currently categorised as "ongoing."

Reviews involved an analysis of procurement documentation against statutory and procedural requirements, including, but not limited to, compliance with bidding procedures, contract award publication, evaluation criteria, and timelines. Where necessary, clarification was sought from procuring entities to reconcile gaps in documentation or procedural inconsistencies.

Summary

As of the close of the current interim reporting period, the status of the forty-eight (48) compliance reviews conducted is as follows:

- **Compliant:** Thirty-one (31) procurement exercises were found to be fully compliant with the relevant legal and regulatory requirements. These spanned a range of sectors, including health, infrastructure, education, and social services, and involved procuring entities such as the Ministry of Health, Ministry of Amerindian Affairs, Guyana Water Inc., and Regional Democratic Councils across multiple regions.
- **Requires Clarification:** Two (2) procurement exercises require further engagement with the respective procuring entities to resolve outstanding issues before a final compliance determination can be made.
- **Ongoing:** Fifteen (15) procurement exercises remain under review, including the ten (10) most recently initiated during this reporting period. These are at various stages of document analysis and engagement with the relevant agencies.

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

Table 37: Compliance Review July 8, 2024 - March 31, 2025

No	NPTAB # Ref	Procuring Entity	Project Description	Summary of Findings
1.	NPTAB#06/2023/77	Regional Democratic Council #7	Construction of Health post at Eteringbang, Region 7	Compliant
2.	NPTAB#58/2023/16	Ministry of Amerindian Affairs	Supply & Delivery of 26 Minibuses Lot 1-3	Compliant
3.	NPTAB#85/2023/47	Ministry of Health	Supply & Delivery of Emergency Pharmaceutical Supplies	Compliant
4.	NPTAB#46/2023/44	Ministry of Culture, Youth & Sport	Construction of Stand-Guyana National Stadium	Compliant
5.	NPTAB#175/2023/40	Ministry of Education	Construction of Home Economics & Industrial Arts Building-Queen's College	Compliant
6.	NPTAB#10/2023/78	Regional Democratic Council #8	Construction of Nurses Hostel at Mahdia	Compliant
7.	NPTAB#53/2023/45	Guyana Water Inc.	Transmission of Main along Linden to Mabura road	Compliant
8.	NPTAB#100/2023/16	Ministry of Amerindian Affairs	Supply and Delivery of thirty-five All-Terrain Vehicles	Compliant
9.	NPTAB#41/2023/47	Ministry of Health	Rental of Warehouse and Medical Supplies for 2023	Compliant
10.	NPTAB#11/2023/75	Regional Democratic Council #5	Rehabilitation of Electrical System for X ray Department, Mahaicony Hospital	Compliant
11.	NPTAB#33/2023/39	Ministry of Human Services & Social Security	Supply & Delivery of Office materials & Supplies Lot -1	Compliant
12.	NPTAB#97/2023/02	Office of the Prime Minister	Construction of a Building to house Substation for Linden Electricity Company Inc for the	Compliant
13.	NPTAB#154/2023/40	Ministry of Education	Construction of Science Lab	Compliant
14.	NPTAB#/02/2023/73	Ministry of Local Government	Rehabilitation of Back Street Dekindren, WCD Region 3	Compliant
15.	NPTAB#222/2023/21	National drainage Irrigation Authority	Rehabilitation D3 Drainage Structure and Revetment at Maria's Lodge Area	Compliant
16.	NPTAB#42/2023/47	Ministry of Health	Supply and Delivery of Medical Oxygen-Ministry of Health	Compliant
17.	NPTAB#302/2023/47	Ministry of Health	Supply & Delivery of Pharmaceuticals	Compliant
18.	NPTAB#292/2023/40	Ministry of Education	ICT equipment and office furnishing	Compliant
19.	NPTAB#86/2023/31	Ministry of Public Works	Miscellaneous roads Phase 5 Lots 213 A&B	Compliant
20.	NPTAB#34/2023/21	Guyana Sugar Corporation	Supply & Delivery of Replacement pumps complete with motors and starter Rosehall Factory	Compliant
21.	NPTAB#74/2023/39	Ministry of Human Services and Social Security	Compilation of Old age pension Public Assistance and Permanently Disabled booklets for 2024	Compliant

22.	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	Compliant
23.	NPTAB#101/2023/31	Ministry of Public Works	Miscellaneous roads Phase 3 Lot 181,182,187-191	Requires Clarification
24.	NPTAB#376/2023/47	Ministry of Health	Construction of Annex building	Requires Clarification.
25.	NPTAB#198/2024/44	Ministry of Culture, Youth and Sport	Construction of Asphalt parking lot, Cliff Anderson Sports Hall	Ongoing.
26.	NPTAB#136/2024/44	Ministry of Culture, Youth and Sport	Construction of sight screen and media centre	Ongoing.
27.	NPTAB#88/2024/13	Ministry of Local Government	Supply and delivery of Compactor garbage trucks	Ongoing.
28.	NPTAB#21/2024/38	Ministry of Labour	Procurement of Training equipment	Ongoing.
29.	NPTAB#232/2024/52B	Ministry of Legal Affairs	Procurement of One (1) Motor Vehicle	Ongoing.
30.	NPTAB#14/2024/45	Ministry of Central Housing & Planning Authority	Procurement of Conductors Lots 1-8	Ongoing.
31.	NPTAB#108/2024/12	Ministry of Foreign Affairs & International Co-operation	Washing of Building	Ongoing.
32.	NPTAB#325/2024/02	Office of the Prime Minister	Construction of Parking Facility for Multi-Purpose Building and Bond	Ongoing.
33.	NPTAB#405/2024/53	Guyana Defence Force	Provision for Data Solution	Ongoing.
34.	NPTAB#1209/2024/40	Ministry of Education	Rehabilitation of Sports Facility-North Georgetown Secondary School	Ongoing.

Conclusion

The Commission is pleased to report a demonstrable increase in the scale and scope of its compliance monitoring activities during this truncated reporting period, evidencing the institutional maturity and proactive engagement of the Monitoring Unit. Notably, the Commission expanded its reach to include projects under newly emerging sectors and continued to refine its compliance assessment tools in alignment with international best practices.

While the review of procurement exercises progressed significantly, internal efforts to further formalise and implement detailed compliance review procedures remained ongoing during the reporting period. It is worth noting that comments from the Finance Secretary on procedural drafts were received following the close of this reporting window. These comments are currently under review and will inform the finalisation of the Commission's internal compliance protocols.

The Commission remains committed to advancing a culture of procedural compliance and transparency across the public procurement landscape. As the life of the current Commission draws to a close, it is anticipated that the remaining ongoing reviews, as well as the completion of procedural enhancements, will be addressed in the final wrap-up of the 2024/2025 operational year.

iii. Investigations Unit

The Investigations Unit, operating under the Operations Department of the Commission continued during the 2024–2025 reporting period to discharge its investigative and quasi-adjudicatory functions in accordance with the Commission's constitutional and statutory mandate. The Unit remains central to the Commission's oversight architecture and is instrumental in ensuring procurement accountability, legal compliance, and procedural equity across the public sector.

The Commission's investigative authority is multifold:

- First, its constitutional remit under Article 212AA(1)(empowers the Commission to-
*“(h) investigate complaints from suppliers, contractors and public entities and propose remedial action;
 (i) investigate cases of irregularity and mismanagement, and propose remedial action;”*
- Second, its statutory jurisdiction is derived from Part VII of the Procurement Act, Cap. 73:05 and Part V of the Procurement Regulations 2004, which provide for independent review of “bid protests” through a duly constituted Bid Protest Committee.
- Third, under the Procurement (Suspension and Debarment) Regulations 2019 - the Commission is authorised to adjudicate debarment proceedings.

a. Investigations

Overview

The commission's constitutional investigative function is wider in scope than its aforementioned statutory authority²², particularly Article 212AA(1)(i); inter alia, it includes no qualifying words as to the source of the complaint.

The matters reported hereunder relate to those addressed under the Commission's constitutional investigative function, to wit, Article 212AA(1)(h) & (i).

Methodology

Upon receipt of each complaint, the Commission initiated a structured review process as follows:

- 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.
- 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.

²² Summary of Findings – Construction of Belle Vue Pump Station; Summary of Findings – Correia & Correia Ltd.

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:
 - The procuring entity,
 - The National Procurement and Tender Administration Board (NPTAB), where applicable,
 - The complainant, and
 - 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 of Investigations

During the reporting period, the Commission received four (4) complaints, which equates to a 55% decrease as compared with the previous year in which nine (9) complaints were received.

At the beginning of the 2024/2025 year of operation, there were no pending investigations from the previous year of operation; all investigations having been addressed within the previous reporting year.

Similarly at the end of the current reporting period, there were no pending investigations as all matters were completed. At the close, no requests for investigation were withdrawn during the reporting period, and no investigation remained unacknowledged or unacted upon by the close of the year.

During the 2024–2025 reporting period, the Commission received four (4) complaints of which:

- one (1) did not comply with statutory requirements,
- two (2) did not fall within the remit of the PPC, and
- one (1) followed the investigative process to completion with a Summary of Findings being issued.

Table 38: Investigations conducted within the reporting period July 7, 2025 to March 31, 2025

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Updated Status
1.	N/A	N/A	NPTAB	N/A	United Contracting and Supplies	July 5, 2024- Period of eighteen (18) months of no contract awards to bids submitted.	Status as at April 30, 2025- Completed on July 30, 2025: <ul style="list-style-type: none"> • Particulars requested. • Statutory process to protest bid rejection outlined. • Complainant acknowledges, thanks Commission for guidance and informs that Counsel will be sought. • No further communication from complainant. File Closed.
2.	N/A	Guyana Wildlife Conservation and Management Commission	Agency Board	Request for Quotations- Preparation of Financial Statements for 2022 and 2023 for the Guyana Wildlife Conservation and Management Commission.	C.O.M. Chartered Accountants	September 4, 2024- Allegation that the awarded bidder did not submit a valid Business Registration and therefore ought not have been awarded the contract.	Status as at April 30, 2025- Completed on February 13, 2025: <ul style="list-style-type: none"> • Summary of Findings issued. • No adverse findings. Allegation not substantiated.
3.	N/A	N/A	N/A	N/A	Tallim Mohammed	October 13, 2024- Complaint of breach of contract for the sale and purchase of an excavator believed to be purchase for the use in Government awarded projects – balance of purchase price not paid.	Status as at April 30, 2025- Completed on November 11, 2024: <ul style="list-style-type: none"> • Complaint of matters not falling within the remit of the PPC. Private breach of contract. • Complainant informed. No further communication from complainant. • File closed.

4.	HCNS-2023-G1	Ministry of Health	N/A	Design, Supply and Install an Electronic Health Record System for the Ministry of Health	The Phoenix Partnership (Leeds) Limited (TPP)	January 6, 2025-Complainant challenged the evaluation of its bid.	<p>Status as at April 30, 2025-Completed on January 9, 2025:</p> <ul style="list-style-type: none"> • The complainant was informed that correspondence incorrectly addressed as PPC does not evaluate and or award contracts. • Matter brought to the attention of the procuring entity. • Response to concerns sent by the procuring entity to the complainant and copied to the PPC. • No further communication from complainant. File closed.
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b. Bid Protest Reviews

Overview

As aforementioned, Part VII of the Procurement Act, Cap. 73:05 makes provision for a bidder whose tender has been rejected to protest same.

Bid Protest Reviews are conducted by an independent three person Bid Protest Committee (BPC) established pursuant to Section 53(4) of the Act.

In accordance therewith and by way of notice dated and published in the Official Gazette during the last reporting period, to wit, March 7, 2024, Mr. Donald DeClou (Chairman), Ms. Soshanna Lall and Mr. Komal Singh were appointed by the Minister as the three members of the Bid Protest Committee. The PPC received notice of the appointment and thus establishment of the BPC in July 2024.

Methodology

Part VII of the Procurement Act, Cap. 73:05 and Regulations made thereunder set out the procedure for bid protests and their reviews.

In accordance with the aforesaid statutory provision and the Regulations made thereunder, the bid protest procedure commences with the submission of a written protest to the procuring entity and then escalation to the Commission for review by the Bid Protest Committee.

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 of Bid Protests

The Commission received six (6) requests for bid protest reviews during the current reporting period, with one (1) qualifying for referral to the Bid Protest Committee. Similarly, during the last reporting period, one (1) qualifying bid protest review was also received and passed over to the Bid Protest Committee as statutorily required.

Each application was duly acknowledged and the qualifying matter referred to the BPC for review in accordance with the prescribed procedures of law.

All bid protests reviews passed over to the BPC remained under active consideration at the close of the reporting period, with final determinations pending the completion of the BPC's processes. While the Commission receives applications for bid protest reviews, their determination rests solely with the independent three-person Bid Protest Committee appointed external to the

Table 39: Bid Protest from previous reporting period 2023/2024

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Updated Status
1	91/2023/45	Guyana Water Inc.	NPTAB	Supply and Delivery of water meter boxes Lot 2 ICB	Y2K Construction	December 6, 2023- Complainant alleges that he was improperly disqualified and thereby ought to have been awarded the tender.	Status as at July 7, 2024- • Awaiting determination by the Bid Protest Committee. Status as at March 31, 2025- • Awaiting determination by the Bid Protest Committee.

Table 40: Bid Protests in the current reporting period 2024/2025

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Updated Status
1	359/2024/40	Ministry of Education	NPTAB	Extension and Renovation to Dormitory Building at St. Ignatius	Riaz Akbar General Construction Services	July 10, 2024- Alleges that the published contract award sum is higher than what was recorded at the bid opening and the awarded contractor was recently awarded 2-3 other projects.	Status as at March 31, 2025- Awaiting determination by the Bid Protest Committee: • Passed over to the Bid Protest Committee on August 21, 2024, in accordance with Section 54 of the Procurement Act, Cap. 73:05.
2	07/2024/79	Ministry of Local Government & Regional Development	NPTAB	Construction of Kaspashna Bridge at Kapasha Creek, Parikwarunau Vukkage, South Central Rupununi, Region 9	Radon Construction	November 13, 2024- Contends to have been the lowest bidder.	Status as at March 31, 2025- Completed on December 30, 2025: • Statutory process not complied with. • Complainant informed of statutory process. • No further communication from complainant.
3	N/A	Ministry of Education	Ministerial Tender Board	Extension to Capoey Primary School's Kitchen	Radon Construction	November 13, 2024- Alleges that the contract was not awarded to the lowest bidder.	Status as at March 31, 2025- Completed on December 30, 2025: • Statutory process not complied with. • Complainant informed of statutory process. • No further communication from complainant. • File closed.

No.	Reference No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Updated Status
4	111/2024/45	Central Housing & Planning Authority	NPTAB	Procurement of Single-Phase Transformer	Akamai Inc.	December 4, 2024- Reason(s) for rejection of complainant's bid not provided.	Status as at March 31, 2025- Completed on January 27, 2025: <ul style="list-style-type: none"> • Statutory process not complied with. • Complainant informed of statutory process. • No further communication from complainant. • File closed.
5	GWI-GOG-P176-2024	Guyana Water Inc.	NPTAB	Supply and Delivery of Water Meter Boxes	Y2K Construction	December 17, 2024- Allegation of error made in the technical evaluation of the complainant's bid.	Status as at March 31, 2025- Completed on January 31, 2025- <ul style="list-style-type: none"> • No further communication from complainant as to whether it wishes to proceed under Regulation 10(5) of the Procurement Regulations 2004; the contract having been signed. • File closed.
6	N/A	N/A	NPTAB	National Archives Digitisation Project	Guyanese Historical Society	Alleges that the contract was not awarded to the lowest bidder.	Status as at March 31, 2025- Completed February 19, 2025: <ul style="list-style-type: none"> • Statutory process not complied with. • Complainant informed of statutory process. • No further communication from complainant. • File closed.

General Observations

Of the six (6) bid protest applications received, five (5) failed to comply with statutory prerequisites, thereby not invoking the jurisdiction of the BPC. This consistent trend of procedural deficiency may suggest lack of awareness among bidders regarding:

- the statutory protest framework,
- prescribed timeframes and stages, and
- the sequence of escalation under the Act.

This underscores the critical need for public education, particularly among small and emerging contractors unfamiliar with the legal processes surrounding bid protests.

The Commission wishes to reiterate that while it is responsible for receiving applications, it does not adjudicate the merits of bid protests. That responsibility lies exclusively with the independent BPC, whose decisions are based on law, facts, and due process.

At the close of the reporting period, both active bid protests remained under the BPC's review, with determinations pending.

Recommendations

In response to the reported rate of procedural non-compliance in the submission of applications for bid protest reviews, the Commission proposes the following interventions during the next reporting period:

- Targeted Outreach Campaigns: Development of plain-language public advisories, explainer videos, and infographics on the bid protest process, published via the Commission's website and social media platforms.
- Bid Protest Clinics: Hosting of monthly virtual Q&A sessions and procurement law awareness clinics, particularly aimed at small contractors and new market entrants.
- Inclusion in Training Modules: Expansion of the Commission's procurement training curriculum to incorporate a dedicated module on bid protest procedures and remedies available under the Procurement Act, Cap. 73:05.
- Revised Guidance Material: Publication of updated Bid Protest Guidance Notes and template protest forms to facilitate proper filing and compliance with procedural requirements.

The Commission remains steadfast in its commitment to ensuring that all bidders are afforded fair and accessible recourse to challenge procurement decisions. While the low qualification rate for bid protest referrals remains a concern, the Commission views this as an opportunity to strengthen legal awareness and procedural literacy within the national procurement landscape.

Through the combined use of education, transparency, and procedural support, the Commission will continue to reinforce the integrity of the public procurement system and uphold the rights of bidders under the law.

Ratio of Complaints to Contracts Awarded

During the 2024–2025 reporting period a total of 929 contracts were published across all procurement levels, as recorded through advertisement monitoring. Within that same period, the Commission received:

- Four (4) complaints for investigation under Article 212AA(1)(h) and (i) of the Constitution; and
- Six (6) applications for bid protest reviews under Part VII of the Procurement Act.

This yields a total of ten (10) formal complaints received relative to 929 recorded contract awards, representing a complaint-to-award ratio of approximately 1.08%.

This comparatively low ratio suggests:

- A generally low level of formal procurement contestation, either due to effective dispute prevention at the entity level or lack of bidder awareness of available remedies or otherwise; and
- Potential underutilisation of the Commission's investigative and adjudicative channels, especially in light of the 55% decrease in investigations year-on-year.

Table 41: Comparative Year-on-Year Trends

Reporting Year	No. of Investigations	No. of Bid Protests	Total Complaints	Published Contracts	Complaint-to-Award Ratio
2023/2024	9	6	15	814	1.84%
2024/2025*	4	6	10	929	1.08%

*2024/2025 reflects the partial year under review (July 8, 2024 – March 31, 2025).

This comparative data demonstrates a 33% decline in total complaints and a corresponding 41% increase in contracts awarded over the respective periods. While this may suggest an improvement in procurement performance or procedural clarity, it must be read alongside the findings that 5 out of 6 bid protests failed to meet statutory requirements - raising concerns about the use of redress mechanisms.

Conversely, the Commission notes the absence of repeat complaints against the same entities, which may indicate improved responsiveness or corrective behaviour by procuring entities following initial interventions.

c. Debarment

Overview

The debarment function of the Public Procurement Commission is a critical enforcement mechanism aimed at safeguarding the integrity of Guyana's public procurement system. Debarment ensures that contractors and suppliers who engage in fraudulent, corrupt, or otherwise unlawful practices as outlined in the Procurement (Suspension and Debarment) Regulations 2019 are excluded from participating in procurement processes for defined periods.

The process is governed by the said Regulations and operationalised in accordance with the Commission's internal investigative policy, adopted in the prior reporting period and implemented during the current reporting year.

During the 2024/2025 interim reporting period, the Commission continued to exercise oversight over both debarment by application and automatic debarment mechanisms, while promoting adherence to international standards and transparency in procurement governance.

Methodology

The debarment process is governed by the Procurement (Suspension and Debarment) Regulations 2019. Pertinent steps in the process include-

1. **Submission and Admissibility Review:** A procuring entity must submit a debarment application supported by factual allegations and documentary evidence. The Commission then assesses whether the application meets the threshold for admissibility.
2. **Hearing and Evidence:** Where the matter is admitted, the respondent is granted an opportunity to be heard, including submission of written responses and attendance at any scheduled hearings.
3. **Deliberation and Issuance of Decision:** The Commission issues a formal ruling setting out the reasons for its decision and the duration of debarment, if applicable.
4. **Publication and Registration:** All final decisions on debarment are published in the Commission's official records and registered with NPTAB to ensure compliance.

Summary of Debarments

Debarment on Application

As was the case in the previous two years of operation, no debarment applications were received by the Commission during the 2024/2025 reporting period.

Automatic Debarment

The Commission during the reporting period continued to operate under its Notice issued on October 4th, 2023, which informed of the decision of the Commission 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.

The statutory requirement to publish the debarred contractors or suppliers under this process was maintained by way of website 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 continued absence of debarment applications during the 2024/2025 interim period may suggest a reluctance among procuring entities and the public at large, to invoke this critical enforcement mechanism. This may be attributed to the lack of internal investigative capacity within procuring entities or a preference for informal resolution or administrative caution.
- While automatic debarments²³ via multilateral institutions remain an important safeguard, the domestic application process should nevertheless be utilised to preserve the integrity of the procurement ecosystem.
- The Procurement (Suspension and Debarment) Regulations 2019 vests the power to debar contractors solely in the PPC. Should the Commission not be constituted, this essential process in the procurement system is inactive. Consideration therefore ought to be given to the statutory intervention to vest this responsibility in another body or entity should the Commission not be constituted.

²³ Regulation 3(2) of the Procurement (Suspension and Debarment) Regulations 2019

Actions Taken

To address these issues, the Commission has commenced the following:

- **Awareness Initiatives:** The Training and Legal Units collaborated to develop awareness materials for distribution to procuring entities explaining the debarment process and evidentiary requirements.
- **Template Applications:** Draft template debarment applications, created during this constituted Commission's first year of operation, were circulated to procuring entities to simplify the initiation process.
- **Capacity-Building Interventions:** Targeted training is being developed for Procurement Officers and Internal Auditors across ministries and agencies to improve the standard of procurement oversight and enforcement action readiness.
- **Monitoring Integration:** Debarment data is being cross-referenced with Monitoring Unit reviews and Investigations Unit findings to identify cases that may warrant future debarment proceedings.

The Commission encourages all procuring entities to adopt a firmer approach toward enforcement, particularly where suppliers or contractors are found to have engaged in material misconduct, breach of contract, or fraudulent misrepresentation.

Strategic Developments

The Commission in its previous reporting period finalised its internal investigative policy and procedure, thereby enhancing institutional clarity and uniformity in the handling of complaints.

This ensures that each complaint is handled in a manner consistent with both constitutional standards and international best practices.

The Monitoring Unit played a pivotal role in improving data tracking and reporting mechanisms together with the Information Technology Unit to strengthen document management and information security. This interdepartmental coordination has substantially improved the timeliness and quality of investigative outputs.

Conclusion

The 2024–2025 interim period reflects operational progress in the Commission's investigative and oversight functions, with all complaints resolved within the year and procedural frameworks upheld.

The continued absence of debarment applications, despite rising procurement volumes, suggests underutilisation of available enforcement tools. This trend may stem from limited institutional capacity or reluctance among procuring entities to initiate formal action.

The Commission has responded by advancing targeted interventions - ranging from public outreach and updated guidance materials to capacity-building among procurement officers. These initiatives will continue into the next reporting cycle, ensuring that legal remedies are accessible, any procurement misconduct is addressed, and public trust is reinforced.

iv. Public Relations Unit

Overview

During the final year of its constitutionally mandated term, the Commission has elevated its public relations strategy to unprecedented levels of operational maturity and institutional impact. The Public Relations Unit, which functions under the aegis of the Operations Department, continued to discharge its core function of promoting public awareness in strict accordance with Article 212AA(1)(b) of the Constitution of the Co-operative Republic of Guyana. This provision mandates the Commission to “promote awareness of the rules, procedures, and special requirements of the procurement process among suppliers, contractors, and public bodies.”

In pursuit of this objective, the Commission undertook a series of expansive, multimedia awareness campaigns, combined with proactive stakeholder engagement, to solidify its reputation as a credible, transparent, and constitutionally grounded institution. This reporting period has been characterised by strategic consolidation, a measurable expansion of audience reach, and the institution of several best practices in public communications and media relations.

Strategic Continuity and Expansion

Building on the foundations established during 2023/2024, the Public Relations Unit demonstrated a marked evolution in both scope and execution. Quantitative metrics reflect a significant increase in content output and audience engagement, with a total digital reach of 383,201 persons across four principal platforms—Facebook, Instagram, LinkedIn, and the Commission’s website—compared to 122,867 in the previous year. This represents a calculated and successful pivot toward more interactive, data-informed outreach strategies.

The Commission’s official communication channels—press releases, circulars, notices, and social media updates—were employed with greater frequency and strategic intent. These instruments of public engagement were utilised not only to disseminate information but to shape public discourse on procurement matters and to reaffirm the PPC’s centrality in the national governance architecture.

Operational Highlights

1. **Press Relations and Transparency:** Press releases were systematically issued following key interventions, including training programmes, stakeholder engagements, and statutory events. The timeliness and clarity of these communications served to reinforce the Commission’s commitment to transparency and allowed for the prompt correction of public misconceptions. Notably, statements were released to counteract misrepresentations and to clarify the Commission’s legal standing in ongoing matters.
2. **Social Media Penetration and Digital Engagement:** Social media remained a cornerstone of the Commission’s outreach. A total of 184 distinct posts were made on both Facebook and Instagram, with high-engagement content focusing on procurement tips, legal updates, training highlights, and observances such as International Women’s Day. This content was further supplemented by a robust suite of professionally developed videos, which demystified key aspects of the procurement process including bid evaluation, regulatory compliance, and administrative review.
3. **Public Access and Educational Resources:** The Commission enhanced public access to procurement knowledge through the timely publication of Circulars and Notices on its website, and by actively responding to public queries. Information was made available in multiple formats, including brochures, flyers, and educational carousels, ensuring that both digital and offline stakeholders were effectively reached.
4. **Crisis Communication and Media Surveillances:** A notable area of institutional strengthening was in media monitoring and crisis mitigation. The Commission engaged in the continuous surveillance of all major local news outlets and online forums, resulting in the analysis of over 530 articles. This intelligence function enabled the Commission to promptly identify reputational threats and strategically respond with evidence-based narratives, thereby preserving public confidence.

5. **Regional Engagement and National Visibility:** Public Open Days were conducted across Regions 1, 3, 5, 9, and 10, attracting wide participation from suppliers, contractors, and officials. These in-person engagements provided a critical forum for capacity building and public interaction, while also reinforcing the Commission's presence in hinterland and rural communities. Feedback from these events indicated heightened trust in the Commission's oversight role and an increased willingness among stakeholders to participate in formal procurement processes.

Methodology

In the 2024/2025 reporting period, the Commission reaffirmed its commitment to a structured and evidence-based communications strategy by reapplying and refining the methodology successfully implemented during the previous year. This strategic continuity was premised on demonstrable improvements in stakeholder engagement, media visibility, and public understanding of the Commission's constitutional mandate.

At the heart of the methodology was a multi-platform communication model, anchored in the deliberate integration of digital and traditional media channels—namely, television, radio, print, social media, and the Commission's official website. This diversified communication matrix ensured inclusive outreach across demographic and geographic segments, thereby enhancing national awareness of public procurement governance.

The Commission placed renewed emphasis on message consistency. All external communications were curated under a centralised editorial framework to ensure clarity, alignment with institutional values, and fidelity to the Commission's statutory role. This coherence minimised the risk of miscommunication and significantly bolstered public confidence in the PPC's operations.

A core operational pillar remained the Commission's proactive media posture. Press releases, public notices, and Circulars were systematically issued following high-impact activities—such as training programmes, stakeholder consultations, and procedural developments—to ensure prompt and accurate dissemination of information. These communications were complemented by dynamic and targeted social media content designed to stimulate public interest and foster a participatory discourse on procurement issues.

The PPC continued to apply a data-informed model of decision-making, leveraging real-time media monitoring and sentiment analysis to inform the recalibration of its outreach initiatives. This adaptive approach allowed for the timely identification of reputational risks, the correction of public misperceptions, and the strengthening of stakeholder relationships. Monthly media monitoring reports served as critical diagnostic tools, capturing not only volume and tone of coverage but also public reactions and thematic trends.

Crucially, the Commission's communications methodology incorporated a feedback-responsive dimension, whereby stakeholder input—solicited through comments, direct messages, and engagement metrics—was formally analysed and fed into content strategy decisions. This iterative process enabled the Public Relations Unit to remain agile and responsive to the evolving informational needs of the public.

Through the sustained application and refinement of this comprehensive methodology, the Commission not only deepened public trust and institutional credibility but also entrenched transparency and accountability as hallmarks of its communication framework. The outcomes of this strategic approach have solidified the PPC's standing as a premier regulatory body committed to democratic oversight and inclusive public engagement in Guyana's procurement landscape.

Media Activities Overview

Press Releases

Press releases were systematically issued following key activities of national significance, including procurement training sessions, stakeholder consultations, institutional open days, and responses to public misinformation. These publications were not merely informative - they functioned as instruments of public accountability, showcasing the Commission's responsiveness and reinforcing its role as a guardian of transparency in the procurement regime.

Table 42: Summary of press releases from the Commission from July 2024 to July 2024

Date	Press Release Title
July 8, 2024	Small Business Procurement Training
July 24, 2024	Public Procurement Commission Continues Nationwide Training to Improve Procurement Practices within Ministries
August 22, 2024	Public Procurement Commission Successfully Hosts Two-Day Training for Procuring Entities under the Office of the Prime Minister
August 26, 2024	Public Procurement Commission Successfully Hosts Training for Procuring Entities at Ministry of Public Service (MOPS) Training Centre
September 9, 2024	Public Procurement Commission Conducts Two-Day Training for 18 Procuring Entities
September 17, 2024	45 Officers from All 10 Administrative Regions of Guyana's Police Force Benefit from Procurement Training by the PPC
November 11, 2024	Public Procurement Commission Holds 3-Day Training Program for Public Officers
November 14, 2024	Public Procurement Commission's Open Day in Region 3 Attracts 108 Participants, Including Suppliers, Contractors, and Procuring Entity Staff
November 20, 2024	Public Procurement Commission to Host Public Open Day Events Across Regions for Contractors, Suppliers, and Public Procuring Entities
November 28, 2024	Public Procurement Commission Hosts 3-Day Training Program for Public Sector Procurement Officers
December 4, 2024	The Public Procurement Commission Addresses Recent Article on Employment Costs
December 12, 2024	PPC's Open Day in Mabaruma Engages Suppliers, Contractors, and Procuring Entities, Strengthening Procurement Understanding with 102 Attendees
March 20, 2025	Public Procurement Commission and Small Business Bureau Conduct Public Procurement Training for Small Business Owners
March 21, 2025	Setting the Record Straight: PPC Addresses Inaccuracies in Recent Reports on Procurement Investigation
March 29, 2025	PPC and NPTAB Collaborate to Strengthen Procurement Processes

Circulars

Circulars were issued to communicate official directives and procurement updates to procuring entities and stakeholders. These instruments served to clarify procedural obligations, announce new policies, and maintain consistency in the interpretation of procurement regulations.

Table 43: Summary of the Circulars from the Commission's Website

No.	Circular Name	Date
1	Circular No. 02/2025 Thresholds for Various Tender Boards	March 7, 2025
2	Circular. 01/2025 Submission of Procurement Plan	February 21, 2025.

Notices

Public notices were deployed as formal instruments to inform stakeholders of significant Commission-led initiatives, including training opportunities, policy changes, and public engagement events.

Table 44: Summary of Notices for Reporting Period

Notice Name	Date
Request for Expression of Interest	March 17, 2025
Notice to Public Procuring Entities	Feb 10, 2024
Notice to Procuring Entities	February 10, 2025
Public Open Day – Region 1	November 29, 2024
Public Open Day – Region 9	November 21, 2024
Public Open Day – Region 5	November 14, 2024
Public Open Day – Region 3	November 6, 2024
Public Open Day – Region 10	October 27, 2024
Tendering Tips	October 7, 2024
Training	September 25, 2024

Table 45: Social Media Carousel /Flyer Created

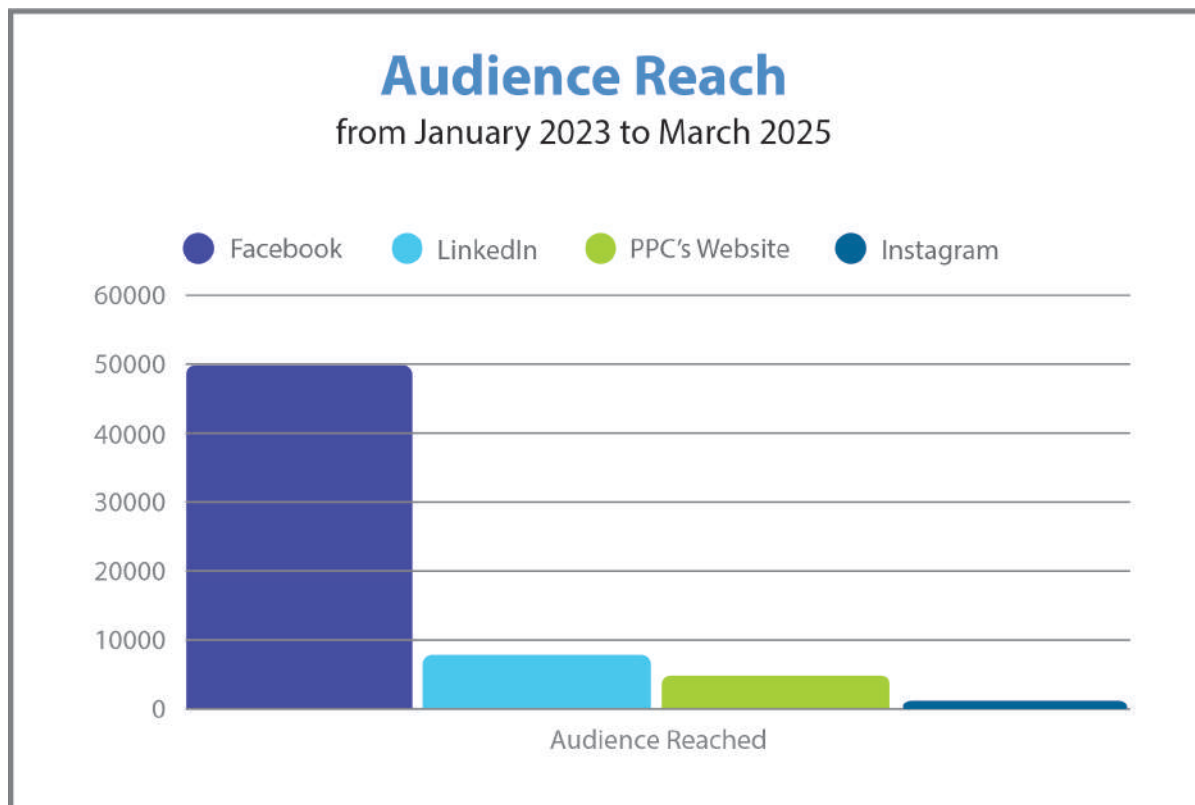
Date	Social Media Carousel /Flyer Created
August 30, 2024	Roles and Functions of the Public Procurement Commission
September 6, 2024	Tendering Tips
September 9, 2024	Procurement Training for Your Team
November 7, 2024	Public Procurement Commission's Public Open Day (Region 3, RDC)
November 20, 2024	Public Procurement Commission's Public Open Day (Region 5)
November 19-28, 2024	November Post for Men of PPC (7)
December 3, 2024	PPC Open Day (Region 1 - Kamaka Waterfront, Maburuma)
January 13, 2025	Get to Know the Debarment and Regulation Process
January 14, 2025	Procurement vs. Purchasing: What's the Difference?
January 15, 2025	Understanding the Administrative Review/Bid Protest
March 7, 2025	International Women's Day Carousel (8)
March 8, 2025	International Women's Day Banner
March 13, 2025	Procurement Plans 2025 – Now Online!
March 17, 2025	Request for Expression of Interest!
March 27, 2025	Join Us LIVE

Table 46: Breakdown of videos created

Date	Videos
February 18, 2025	Training Video
March 10, 2025	Role of the Public Procurement Commission vs NPTAB
March 20, 2025	PPC Tendering Awareness Series 1 - Documentation Compliance
March 21, 2025	PPC Tendering Awareness Series 2 - Financial Capacity
March 24, 2025	PPC Tendering Awareness Series 3 - Experience and References
March 25, 2025	PPC Tendering Awareness Series 4 - Resource availability
March 26, 2025	PPC Tendering Awareness Series 5 - Project Planning and Methodology
March 27, 2025	PPC Tendering Awareness Series 6 - Legal & Compliance Consideration
March 28, 2025	Join Us LIVE with Attorney at Law, Ms. Esther Osborne
March 28, 2025	PPC Tendering Awareness Series 7 - Tender Submission
March 31, 2025	PPC Tendering Awareness Series 8 - Regulatory Compliance

Table 47: Breakdown of Social Media Post Made and Audience Reached.

Social Media Post	Amount Post (social media)	Audience Reached
Facebook	184	286,435
Instagram	184	21,231
Website (ppc.org.gy)	N/A	65,567
LinkedIn	92	9,968
Total		383,201

Graph 9: Audience Reached for Each Platform

Media Monitoring

In the 2024/2025 reporting period, the Commission, through its Public Relations Unit, sustained and enhanced its comprehensive media monitoring framework as a cornerstone of its strategic communications and institutional risk management approach. Daily surveillance of media sources was undertaken to identify, assess, and respond to all references—factual or otherwise—concerning public procurement activities and the Commission’s mandate.

This continuous monitoring regime ensured that the Commission remained acutely informed of emerging public narratives, sector developments, and any reputational risks, thereby enabling rapid, factual, and effective responses. The PPC utilised this mechanism not only as a defensive strategy against misinformation but also as a proactive tool to guide public discourse, fortify institutional transparency, and reinforce public trust in the procurement system.

Regularly compiled monitoring reports provided senior leadership with critical insights, including sentiment analysis and thematic trends across various platforms. These insights informed the Commission’s public messaging, corrected erroneous perceptions, and enhanced the calibration of outreach strategies across both digital and traditional media channels.

Media Sources Monitored

To ensure broad and representative coverage of the national media landscape, the following key outlets were monitored daily:

- Department of Public Information (Official Government Website)
- News Source
- Kaieteur News
- Stabroek News
- Guyana Chronicle
- Newsroom
- Guyana Times

This suite of sources was selected to capture diverse perspectives and ensure an inclusive understanding of public procurement dialogue within Guyana. The PPC remains committed to fostering a media environment that reflects accountability, balance, and factual integrity in all procurement-related reporting.

Media Monitoring Output

The total number of articles reviewed during the reporting period amounted to 536, representing a continuation of the Commission's robust monitoring intensity and coverage. Monthly analysis is detailed below:

Table 48: Summary of Monthly Media Monitoring Report

No.	Month	No. of Article Analysed
1	July 2024	56
2	August 2024	40
3	September 2024	53
4	October 2024	78
5	November 2024	42
6	December 2024	59
7	January 2025	108
8	February 2025	74
9	March 2025	26
Total		536

Observations and Strategic Recommendations

- **Public Understanding Remains Uneven**

Despite significant outreach, certain stakeholder segments continue to demonstrate limited understanding of procurement regulations and procedures. The Commission is poised to intensify its educational campaigns, particularly through the use of simplified, visually digestible content tailored to non-technical audiences.

- **Combating Misinformation**

There were persistent instances of misrepresentation, intentionally or not, regarding the Commission's functions and actions particularly among sources such as Stabroek News and Kaieteur News. These instances have highlighted the necessity of a proactive media posture. The Public Relations Unit will therefore adopt a more anticipatory communications framework, including rapid response mechanisms and curated messaging to pre-empt misinformation.

- **Engagement Must Be Diversified**

While digital platforms have proven highly effective, the Commission acknowledges the continued relevance of traditional media and in-person outreach. A hybrid model, incorporating radio, print, television, and public forums, will be retained and expanded to ensure comprehensive national coverage.

- **Institutionalise Feedback Mechanisms**

Stakeholder interaction must evolve from unidirectional messaging to a more dialogic model. The Commission intends to institutionalise formal feedback loops—such as structured Q&A sessions, comment analytics, and targeted surveys—to better align its messaging with stakeholder needs.

Strategic Continuity and Expansion

Building on the foundations established during 2023/2024, the Public Relations Unit demonstrated a marked evolution in both scope and execution. Quantitative metrics reflect a significant increase in content output and audience engagement, with a total digital reach of 383,201 persons across four principal platforms - Facebook, Instagram, LinkedIn, and the Commission's website - compared to 122,867 in the previous year. This represents a calculated and successful pivot toward more interactive, data-informed outreach strategies.

The Commission's official communication channels - press releases, circulars, notices, and social media updates - were employed with greater frequency and strategic intent. These instruments of public engagement were utilised not only to disseminate information but to shape public discourse on procurement matters and to reaffirm the PPC's centrality in the national governance architecture.

Importantly, as the Commission enters the final phase of its constitutional term, a key forward-looking initiative has been introduced to ensure the sustainability and accessibility of its public education efforts. Specifically, the Commission has commenced the planning and development of a series of professionally produced training videos, which will be disseminated via social media platforms and hosted on publicly accessible channels such as YouTube. These digital learning resources will address core procurement topics and are designed to provide continuous, on-demand access to training content for all stakeholders, including suppliers, contractors, and public officers. The planned rollout of this initiative throughout the remainder of the year represents a strategic investment in long-term capacity-building, particularly for those operating in rural or underserved regions who may face barriers to in-person participation.

Through this multi-pronged approach - combining immediate engagement with sustained educational accessibility - the Commission has not only expanded its public relations footprint but also laid the groundwork for a durable and adaptive communications infrastructure capable of supporting future Commissions.

Summary

The 2024/2025 reporting period represented the most impactful and strategically mature year of operations for the Public Relations Unit of the Commission, coinciding with the final year of the Commission's current constitutional term. Through the deliberate application of a data-informed, multi-platform communication strategy, the Unit successfully reinforced institutional credibility, enhanced public trust, and deepened stakeholder engagement in the public procurement framework of the Co-operative Republic of Guyana.

This year's efforts were underscored by a significant increase in digital penetration and national visibility. The Commission reached an unprecedented total audience of 383,201 individuals across its online platforms, a marked rise from the previous year's reach of 122,867. This achievement reflected not merely quantitative growth, but the success of a refined strategy tailored to current communication trends and the nuanced demands of procurement education.

The Unit's output was prolific and strategic. A total of 184 social media posts were curated on both Facebook and Instagram, with an additional 92 professional insights shared via LinkedIn. These were complemented by a comprehensive library of high-quality videos and informative graphics, including explanatory materials on bid evaluation, regulatory compliance, and administrative review procedures. The themes addressed were both timely and essential, covering not only procurement literacy but also institutional observances and public misconceptions, thus fostering a more informed and engaged public.

Institutional transparency was further cemented through the publication of 15 press releases, 2 circulars, and 10 formal public notices, all of which were disseminated across national media and digital channels. These communications were consistently issued in response to tangible institutional milestones—such as stakeholder training, collaborative engagements, and clarifications on public misinformation—ensuring that the Commission remained both visible and accountable.

The Unit also maintained a sophisticated and continuous media monitoring regime, with a total of 536 articles reviewed across all major media outlets. This intelligence-gathering function facilitated swift and informed responses to reputational risks and provided critical feedback for recalibrating communications strategies. The insights gleaned through sentiment analysis, thematic tracking, and stakeholder feedback allowed the Commission to remain agile, adaptive, and aligned with its constitutional mandate under Article 212AA(1)(b).

Public engagement through regional activities was notably successful. Open Days conducted in Regions 1, 3, 5, 9, and 10 recorded significant participation from suppliers, contractors, and government officers, reinforcing the Commission's presence and fostering trust in procurement governance, particularly in hinterland and remote areas. In its totality, the Public Relations Unit's performance during 2024/2025 stands as a model of institutional communication in the public sector. It reflects a clear maturation of strategy, professionalism in execution, and responsiveness to public need. The outcomes reaffirm the Commission's role not only as a procurement oversight body but as a transparent, inclusive, and accountable public institution.

As this constitutional term concludes, the achievements of the Public Relations Unit leave a durable communications infrastructure capable of supporting future Commissions. These achievements serve as enduring evidence of the PPC's unwavering commitment to democratic governance, transparency, and public education in procurement.

v. Information Technology Unit

Overview

The Information Technology (IT) Unit remained an indispensable pillar of the Commission's operations during the 2024/2025 reporting period, providing critical support services which safeguarded operational stability, enhanced cybersecurity, and promoted ongoing digital transformation initiatives. The Unit's work has proven integral to the Commission's efficiency and resilience, particularly in an evolving technological and cyber-threat environment. Building upon the advancements recorded in the previous reporting year, the IT Unit demonstrated commendable progress, cementing its role as a proactive and strategic enabler of the Commission's constitutional mandate.

Activities

Procurement and Renewal of Licences and Subscriptions

The Commission continued its programme of systematic investment in critical IT resources. In furtherance of maintaining operational continuity and enhancing productivity, the Commission successfully renewed essential software licences, including Microsoft 365 Business licences, Zoom Premium, and QuickBooks. These renewals ensured that staff retained access to secure and modern platforms for communication, accounting, and document management.

While the acquisition of Microsoft 365 Business licences remained steady at 14, the Commission prudently rationalised licensing needs to optimise efficiency and cost-effectiveness without compromising operational capability. The Commission's internal digital environment thus remained fully supported and operationally agile.

Infrastructure Maintenance

The Commission maintained a rigorous infrastructure maintenance regime, ensuring the reliability of its IT ecosystem. Key hardware, including the central Uninterruptible Power Supply (UPS) systems, printers, and other critical devices, underwent scheduled servicing throughout the year. These preventative maintenance activities proved instrumental in preserving system functionality, minimising downtime, and extending the lifespan of assets. As a result, the Commission enjoyed uninterrupted service delivery throughout the reporting period.

Strengthening Cybersecurity Measures

In recognition of the rapidly evolving cyber threat landscape, the Commission significantly strengthened its cybersecurity framework during the 2024/2025 reporting period. Notably, Domain Name System (DNS) Security via the Fortinet firewall infrastructure was fully implemented and actively defended the Commission's digital perimeter, blocking an average of 80 million malicious domains daily.

Moreover, the Commission advanced its cyber defences by maintaining 24/7 network and system surveillance utilising state-of-the-art Intrusion Detection and Prevention Systems (IDS/IPS) and endpoint detection technologies. This sophisticated security posture ensured early threat detection and rapid incident response capabilities, significantly mitigating cybersecurity risks.

Digital Transformation Initiatives

The Commission made significant strides in advancing its digital transformation agenda. Building on the foundation laid in the previous year, efforts intensified towards the digitisation of procurement documents. To this end, the Commission successfully initiated the integration of secure cloud storage solutions equipped with enhanced access controls for authorised personnel, promoting both data security and operational efficiency.

Additionally, development of a SharePoint-based intranet platform reached an advanced stage during the reporting period. This user-friendly, centralised portal is designed to streamline document management processes and enhance intra-organisational communication, thereby improving the Secretariat's efficiency.

Enhancing IT System Maintenance

Continuing the success of its biannual IT infrastructure maintenance schedule, the Commission adopted predictive maintenance strategies to pre-empt potential system failures and further reduce downtime. Through proactive data-driven maintenance practices, the Commission bolstered system resilience and ensured that IT resources supported the dynamic operational needs of the Secretariat with heightened reliability.

Observations and Recommendations

While significant progress has been achieved, the Commission remains committed to continuous improvement. In order to fortify the gains made, the following recommendations were endorsed for implementation:

- **Regular Review and Alignment of IT Policies:** The Commission will undertake periodic reviews of IT policies to ensure continued alignment with ISO27001 standards and international best practices.
- **Enhanced Staff Training:** Biannual cybersecurity training programmes, including phishing simulations, will be institutionalised to cultivate a security-conscious workforce.
- **Network Attached Storage (NAS) Deployment:** Implementation of an in-house NAS solution is recommended for centralised and secure management of Commission data.
- **PBX System Modernisation:** Replacement of the current telephone system with an advanced PBX system featuring softphone capabilities is proposed to improve efficiency.

Conclusion

The 2024/2025 reporting period marked continued progress and consolidation within the Information Technology Unit. Through its dedicated efforts in strengthening cybersecurity, maintaining robust infrastructure, and promoting digital innovation, the Unit substantially enhanced the Commission's resilience, efficiency, and operational excellence. These advancements reaffirm the Commission's steadfast commitment to embracing technological evolution and to securing its mandate with the highest standards of integrity, security, and service delivery.

II. LEGAL DEPARTMENT

Overview

Throughout the reporting period 2024/2025, the Legal Department remained steadfast in its commitment to monitoring the legal and regulatory framework governing public procurement in Guyana.

In alignment with the Commission's function, as enshrined in Article 212AA(1)(f) of the Constitution of The Co-operative Republic of Guyana, the Department has extended its legal reform activities, have participated in capacity-building, and institutional strengthening to enhance, inter alia, the transparency and accountability in the public procurement system.

The Legal Department's work, through the Commission's continued collaboration with procuring entities and other public bodies, has yielded significant strides in harmonising procurement laws, improving compliance mechanisms, and advancing the legal literacy of both procuring entities and suppliers and contractors.

Activities

Legislative Reform

The Legal Department continued the comprehensive review of pertinent legislation initiated in the 2023/2024 reporting period. This is part of an ongoing process which forms part of a broader institutional effort to modernise and rationalise the procurement legislative framework in Guyana.

During the last reporting period, draft Terms of Reference for a joint Working Group with the Law Reform Commission were developed. The objective of this group is to reform the Procurement Act, Cap. 73:05 and its subsidiary Regulations, with a view to aligning Guyana's procurement legal architecture with international best practices and ensuring procedural fairness, transparency, and efficiency.

BIBI SHABENA ALI

Head, Legal Department

Proposed Amendments

Additionally, as reported for previous year of operation, several recommendations were submitted to the Attorney General's Chambers. As of the close of this reporting period, none of those recommendations have been enacted. Accordingly, the Commission reiterates the following priority areas for legislative intervention, which remain outstanding following on the 2023/2024 Annual Report-

- The establishment of a legislative framework to support the implementation of e-procurement.
- A clear statutory delineation between the roles and functions of the Public Procurement Commission (PPC) and the National Procurement and Tender Administration Board (NPTAB), particularly with respect to handovers under Section 17 of the Procurement Act.
- Enabling legislation to give binding effect to the functions of the Commission under Article 212AA(1) of the Constitution not already enabled by Section 17 of the Procurement Act, Cap. 73:05.
- Provisions for penalties in respect of breaches of the Procurement Act, including breaches of confidentiality obligations.
- The creation of a formal complaints procedure for the reporting and resolution of procurement-related corruption.
- The introduction of a statutory Code of Ethics for public officials engaged in the procurement process.
- Enactment of laws to provide for offences and penalties for non-compliance with requirements or decisions of the Commission, pursuant to Article 212DD(2) of the Constitution.
- Amendment of the Procurement (Suspension and Debarment) Regulations 2019 to impose penalties for breaches, including the award of contracts to debarred contractors.
- Revision of Section 39(3) of the Procurement Act to replace the phrase "procuring entity" with "tender board" to reflect the Act's intent and limit the role of procuring entities in the evaluation process.
- Repeal and replacement of the Procurement Regulations 2004, which presently conflict with the Procurement Act. In this regard, twenty (20) legislative conflicts were formally identified by the Commission and submitted to the Honourable Attorney General by letter dated 19th June 2024.
- Amendment of Section 39(2) of the Procurement Act to clarify the computation of time for the completion of bid evaluations—specifically whether such time begins to run from the date of tender opening or the date of receipt.

Additionally, arising out of the investigation of the Colin Mohamed complaint, it was recommended that-

- An amendment ought to be effected to Section 27 of the Procurement Act, Cap. 73:05 to permit flexibility to adapt to market conditions in obtaining quotations in the Request for Quotations (RFQ) method of procurement.

These reform areas are of critical importance to the evolution and modernisation of Guyana's procurement system. They are also essential to ensuring that the Procurement Act, its Regulations, and the operational authority of the Commission function in harmony to deliver transparency, accountability, and value for money in public procurement. Regulations

Section 17(2)(a) of the Procurement Act, Cap. 73:05 vests the PPC, once established, with the responsibility of-
“making regulations governing procurement to carry out the provisions of this Act;”

In pursuance thereto, the Legal Department assisted the Commission with the drafting of the following Regulations-

- **Procurement (Form and Content of Procurement Plans) Regulations 2025:** An equally significant achievement within this period has been the drafting of proposed Procurement Regulations entitled Procurement (Form and Content of Procurement Plans) Regulations 2025.

These regulations were formulated under the authority of Section 11A of the Procurement Act, Cap. 73:05, which provides an exhaustive legal framework for the standardisation of procurement plans across all procuring entities.

The Department played a lead role in shaping the legal architecture of these regulations, ensuring that they are firmly rooted in principles of clarity, transparency, and uniformity. The regulations stipulate the specific form and content of procurement plans, outlining detailed requirements regarding project classification, budget allocations, procurement methodologies, timelines for execution, and monitoring mechanisms. Additionally, the regulations incorporate standardised procurement plan templates, further ensuring coherence and predictability in the procurement planning process. The drafting of these regulations represents a critical milestone in the legal development of Guyana’s procurement system, establishing an enhanced framework for due diligence, fiscal responsibility, and legal compliance.

At the end of the reporting period, the draft was under review by the Commission, after which it will be submitted to the Honourable Minister of Finance for consideration pursuant to Section 60 of the Procurement Act, Cap. 73:05. It is expected that this process will be completed prior to the term of the Commission coming to an end.

- **Amendment to Schedule 1 of the Procurement Regulations 2004:** At the close of the reporting period, the Legal Department was actively engaged in the drafting of a proposed amendment to Schedule 1 of the Procurement Regulations 2004.

It is expected that these draft Regulations will be submitted to the Honourable Minister of Finance prior to the end of the subsisting year of operation of the Commission.

- **Forms:** Over the life of the subsisting Commission, various Forms were created to assist in streamlining the submission of information and applications to the Commission. Regulations will be drafted and submitted to the Honourable Minister of Finance for consideration to give formal legislative effect thereto.

Together, these legislative drafting initiatives underscore the Commission’s proactive role in institutional reform and its ongoing commitment to strengthening the legal and regulatory framework that governs public procurement in Guyana.

Legal Opinions

During the reporting period, the Legal Department, in its support to the Commission, issued five (5) legal opinions addressing a range of matters within the Commission’s mandate. In addition to these advisory outputs, the Department was integrally involved in drafting legislation and internal policies, while also rendering legal support to other departments to ensure institutional coherence and regulatory compliance.

Engagements

National Data Management Authority (NDMA)

A pivotal development within this reporting period has been the establishment of a formal working relationship between the PPC and the NDMA, the framework for which was established during the last reporting period.

This collaboration has been strategically designed to facilitate the secure handling of the Commission's data, ensure the integrity of records management, and enhance the Commission's overall cyber security framework. The Legal Department in collaboration with the Commission's Information Technology Department, and in conjunction with the NDMA, has played a critical role in developing a structured governance framework for this partnership.

The Department attended all engagements with the NDMA and provided legal guidance on the drafting of a Terms of Reference (TOR) for a working group to oversee the implementation of key data management protocols within the Commission.

This initiative has contributed to the refinement of the Commission's digital operations and has fostered an environment of enhanced regulatory compliance in the administration of procurement data. The Commission's work with NDMA continues.

Small Business Bureau (SBB)

Additionally, the Legal Department has continued its engagement with the SBB to advance the development of a structured Procurement Programme aimed at fostering greater participation of small businesses in public procurement. This initiative, in furtherance of the Commission's mandate to promote inclusivity and equitable access to procurement opportunities, seeks to bridge critical gaps in procurement knowledge and procedural compliance among small businesses.

The Legal Department participated in high-level discussions with the SBB, offering strategic legal input on the regulatory perimeters underpinning the programme.

Furthermore, the Department has contributed to the formulation of a structured training curriculum tailored for small businesses, vis a vis suppliers and contractors, ensuring that emerging small businesses are adequately equipped with the requisite legal and procedural understanding necessary to successfully navigate the procurement landscape.

External Training Support

Further, the Department has actively contributed to and was engaged in extensive procurement training and public awareness activities across all ten (10) Administrative Regions. These training and public awareness exercises have been meticulously structured to strengthen the capacity of both procuring entities and suppliers and contractors in understanding and adhering to procurement laws and procedures.

The legal component of these training sessions has focused on the statutory functions of the Commission, investigative procedures for complaints from suppliers and contractors as well as members of the public, and the administrative review process for bid protests. Importantly, the training has equipped suppliers and contractors with the knowledge and mechanisms necessary to lodge procurement-related grievances, while concurrently ensuring that procuring entities are well-versed in the legal requirements governing the handling of bid protests.

Drafting of Codes of Conduct

During the 2024/2025 reporting period, the Legal Department successfully completed the drafting of two significant governance instruments-

- *Code of Conduct for Officers/Staff Members of the Public Procurement Commission, and*
- *Code of Conduct for Procurement Officers in the Public Sector.*

Both documents were finalised within the reporting period following rigorous legal review alignment with applicable constitutional and statutory frameworks, including the Procurement Act, Cap. 73:05, and the Prevention of Discrimination Act, Cap. 99:09.

The Code for Officers is intended to guide the ethical and professional conduct of Secretariat staff, while the

Procurement Practitioners' Code establishes sector-wide standards for integrity, impartiality, and compliance across all public procuring entities. The successful conclusion of this initiative represents a critical step in institutionalising ethical procurement practices, strengthening internal accountability, and reinforcing the Commission's role as a regulatory authority grounded in good governance.

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.

Summary

The reporting period was another busy year for the Legal Department as it continued to play an integral role in the functions of the Commission and execution of its mandate.

The Legal Department will persist in its efforts to refine procurement legislation, enhance training initiatives, and advocate for the modernisation of legal frameworks governing procurement oversight. The successes recorded within this reporting period provide a solid foundation for continued advancements, ensuring that the legal and regulatory infrastructure of public procurement in Guyana remains aligned with international best practices and evolving national priorities.

The output of the department over the life of the commission grounds its establishment; not in being prior to the constitution of this Commission.

III. ACCOUNTS DEPARTMENT

Overview

The Accounts Department of Commission presents its interim financial report for the period July 8, 2024, to March 31, 2025. This interim submission is prepared in accordance with the Commission's constitutional obligation under Article 212CC(1) of the Constitution of the Co-operative Republic of Guyana and the Fiscal Management and Accountability Act, Cap. 73:02. It provides an assessment of the Commission's financial performance during the specified period, reflecting its commitment to the transparent, lawful, and prudent use of public funds.

Budgetary Allocations and Expenditure Overview

For the fiscal year 2025, the Commission was appropriated the sum of GYD \$272,787,000.00 under the Current Expenditure head, representing a 12.09% increase from the previous year. The increase is directly attributable to government-mandated adjustments in wages and salaries across the public service. The approved allocation under Capital Expenditure for the same period amounted to GYD \$3,050,000.00, a reduction of 32.42% from the previous year. This reduction is aligned with the Commission's operational needs, reflecting that no new fixed assets or infrastructural acquisitions were anticipated for the year.

Current Expenditure – Financial Year 2025 (as at March 31, 2025)

As of March 31, 2025, actual current expenditure totaled GYD \$50,616,295.00, which represents 18.56% of the total current allocation. This relatively modest level of expenditure is a reflection of the reporting period being interim in nature, capturing less than a full fiscal year. The unspent balance of GYD \$222,170,705.00 remains under prudent management pending the continuation of activities scheduled for the remainder of the financial year. No excesses or irregularities have been recorded, and all disbursements have been executed in line with the Commission's strategic work plan.

Capital Expenditure – Financial Year 2025 (as at March 31, 2025)

No capital expenditure was incurred during the reporting period. The sum of GYD \$3,050,000.00 allocated under this head remains unutilised, owing to the absence of any new asset acquisition requirements. The Commission continues to maintain and utilise existing infrastructure and equipment procured during the previous fiscal cycles, thus exercising responsible stewardship of State assets and avoiding unnecessary procurement.

Year-over-Year Financial Performance Analysis

The table below reflects a comparative summary of the Commission's financial performance across the fiscal years 2024 and 2025 (up to March 31, 2025). This comparative analysis demonstrates responsible financial planning and alignment of resources with mandated outputs.

Table 49: Spending for Financial Years 2024 and 2025

Current Spending 2024		Current Spending 2025 as at March 31	
Budgeted	\$ 265,360	Budgeted	\$ 272,787
Actual	\$ 243,355	Actual	\$ 50,616.3
Diff. in Spending	\$ 22,005	Diff. in Spending	\$ 222,170.7
% Diff. In savings	0.09	% Diff. In savings	0
Capital Spending 2024		Capital Spending 2025 as of March 31	
Budgeted	\$ 5,500	Budgeted	\$ 3,050
Actual	\$ 4,513	Actual	\$ 0
Diff. in Spending	\$ 987	Diff. in Spending	\$ 0
% Diff. In savings	0.22	% Diff. In savings	0

Responsible Fiscal Management and Compliance

Throughout the reporting period, the Commission has demonstrated an unwavering commitment to fiscal prudence, in compliance with the Fiscal Management and Accountability Act, Cap. 73:02 and other relevant laws and regulations. The Commission's internal controls and expenditure oversight mechanisms have ensured the lawful use of funds, devoid of excesses or unaccounted disbursements. The unutilised balances remain under safekeeping, pending the execution of ongoing and scheduled work programme activities during the remainder of the fiscal year.

Statement on Savings and Expenditure Trends

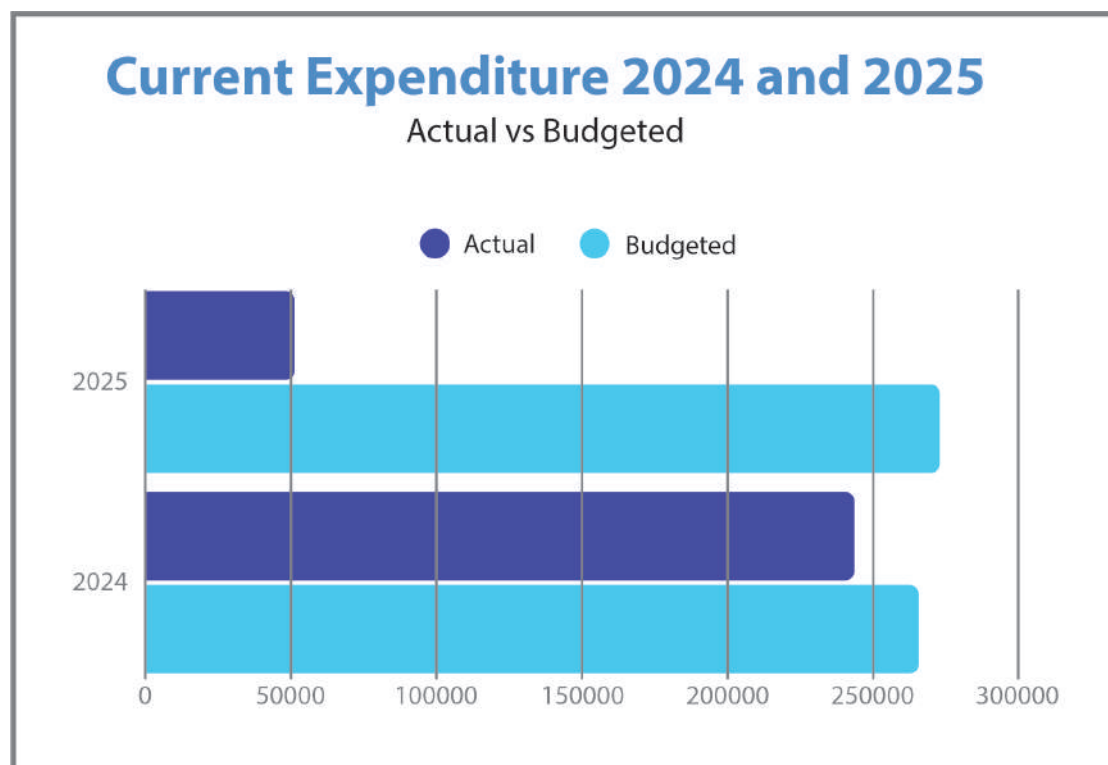
Given the interim nature of this report, and the ongoing expenditure cycle, the Commission is unable at this juncture to quantify any finalised savings or efficiencies in expenditure. A conclusive statement on savings shall be presented upon completion of the financial year, together with the Auditor General's Report for FY 2025. Notwithstanding, the underspend as at March 31, 2025, reflects disciplined adherence to strategic spending and responsible fund management.

Audit Report for 2024

It is to be noted, that the Audit Report for the fiscal year 2024 was not available at the close of the reporting period, being March 31, 2025. The Commission awaits the conclusion of this statutory process and anticipates that the Audit Report will be finalised and submitted in accordance with the requisite legal and administrative timelines. Once received, the findings of the audit will be reviewed by the Commission and incorporated into its subsequent reporting obligations, in keeping with the principles of transparency, accountability, and prudent financial oversight.

Financial Charts and Graphical Analysis

Graph 10: Current Expenditure 2024 and 2025



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

Chart 4: Current Spending for Fiscal Year 2024

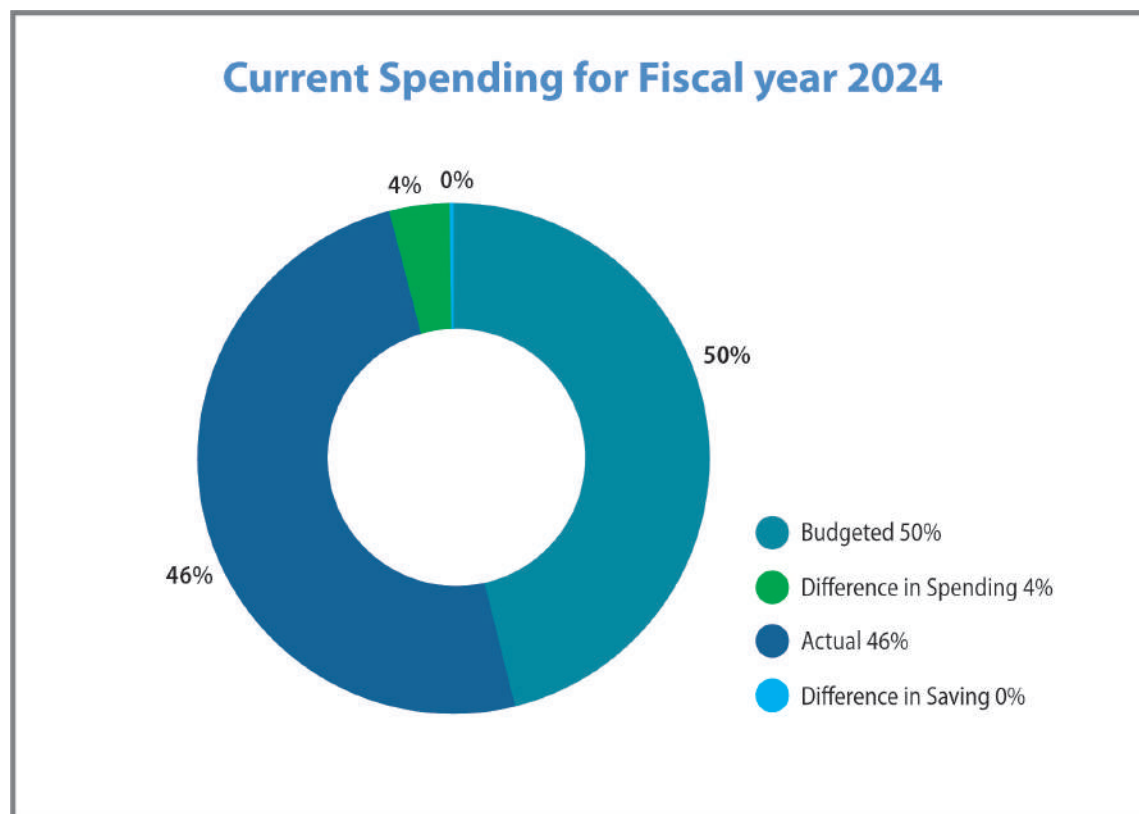


Chart 5: Current Spending for Fiscal Year 2025

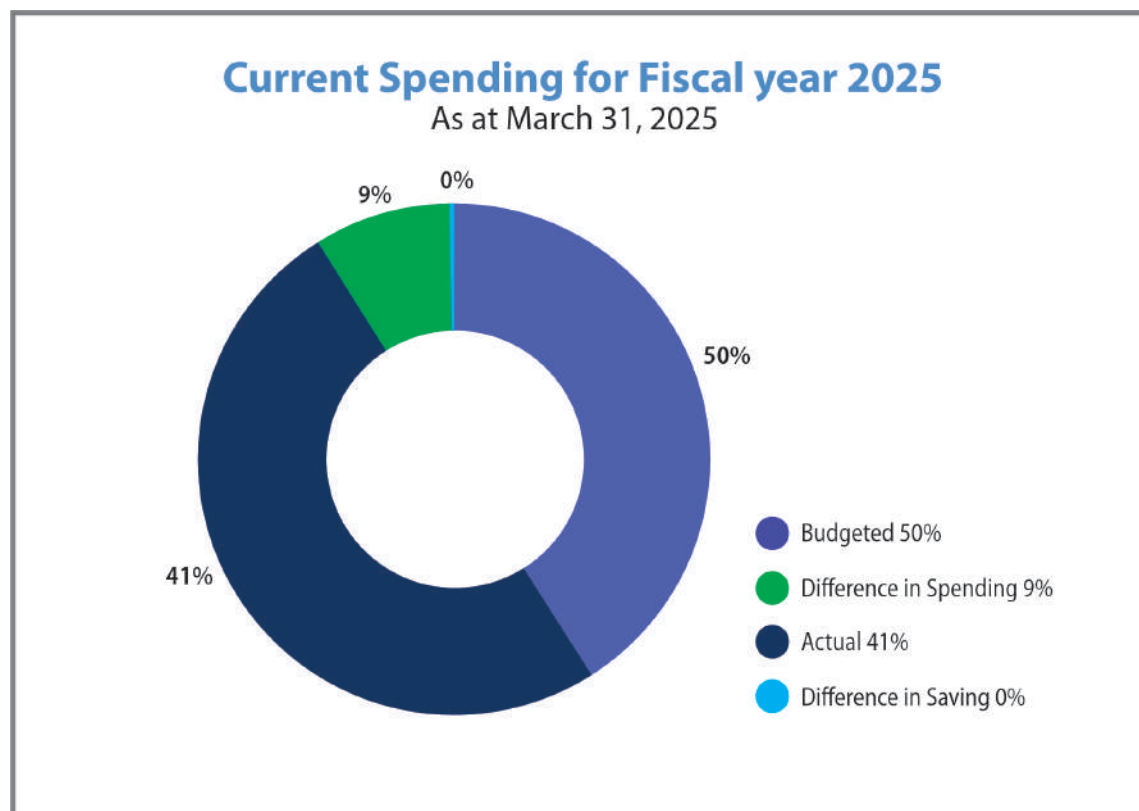
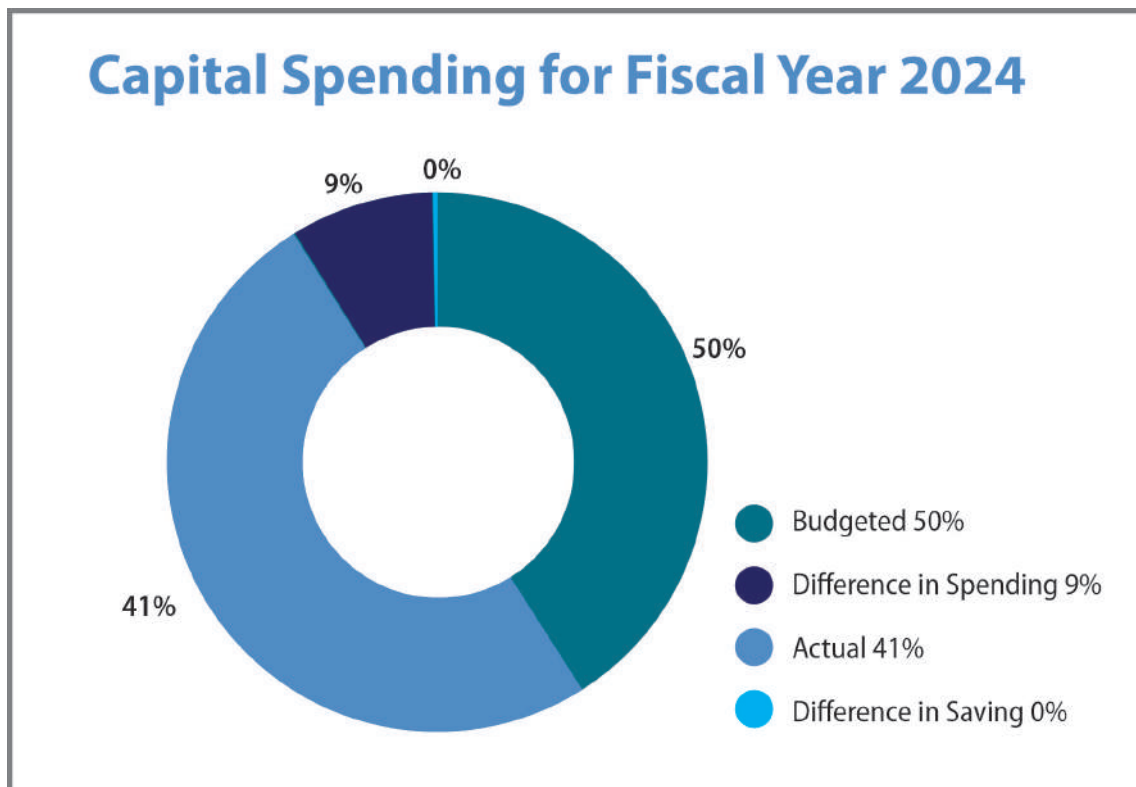


Chart 6: Capital Spending for Fiscal Year 2024²³Annual Report July 8, 2022- July 7, 2023 – pg. 59

IV. HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT

Overview

The Human Resources/Administration Department remained central to the Commission's ability to deliver on its constitutional responsibilities. It continued to oversee employment contracts, manage recruitment and welfare, and ensure the enforcement of statutory and contractual obligations.

All staff contracts were executed in writing and accompanied by the mandatory Oaths of Secrecy. These documents were safeguarded under strict dual custody, in compliance with the Commission's internal protocols.

During the year under review, there were no incidents necessitating formal disciplinary proceedings. This reflects a culture of professionalism and mutual respect fostered through continuous engagement and transparent communication with staff. The department also organised the Annual Staff Conference held on December 13, 2024, at the Cara Lodge, providing a platform for dialogue, reflection, and reinforcement of the Commission's core values.

Strategic Role Reassignment and Capacity Building

Faced with staffing limitations, the Commission implemented a targeted reallocation of responsibilities. Notably, the Administrative Assistant was assigned procurement-related duties in addition to her existing administrative functions. This reassignment not only alleviated operational pressure but fostered meaningful professional development. On the job training and continuous oversight enabled the officer to acquire key procurement competencies, underscoring the Commission's commitment to internal capacity-building and promoting a culture of professional growth. This measure exemplifies the Commission's adaptive approach to resource constraints, ensuring functional continuity and compliance with procurement standards even amidst limited personnel expansion.

Internal Communications and Operational Manuals

Throughout the 2024/2025 reporting period, the Department maintained its established protocols for internal communication, utilising electronic mail and formal internal memoranda as the principal conduits for the circulation of Commission decisions and operational directives.

Of equal importance was the ongoing review and enhancement of the Commission's internal governance manuals. This exercise formed part of a broader institutional effort to ensure that all internal policies remained responsive to emerging best practices and in alignment with contemporary standards of public sector administration and international regulatory benchmarks. This strategic review reinforced the Commission's culture of compliance, accountability, and operational foresight.

The current suite of internal manuals includes:

- Fixed Asset Register
- Motor Vehicle Policy
- Cybersecurity Manual
- Procurement Manual
- Safety and Health Manual
- Inventory Management Manual
- Employee Manual

Summary

Over the reporting period, the department remained steadfast in its support to the Commission in its defined strategic outputs.

Looking forward, the department commits to strengthening its employee oversight to maintain optimal operational performance.

CONCLUSION

This Interim Report of the Public Procurement Commission for the period July 7, 2024, to March 31, 2025, marks the culmination of the first three quarters of the final year of the current Commission's constitutionally mandated tenure, which commenced on July 7, 2022, and is scheduled to conclude on July 7, 2025. As such, this submission does not constitute a full annual report. Nonetheless, it reflects the depth and breadth of the Commission's sustained efforts to uphold its constitutional, statutory, and institutional mandate during this decisive period.

Throughout the reporting cycle, the Commission remained fully engaged in the execution of its functions under Article 212AA of the Constitution and Section 17 of the Procurement Act, Cap. 73:05. With the unwavering support of the Secretariat, the Commission recorded significant gains in transparency, public engagement, legal oversight, procurement monitoring, investigative responsiveness, training, and regulatory compliance. These achievements are especially commendable given the abbreviated timeline of this reporting period and the continued staffing and administrative constraints faced.

Key highlights of this interim year include:

- A 22% increase in training participation, with 1,385 individuals trained from across all ten administrative regions;
- The conclusion of all ten (10) investigative matters submitted to the Commission;
- Substantive monitoring interventions at NPTAB and decentralised boards, with a return to pre-2023 engagement levels;
- The continued operationalisation of the Commission's policy frameworks within its constitutionally mandated functions;
- Strategic institutional collaboration with the Ministry of Public Service, Small Business Bureau, and the Law Reform Commission;
- A revitalised communications strategy which expanded to an unprecedented outreach to over 383,201 individuals via digital platforms and targeted Open Day initiatives.

These achievements were not without challenges. However, the Commission through dedication, adaptability and foresight were able to meet and overcome challenges posed.

While some of the functions of the Commission have been enabled by the Procurement Act, Cap. 73:05, such as complaints by contractors or suppliers, other core functions such as monitoring the execution of works, remain unsupported by legislation to give effect thereto. In such absence, the Commission is left without compelling powers. To ground the Commission's authority, it is of utmost importance that effect be given by the Legislature to Article 212DD(2) of the Constitution, to make law to provide for offences and penalties for non-compliance with any requirement [request], or decision of, or provision relating to the Commission.

As the tenure of this Commission draws to its constitutional conclusion, it is anticipated that the momentum established during the first three quarters of the 2024/2025 reporting year will be sustained by the Secretariat and built upon by an incoming Commission, when appointed. The Secretariat is well-positioned to ensure a seamless transition in leadership, having demonstrated institutional resilience, functional continuity, and strategic foresight across all operational domains.

In closing, the Commission expresses its sincere appreciation to all public procuring entities, national stakeholders, constitutional agencies, and international partners who have contributed to the realisation of its mandate during this reporting period. The work of the Commission is a continuous one - rooted in law, sustained by institutional competence, and driven by the collective aspiration for a procurement system that reflects the highest standards of fairness, competitiveness, and public accountability.

The Commissioners also extend their heartfelt appreciation to the staff of the Secretariat and in particular recognize Ms. Esther Osborne, Attorney-at-Law of the Legal Department for going above and beyond the call of duty in the compilation of this Report and that of the prior Annual Report.

The Commission reaffirms its commitment to perpetuity of function and unbroken statutory oversight and remains ever ready to support national development through a procurement framework governed by transparency, integrity, and equity.

APPENDIX - A

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 and Training Activities



Guyana National Bureau of Standards Training - April 15, 2025



Small Business Bureau Training - March 18, 2025



Public Open Day Region 1 - November 3, 2024



Public Open Day Region 9 - November 26, 2024



Ministry of Public Service (MOPS) Training - November 19 to 21, 2024



Public Open Day Region 5 - November 19, 2024



Public Open Day Region 3 - November 12, 2024



Public Open Day Region 10 - November 5, 2024



Ministry of Public Service (MOPS) Training Program - October 28 to 30, 2024



Guyana Police Force (GPF) - September 13, 2024



Ministry of Public Service (MOPS) Training Centre - September 3 to 5, 2024



Ministry of Public Service (MOPS) Training Centre - August 21 to 23, 2024



Public Procurement Training under the Office of the Prime Minister Region 4 – August 19, 2024



Belvedere Business Incubator Centre through the Small Business Bureau – August 16, 2024



Public Procurement Training with The Guyana Energy Agency – July 22, 2024



Public Procurement Training with The Small Business Bureau – July 3, 2024

APPENDIX - C

Circulars Issued During the Reporting Period



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 /2025

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

From: Ms. Pauline Chase, Chairman, Public Procurement Commission

Date: February 19, 2025

Subject: Submission of Procurement Plans

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


– “Every procuring entity shall submit that entity’s procurement plans to the Public Procurement Commission for the fiscal year covered in the National Budget within three (3) weeks after the National Budget is approved.”

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

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

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

Sincerely Yours,


Pauline Chase (Ms.)
Chairman

Circular No. 01/2025 – Submission of Procurement Plans – February 19, 2025



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. 02/2025

To: All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Department
From: Chairman, Public Procurement Commission
Date: March 4, 2025
Subject: **Thresholds for Various Tender Boards**

Article 212AA(1)(b) of the constitution vests the Public Procurement Commission (PPC) ('the Commission') with the function to-

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

In accordance therewith, this Circular serves as a reminder to procuring entities of the various thresholds stipulated by law as per the type of contract and the value of same which procuring entities are mandated to adhere to.

Part III of the Procurement Act, Cap. 73:05 provides for the creation of various Tender Boards to have jurisdiction over procurement depending on the type of contract and value thereof.

Schedule 1 of the Procurement Regulations 2004, as amended and made under Section 61 of the Procurement Act, Cap. 73:05, sets out the threshold values for the various Tender Boards.

The Commission has extracted the information from the aforementioned provisions and compiled to current, the said information into a single document for ease of reference and which is attached hereto as *Appendix A*.

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

Pauline Chase

Pauline Chase (Ms.)
Chairman

cc: Finance Secretary

THRESHOLDS¹ FOR VARIOUS TENDER BOARDS
NATIONAL, REGIONAL AND MINISTERIAL/DEPARTMENTAL/AGENCY

1. NATIONAL

National Procurement and Tender Administration Board (NPTAB)

Type of Board	Type of Contract	Thresholds (GYD)
NATIONAL (NPTAB)	ALL TYPES	<p>All contracts exceeding the maximum threshold value for other Boards, to wit, Regional, Ministerial, Departmental and Agency.</p> <p>Contracts exceeding G\$15,000,000 are subject to review ("no objection") Cabinet.²</p>

2. REGIONAL

Regional Democratic Councils (RDCs) Nos. 1-10 (inclusive)

Type of Board	Type of Contract	Thresholds (GYD)
REGIONAL (RDCs 1 -10)	GOODS AND SERVICES	G\$250,000 – G\$8,000,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000
	CONSTRUCTION	G\$600,000 - G\$14,000,000

¹ Procurement Regulations 2004 – Schedule 1 as amended by the Procurement (Amendment) Regulations 2016.

² Section 54 of the Procurement Act, Cap. 73:05

3. MINISTERIAL*(a) Specific Ministries*

Type of Board	Type of Contract	Thresholds (GYD)
MINISTRY OF PUBLIC WORKS	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000
	CONSTRUCTION	G\$1,000,000 - G\$14,000,000
MINISTRY OF AGRICULTURE	GOODS AND SERVICES	G\$1,000,000 – G\$6,000,000
	CONSULTING SERVICES	G\$1,000,000 - G\$5,000,000
	CONSTRUCTION	G\$1,000,000 - G\$14,000,000
MINISTRY OF HEALTH	GOODS AND SERVICES	G\$250,000 - G\$1,500,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000
	CONSTRUCTION	G\$600,000 - G\$8,000,000
MINISTRY OF HOME AFFAIRS	GOODS AND SERVICES	G\$250,000 - G\$1,500,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000
	CONSTRUCTION	G\$600,000 - G\$8,000,000
MINISTRY OF EDUCATION	GOODS AND SERVICES	G\$250,000 - G\$1,500,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000
	CONSTRUCTION	G\$600,000 - G\$8,000,000

(b) All Other Ministries

Type of Board	Type of Contract	Thresholds (GYD)
MINISTERIAL	GOODS AND SERVICES	G\$250,000 - G\$1,500,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000

<i>(other than those specifically provided for as aforementioned)</i>	CONSTRUCTION	G\$600,000 - G\$2,000,000
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4. DEPARTMENTAL AND AGENCY

Type of Board	Type of Contract	Thresholds (GYD)
DEPARTMENTAL/ AGENCY	GOODS AND SERVICES	G\$250,000 - G\$1,500,000
	CONSULTING SERVICES	G\$400,000 - G\$800,000
	CONSTRUCTION	G\$600,000 - G\$2,000,000

APPENDIX - D

Notices Issued During the Reporting Period



Promoting Fairness Transparency and
Efficiency in the Public Procurement
Process

The Co-operative Republic of Guyana
**Public Procurement
Commission**

REQUEST FOR EXPRESSION OF INTEREST

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

Pursuant to Article 212AA(1) of the Constitution and section 17(2) of the Procurement Act, Chapter 73:05, the Commission is vested with the responsibility of approving and disseminating the rules and procedures of public procurement and determining the forms of documents for public procurement, inclusive of procurement manuals, guidelines, and procedures. The Commission invites Expressions of Interest (EOI) from qualified individual Consultants or Consulting Firms/Companies to undertake the Preparation of a Procurement Manual for use by Procuring Entities".

Submission Guidelines

Interested individuals, firms or Companies must submit their EOI to the Commission's Secretariat on or before **15:00 hours on March 31, 2025**. Submissions must be made in person and deposited in the designated tender box.

Applicants must provide the following mandatory documents:

1. Proof of procurement experience – A minimum of 18 months of relevant experience.
2. Company or individual profile – A detailed company profile, Certificate of Incorporation from the Deeds and Commercial Registries Authority, a list of all the directors (for Companies) or a detailed Curriculum Vitae (for individuals).

Or

3. Business registration documents – A valid Business Registration from the Deeds and Commercial Registries Authority.



Promoting Fairness Transparency and
Efficiency in the Public Procurement
Process

The Co-operative Republic of Guyana
**Public Procurement
Commission**

REQUEST FOR EXPRESSION OF INTEREST

4. GRA and NIS compliance certificates – Valid Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS) compliance certificates in the name of the registered business or Company.
5. Contract references – At least two (2) copies of contracts from previous clients demonstrating relevant experience.

Submission Address

Public Procurement Commission

Attn: Chief Executive Officer

262 New Garden Street, Georgetown, Guyana

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

Email: publicprocurement@ppc.org.gy

Important Notes:

- Only shortlisted applicants will be contacted.
- Late submissions will not be considered in the evaluation process.
- Terms of reference can be uplifted from the office of the Chief Executive Officer during working hours. (Monday-Thursday 8:00 to 16:30 and on Friday 8:00 to 15:30)
- The envelope shall be labeled, sealed and addressed to the **Chief Executive Officer, Public Procurement Commission, 262 New Garden Street, Queenstown, Georgetown.**
- The envelope shall also be labeled "Expression of Interest for the Preparation of a Procurement Manual - deadline for submission at **15:00 hours on March 31, 2025.**"

Page 2

Request for Expression of Interest- March 17, 2025



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 5/2/2025, procuring entities are now required to submit their procurement plans for year 2025 to the Public Procurement Commission on or before 27/2/2025.

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

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](#)


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Requirement to Submit Procurement Plans Notice to Public Procuring Entities -
February 10, 2025

APPENDIX - E

Forms Created During the Reporting Period



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

BID PROTEST FORM

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

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

Name of Applicant:

Address of Applicant:

Email: Telephone:

ContractIDNo.: Bid Opening Date: / /
DD MM YYYY

Procuring Entity:

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

Has there been a contract award? ☐ Yes ☐ No ☐ Unaware

Name of Contractor/Supplier awarded:

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

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

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

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

Reason for bid protest:

(Updated) Bid Protest Form



Public Procurement Commission
 262 New Garden Street
 Georgetown, Guyana
 Tel: (592) 226-3729, (592) 231-7306, (592)226-2364
 Email: publicprocurement@ppc.org.gy

APPLICATION FOR BID PROTEST REVIEW
made pursuant to Part VII of the Procurement Act, Cap. 73:05

Name of Applicant:

Address of Applicant:

Email: Telephone:

Contract ID No.: Date of Opening:

Procuring Entity:

Tender Board:

Has there been a contract award: ☐ Yes ☐ No ☐ unaware

If yes, date of publication of the award:

Name of winning Contractor/Supplier:

Did you submit a Bid Protest to the Procuring Entity: ☐ Yes ☐ No

If yes, date of submission of Bid Protest:
attach copy of Bid Protest

If no, reason for not so doing:

Have you received a response to your Bid Protest? ☐ Yes ☐ No
If yes, attach a copy of the response if in writing

Date of decision by procuring entity to your Bid Protest:

(Updated) Application for Bid Protest Review

Prepared By:

Approved by:

Prepared By: _____

Approved by: _____

[illegible]

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]



262 New Garden St., Queenstown, Georgetown
Tel: (592) 226-3729 | (592) 226-2364 | (592) 231-7306

Email: @ ppc.org.gy

www.ppc.org.gy
