



PPC

PUBLIC PROCUREMENT COMMISSION

**July 8, 2022 - July 7, 2023**

**Report**

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Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

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December 20<sup>th</sup>, 2023

Hon. Manzoor Nadir  
Speaker of the National Assembly  
Parliament of the Co-operative Republic of Guyana  
Parliament Building  
Brickdam  
Georgetown

Dear Hon. Speaker,

**Re: REPORT OF THE PUBLIC PROCUREMENT COMMISSION AND  
STATEMENT OF RECEIPTS AND PAYMENTS**

In accordance with Article 212CC(1) of the constitution of The Co-operative Republic of Guyana, I am pleased to submit, as approved at a meeting of the Public Procurement Commission (PPC) held on December 11<sup>th</sup>, 2023, the Annual Report of the activities of the PPC for its preceding year of operation, to wit, July 8<sup>th</sup> 2022 to July 7<sup>th</sup> 2023.

Yours sincerely,

.....  
*Pauline Chase*

Pauline Chase (Ms.)  
Chairperson

## LIST OF ACRONYMS

AG.....	Auditor General
AOG.....	Audit Office of Guyana
CEO.....	Chief Executive Officer
CP.....	Community Participation
GOG.....	Government of Guyana
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
RDC.....	Regional Democratic Council
RFQ.....	Request For Quotation
RT.....	Restricted Tender
SS.....	Single Source

# INTRODUCTION

## i. Background

The Public Procurement Commission (PPC) ('the commission') is an independent and impartial Constitutional body established by Article 212W of the Constitution of The Co-operative Republic of Guyana.

The commission has oversight responsibility for public procurement in Guyana. The primary objective of the PPC is to ensure that public procurement is conducted in a fair, equitable, transparent, competitive, and cost-effective manner.

The commission was first Constituted by then President David Granger on October 28<sup>th</sup>, 2016, for a period of three (3) years, pursuant to Article 212Y of the constitution. The tenures of the then Chairperson and Deputy Chairperson were extended by President David Granger (as he then was) for a period of one (1) year with effect from October 25<sup>th</sup>, 2019. No other commissioners were appointed leaving the commission not fully Constituted and or quorate.

The commission was next fully constituted, as is presently constituted, by His Excellency Mohamed Irfaan Ali, for a period of three (3) years, with effect from July 8<sup>th</sup>, 2022.

## ii. Executive Summary

The absence of a fully Constituted commission for approximately three (3) years prior to the subsisting commission being appointed by His Excellency Mohamed Irfaan Ali, posed distinctive difficulties on the assumption of office. Particularly in staffing and access to information available within the Secretariat of the commission for a continuous transition. It resulted in the commission on appointment not being able to 'hit the ground running' as the first order of business was the staffing of the Secretariat to execute the mandate and functions of the commission. The commission, as seen from this Report, has made headway in this regard to be up and running as it continues to build capacity.

The commission got to work and is pleased to report on a number of successes.

There are thirteen (13) functions of the commission enshrined in the constitution, which can be categorized into the broad headings of-

- i. Training
- ii. Investigations
- iii. Monitoring
- iv. Legislative Reform

In execution of the commission's constitutional and statutory responsibilities, it embarked on a widespread **training and public awareness campaign** to "*promote awareness of the rules, procedures, and special requirements of the procurement process among suppliers, constructors, and public bodies.*" [Art. 212AA (1) (b)]

Training sessions were held in four (4) of the ten (10) Regions for contractors, suppliers and procuring entities. The commission in this regard also collaborated and thereby built relationships with various entities including the Ministry of Public Service (MOPS), Small Business Bureau and Inter-American Development Bank (IDB).



A Public Open Day was first held at the commission in Region 4 in April, 2023 and then taken to other Regions. Training opportunities were also secured for staff of the commission to build internal capacity.

The media and other stakeholders were engaged to promote the work of the commission, its purpose and disseminate information touching and concerning the public procurement process and laws enshrined in the Constitution. The mediums of television, newsprint, radio and social media were used.

The Commission examined bid protests and complaints in accordance with its functions as enshrined in the Constitution and enabled by the Procurement Act, Cap. 73:05. For matters concluded within the reporting period, complainants and procuring entities were informed of the results thereof.

Several compliance reviews were also conducted, and monitoring systems developed. Announced and unannounced visits were made to procuring entities and tender boards. Visits were made to tender openings at the National, Ministerial and Regional Tender Boards to observe compliance with procurement procedures.

On the staffing of the Legal Department, a review of procurement legislation and regulations was embarked upon to ensure alignment of the public procurement system with international best practice.

The commission reviewed the organizational chart which was in place by the last commission and restructured it to bring it into conformity with the execution of the constitutionally enshrined functions of the commission, hence now reflecting more technical positions and less administrative positions. Review of internal manuals also commenced during the reporting period.

The commission faced challenges in the execution of its work, mainly in the areas of-

- i. staffing within the commission,
- ii. trained personnel within the public procuring entities (staff turnover),
- iii. failure of procuring entities and boards to submit information in a timely manner and or at all in compliance with the constitution for monitoring and investigations,
- iv. structured procurement systems in the submission of information to the PPC,
- v. enabling legislation.

A more concerted effort should be made by the entities to address the critical issue of compilation and submission of procurement information to the PPC.

The commission recognizes that being only the second fully constituted commission and thus not having the established history of other bodies, there may not be a full understanding and appreciation of the work and functions of the commission. The response, however, from stakeholders and public procuring entities, so far, has been positive in a willingness to better understand the role and function of the PPC, to work with us and fulfil their respective duties to the PPC. The commission is thereby encouraged and optimistic by this response and will continue to work to bring training and awareness.

The commission has embarked on a Strategic Work Programme for its tenure which, once resourced, will see improvements in key areas of the public procurement system including, but not limited to, the strengthening of the legislative framework, modernization of public procurement systems, improved procedures in monitoring, compliance and data collection all geared towards greater efficiency and transparency.

This Report covers the period July 8, 2022 to July 7, 2023 and marks not only the first Report for the first year of operation of this, the second fully constituted PPC, but it is also the first Report of the PPC to ever be laid before the National Assembly in accordance with Article 212CC of the constitution. The commission is pleased to so comply in discharge of its constitutional duty.

### **iii. Mandate**

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

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

### **iv. Functions**

The PPC is entrusted with thirteen (13) functions as prescribed in Article 212AA of the constitution-

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

## **v. Responsibilities**

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

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

## **vi. Mission Statement**

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

## **vii. Core Values**

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

## PERSONNEL

### i. The Commission

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

Messrs. Berkley Wickham, Rajnarine Singh and Joel Bhagwandin along with Ms. Dianna Rajcumar were sworn into office on July 1, 2022, while Ms. Pauline Chase took the oath of office on July 8, 2022. Thereafter, the Commission, in accordance with Article 212Y(3) unanimously elected Ms. Pauline Chase and Mr. Berkley Wickham as the Chairperson and Deputy Chairperson, respectively.

**PAULINE CHASE**  
*Chairperson*



**BERKLEY WICKHAM**  
*Deputy Chairperson*





**RAJNARINE SINGH**  
*Commissioner*



**DIANNA RAJCUMAR**  
*Commissioner*



**JOEL BHAGWANDIN**  
*Commissioner*

At the first meeting of the commission held on July 15<sup>th</sup>, 2022, Ms. Pauline Chase was elected as Chairperson and Mr. Berkley Wickham was elected as Deputy Chairman of the commission. In the absence of a Chief Executive Officer who pursuant to Art. 212Z(2) of the Constitution acts as Secretary to the commission, Commissioner Dianna Rajcumar acted as Secretary to the commission with Commissioner Joel Bhagwandin being the alternate.

On February 21<sup>st</sup>, 2023, the members of the commission (save and except the Deputy Chairman who was unavailable at the time) executed an Oath of Confidentiality under which they serve in addition to their oath of office executed before the President, His Excellency Mohamed Irfaan Ali, on their appointment.

## **ii. Secretariat**

### **a. Organisational Structure**

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

*“The commission shall establish a secretariat comprising its officers and employees.”*

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

The first order of business for the commission was a review of the inherited Organisational Chart to bring it into conformity with the functions of the commission. Administrative positions were scaled, and more technical positions included. Clear Departments and Units were established in keeping with the commission’s constitutionally mandated functions, to wit-

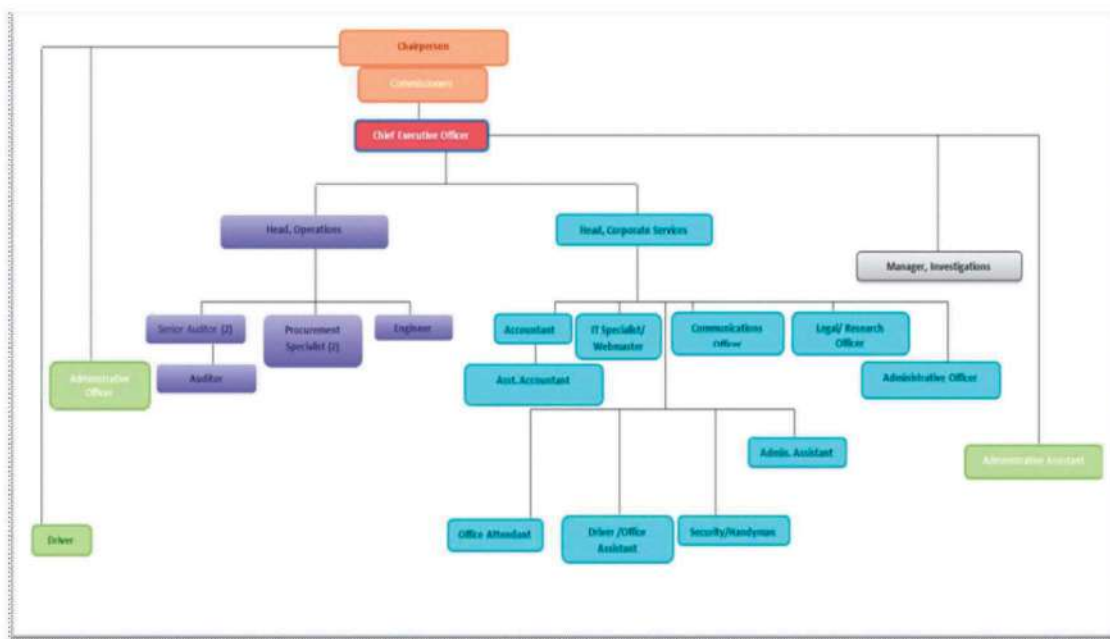
#### **i. Operations Department, under which falls-**

- Training Unit
- Monitoring Unit
- Investigations Unit
- Public Relations Unit

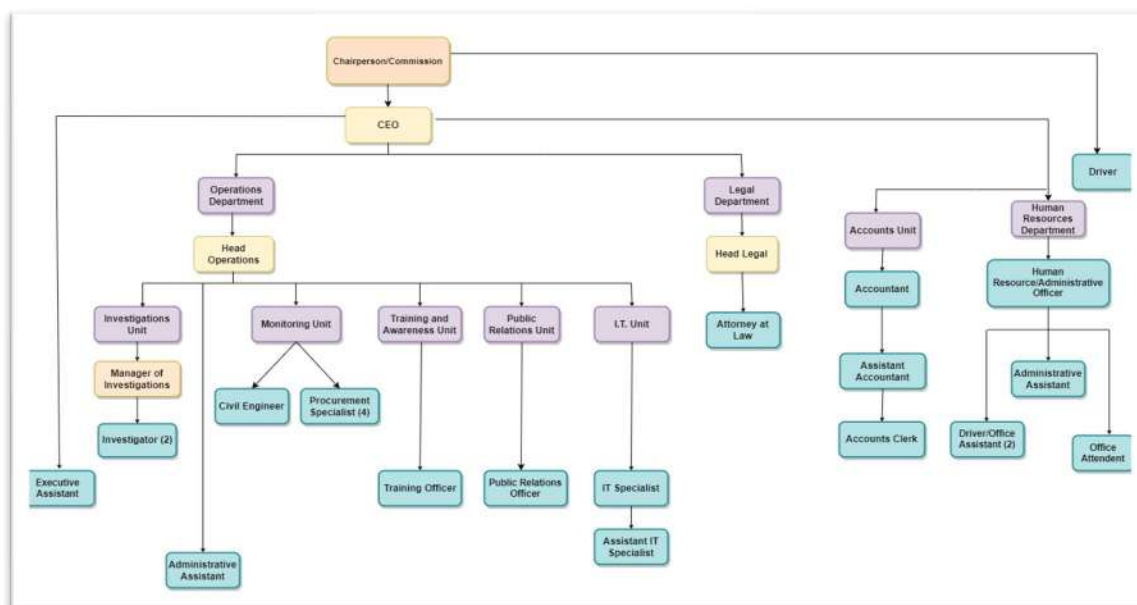
## 11. Legal Department

Under the previous organisational chart the aforesaid departments and units were not present. The commission in particular recognized the need for a Legal Department as the functions of the commission are heavily dependent thereon and for which Legal Officers would be required. Prior, there was no Legal Officer within the Secretariat.

*Previous Organisational chart*



*Current (Revised) Organisational Chart*



## **b. Staffing Matters**

### ***Staffing***

The commission on its appointment inherited a skeleton staff. The commission therefore set about on its appointment, staffing of the Secretariat to execute its functions.

The first vacant positions filled were that of the CEO and two (2) most senior officers as provided for by Article 212Z (2) of the Constitution in accordance with the revised Organisational Chart – Head of Operations and Head of the Legal Department.



**MERVYN CHUNG**

Head, Operations



**BIBI SHABENA ALI**

Head, Legal Department

### ***Staffing at the start of the reporting period***

On the Constitution of the commission there were only five (5) staff members and fifteen (15) vacant positions (on the revised Organisational Chart). The commission therefore commenced the year in review as follows-

#### **Staff Members:**

Procurement Specialist	1
Information Technology Specialist	1
Administrative Officer	1
Driver	1
Office Attendant	1
<b>Total</b>	<b>5</b>

#### **Vacant Positions:**

Chief Executive Officer	1
Head of Operations	1
Head of Legal/Compliance	1
Accountant	1
Assistant Accountant	1
Accounts Clerk	1
Procurement Specialist	1
Civil Engineer	1
Human Resources/Administrative Officer	1
Public Relations Officer	1
Executive Assistant	1
Attorney-at-Law	1
Legal Officer	1
Training Officer	1
Driver	1
<b>Total</b>	<b>15</b>

### ***Employment***

Chief Executive Officer	1
Head of Operations	1
Head of Legal/Compliance	1



Attorney-at-Law	1
Accountant	1
Assistant Accountant	1
Accounts Clerk	1
Procurement Specialist	1
Civil Engineer	1
Human Resources/Administrative Officer	1
Driver	1
Executive Assistant	1
Training Officer	1
Public Relations Officer	1
<b>Total</b>	<b>14</b>

### ***Resignations***

There was one (1) resignation during the year in review-

Attorney-at-Law	1
<b>Total</b>	<b>1</b>

### ***Terminations***

During the period under review there were three (3) terminations-

Accountant	1
Public Relations Officer	1
Driver	1
<b>Total</b>	<b>3</b>

*\* (two of the terminated positions were subsequently filled - Public Relations Officer & Driver. At the end of the year in review, the Accountant Position, substantially, remained vacant, the duties being performed by an acting appointment.)*

### ***Renewed Contracts***

All staff within the Secretariat are contracted employees. During the reporting period, three (3) contracts were renewed-

I.T. Specialist	1
Driver	1
Administrative Officer	1
<b>Total</b>	<b>3</b>

### ***Acting Appointments***

During the reporting period, there was one (1) acting appointment.

On the termination of the Accountant, the Assistant Accountant has been acting therefor.

### ***Staffing at the end of the reporting period***

#### **Staff Members:**

Chief Executive Officer	1
Head of Operations	1
Head of Legal/Compliance	1
Assistant Accountant/ Accounting (ag.)	1
Accounts Clerk	1
Procurement Specialist	2
Civil Engineer	1
Human Resources/Administrative Officer	1
Information Technology Specialist	1
Administrative Officer	1
Driver	1
Office Attendant	1
Executive Assistant	1
Training Officer	1
Driver	1
<b>Total</b>	<b>16</b>

#### **Vacancies**

Attorney-at-Law	1
Legal Officer	1
Accountant	1
Public Relations Officer	1
<b>Total</b>	<b>4</b>

### ***Training***

In order to strengthen the capacity and skills within the Secretariat, the Commission secured training opportunities for members of staff.

Mr. Mervyn Chung (Head of Operations) and Mr. Davindra Singh (Procurement Specialist) were trained by International Training Centre (ITC) e-campus in the following areas: -

- (1) Introduction to Public Procurement Fundamentals, Principles and Practice
- (2) Procurement Management for Goods, Works, and Services
- (3) Strategic and Advance Contracting, Innovation and Sustainability

The staff of the Commission completed the course on September 13, 2023 and awaits graduation.

### ***Staff Performance and Summary***

The staff of the Secretariat displayed earnest commitment in the performance of their duties, which they executed with the highest level of professionalism.

All members of staff took an Oath of Confidentiality on February 21st, 2023.

In the period following, there will be the need to further expand the staffing of the Secretariat to strengthen the departments and units, as the workload of the Commission increases. This will ensure that the work and functions of the Commission are efficiently and effectively executed in keeping with the Constitutional mandate of the Commission.

# THE COMMISSION

## i. Governance & Administration

### a. Committees

On the Constitution of the commission at the commencement of the reporting period, two (2) committees were established, primarily to assist with the functioning of the Secretariat as it was cripplingly understaffed. The committees established were-

#### *Human Resources Committee*

- |                                |   |             |
|--------------------------------|---|-------------|
| ● Commissioner Dianna Rajcumar | - | Chairperson |
| ● Commissioner Joel Bhagwandin | - | Member      |
| ● Commissioner Rajnarine Singh | - | Member      |

#### *Finance Committee*

- |                                      |   |             |
|--------------------------------------|---|-------------|
| ● Commissioner Joel Bhagwandin       | - | Chairperson |
| ● Deputy Chairperson Berkley Wickham | - | Member      |
| ● Commissioner Rajnarine Singh       | - | Member      |

The Human Resources and Finance Committees, held meetings during the year in review to provide coordination, oversight, advice and strategic orientation on matters emanating from the HR/Administrative and Finance Departments, respectively, and conclusions and recommendations reported to the commission for decision making.

The Human Resources and Finance Committees reviewed and provided guidance on issues pertaining to organisational and human resource management, administrative matters and financial management.

In June 2023 the commission decided that the aforesaid Committees be dissolved with immediate effect since the Committees were established when the Secretariat was not fully staffed. It was agreed that, since the Secretariat was at that point adequately staffed, it will manage HR/Administrative and Finance matters and keep the commission apprised via its monthly Secretariat Reports and matters brought through the CEO for decision making of the commission.

### b. Meetings of the Commission

The Commissioners met regularly during the review period in accordance with the established rules and work programme. These meetings *inter alia*,

- reviewed the performance of the Secretariat against the targets established for the Departments, and included matters of recruitment, internal policy and procedures, review of the performance of the Secretariat and areas for reform,
- received and considered complaints,



- received correspondence, and
- generally, gave directions to the Secretariat for execution in accordance with work programme and matters before the commission.

A total of forty-one (41) Statutory Meetings were held during the review period. All meetings of the commission were chaired by the Chairperson, Ms. Pauline Chase.

The commission decided to meet once per week, to wit, each and every consecutive Friday, unless otherwise agreed by a majority.

Attendance was as follows-

Ms. Pauline Chase	-	Chairperson	-	41/41
Mr. Berkley Wickham	-	Deputy Chairperson	-	41/41
Mr. Rajnarine Singh	-	Commissioner	-	41/41
Ms. Dianna Rajcumar	-	Commissioner	-	40/41
Mr. Joel Bhagwandin	-	Commissioner	-	39/41

The meetings of the commission accomplished key objectives during the year in review. This included the implementation of effective human resources management, monitoring tender openings to ensure the process complied with applicable laws and regulations, promoted awareness activities, conducted training seminars, examined bid protests, and conducted compliance reviews in keeping with its statutory obligations. The Commission also prepared and compiled the 2023 annual budget and the business strategic plan for the period 2023 - 2025.

### **c. Meetings with Stakeholders & Other Bodies**

#### ***NPTAB***

On May 11th, 2023, the PPC met with NPTAB, at the commission's boardroom, to discuss matters touching and concerning the public procurement process together with the functions and roles of the respective bodies.

The discussions centered around the-

- 1) Functioning of NPTAB –
  - Adherence to the Procurement Act, Cap. 73:05,
  - Constraints and difficulties experienced,
  - Pool of Evaluators,
  - Publication of tenders and contract awards, and
  - Thresholds.
- 2) Plans for Development and Reform.
- 3) Execution of S. 17(2) of the Procurement Act, Cap. 73:05 in the absence of the PPC.
- 4) Debarment.
- 5) E-Procurement.

The meeting was attended by the full complement of the PPC and NPTAB, to wit, Ms. Pauline Chase, Chairperson of the PPC, Mr. Berkley Wickham, Deputy Chairperson and Commissioners Ms. Dianna Rajcumar, Mr. Rajnarine Singh and Mr. Joel Bhagwandin together with Mr. Michael Singh, Chief Executive Officer. NPTAB was represented at the meeting by Dr. Tarachand Balgobin, Chairperson and Board Members, Mr. Bernard Lord, Mr. Desmond Mohamed, Mr. Omar Narine, Mr. Steve Ninvalle, Mr. Mark Conway and Ms. Gloria Beharry together with Mr. A. Parag, Chief Executive Officer.

### ***IDB***

The PPC first met with the IDB in February 2023 via a hybrid in person - online setting to discuss the strengthening of the procurement framework in Guyana, certified training opportunities for the technical staff of the PPC and future other areas of support including in the training of Contractors.

Emanating therefrom, the commission benefitted from training opportunities for members of staff. The IDB also collaborated with the commission in the hosting of a One-Day Training Session for contractors and suppliers at the Arthur Chung Convention Centre (ACCC) on June 1st, 2023.

Two (2) officers of the PPC's Secretariat were identified to participate in the Procurement Training which was a collaboration between the Bank and the Government of Guyana. The training covered six (6) modules of procurement topics with each module expected to be covered over a period of six weeks each. The training commenced in March 2023.

Further, the coming out of the meeting was the creation of an PPC-IDB Working Group to focus on areas of support particularly in the areas of international best practices guidance, legislative reform and implementation of aspects of the IDB Final Report 2018 on the strengthening of the public procurement system in Guyana.

For the PPC, the Working Group comprises of Ms. Pauline Chase, Chairperson; Mr. Berkley Wickham, Deputy Chairperson; Mr. Michael Singh, Chief Executive Officer; Head of the Legal Department, Ms. Bibi Shabena Ali and Mr. Davindra Singh, Procurement Specialist. The IDB is represented by Ms. Sabine Engelhard, Consultant; Ms. Leslie Harper, Senior Specialist of the Fiscal Management Division and Ms. Yamilee Payen, Senior Lecturer & Technical Advisor.

# THE SECRETARIAT

## i. Secretariat Support to the Commission

The CEO planned, managed, and provided general direction for all operations of the Secretariat of the Commission and also carried out functions as Secretary to the commission as mandated by Art. 212Z(2) of the constitution.

Internal controls were effectively maintained, and the operations were conducted in accordance with the Commission's Internal Manuals and Guidelines.

As Secretary to the commission, the CEO ensured that Minutes were taken of all Commission's Statutory Meetings and relevant reports prepared for all engagements undertaken by the Commissioners.

The funds of the commission were effectively managed during the reporting period within the budget allocated for the said period. During the period July 1st, 2022, to June 30th, 2023.

## ii. Programme Performance Statements

During the reporting period, the commission developed a Strategic Plan which informed and guided the development of the three-year work programme for the commission, to be undertaken by the commission for the period 2022 – 2025.

The Secretariat successfully executed the activities outlined below in accordance with the commission's budget and Work Programme for the period the subsisting report period, that is, July 8th, 2022, to July 7th, 2023.

### ***Objective A:***

To enhance training and capacity building of relevant Secretariat staff in supporting the commission in executing its constitutional mandate.

### ***Strategies:***

Design and implement training programmes for relevant Secretariat staff on procurement rules, compliance monitoring and regulations and ethics in procurement.

### ***Impacts:***

Relevant staff of the Commission are fully competent and knowledgeable.

### ***Indicators:***

	<b>Target</b>		<b>Actual</b>
	2022	2023	2023
Percentage of relevant staff trained in procurement	0%	100%	100%

### ***Objective B:***

To foster training and capacity building of procuring entities, suppliers, contractors and consultants.

### ***Strategies:***

Conduct training on procurement laws and regulations for procuring entities.

***Impacts:***

- Procuring entities trained to undertake procurement activities according to the law.
- Suppliers, contractors and consultants trained in the submission of bids.

***Indicators:***

	<b>Target</b>		<b>Actual</b>
	2022	2023	2023
Number of procuring entities trained	0	100	96
Number of suppliers, contractors and consultants trained	0	200	300

***Objective C:***

To strengthen systems, policies and processes of procuring entities.

***Strategies:***

- Monitor deficiencies and violations in the public procurement system.

***Impacts:***

Strengthening the procurement system used by Public Procuring Entities

***Indicators:***

	<b>Target</b>		<b>Actual</b>
	2022	2023	2023
Review of capital procurement plans	0	82	75
Review of current procurement plans	0	82	48

***Objective D:***

To enhance the Commission's image through a public relations campaign.

***Strategies:***

- Create public awareness/visibility of the functions of the Public Procurement Commission.

***Impact:***

Increase cohesiveness and understanding of the work of the PPC.

***Indicators:***

	<b>Target</b>		<b>Actual</b>
	2022	2023	2023
Number of Public Procurement Open Days	0	1	3
Frequency of advertised awareness videos	0	24	24
Production of educational brochures	0	1	4

**Objective E:**

To strengthen the administrative and operational structure of the Secretariat of the commission.

**Strategies:**

The administrative functions of the Secretariat are carried out in an efficient and effective manner.

**Impact:**

Increased understanding of the work of the Public Procurement Commission.

**Indicators:**

	Target		Actual
	2022	2023	2023
Number of staff hired	0	20	14

**Objective F:**

To strengthen the Commission's Information Technology Systems.

**Strategies:**

- Procurement of digital time attendance system and firewall device.
- Procurement of Microsoft 365 software licenses.

**Impact:**

- The data and computer systems of the Public Procurement Commission are secured against cybersecurity threats.
- Improve the efficiency of data processing by the staff of the Public Procurement Commission.
- Enhance record keeping for staff attendance.

**Indicators:**

	Target		Actual
	2022	2023	2023
Procurement of firewall device	0	1	1
Acquisition of Microsoft 365 Business licenses	0	15	15
Procurement of time and attendance system	0	1	1

**iii. Human Resources/Administration**

The work of the HR/Administrative Department supports the achievement of the strategic goals of the commission by providing services which include procurement of goods and services and staff recruitment and development. The priorities of this Department remain focused on fulfilling the following functions of the commission:

- To enlist the aid of such persons, as may be necessary, to assist the Commission with expert advice, and
- Do all other acts and things as may be necessary to facilitate the efficient discharge of the functions of the Commission.

### ***Recruitment***

During the reporting period, the Department, in keeping with the requirements of Article 212 of the constitution, continued its recruitment efforts, to ensure that the commission's Secretariat was adequately staffed to undertake the activities outlined in the commission's Work Programme.

A review of the organisational structure was completed to better align with the functions of the commission. The qualification requirements of staff within the Secretariat were increased to ensure that the technical capacity within the Secretariat was strengthened.

Clear Departments and Units thereunder, not previously provided for under the inherited organisational structure of the Secretariat, were established –

- Human Resources/Administration Department
- Operations Department
  - Training Unit
  - Monitoring Unit
  - Investigations Unit
  - Public Relations Unit
  - IT Unit
- Legal Department

The Legal Department in particular, was created to support and guide the commission in executing its constitutional mandate.

Similarly, the position of Training Officer was also created to assist it with the delivery of training programmes as the commission has the responsibility to do under S. 17(2) of the Procurement Act, Cap. 73:05.

Vacancies for the positions of Chief Executive Officer, Head of Operations, Head of Legal/Compliance, Attorney-at-Law, Procurement Specialist, Civil Engineer, HR/Administrative Officer, Public Relations Officer, Training Officer, Executive Assistant, Assistant Accountant, Accounts Clerk and Driver/Office Assistant were advertised and filled under the established procedure and rules. The Secretariat's staff complement as at July 7th, 2023 was seventeen (17).

### ***Annual Staff Meeting***

The commission held its Annual Staff Meeting in December 2022 at the Grand Coastal Hotel, East Coast Demerara.

Chairperson Ms. Pauline Chase; Deputy Chairperson, Mr. Berkley Wickham and Commissioners Dianna Rajcumar and Rajnarine Singh attended the meeting together with staff of the Secretariat. The Chairperson, Deputy Chairperson, Commissioners and the CEO reiterated the core values and mandate of the commission and thanked the staff for their dedication and hard work. The staff also took the opportunity to thank the commissioners for their guidance and direction during the year and expressed appreciation for the support provided to the Secretariat by the commission.

### ***Internal Communication***

The Department continued to utilise e-mails as the primary method of communication to disseminate key information and documents within the commission.

Decisions of the commission and other such relevant information were communicated by Internal Memos, via email.

### ***Office Management***

The Department procured and implemented several service agreements in the year in review. These agreements included:

- Property Rental
- Equipment Maintenance.

In keeping with the provisions of the Fixed Asset Management procedures of the commission, the Department maintained insurance coverage for the furniture, fittings and fixtures, computer and related equipment and motor vehicles owned by the commission.

The Department ensured that the motor vehicles of the commission were properly maintained and managed its record keeping obligations with respect to logs of vehicle mileage and fuel consumption, in keeping with the commission's Motor Vehicle Policy.

### ***Inventory Control***

Periodic stock taking exercises were conducted during the reporting period.

### ***Manuals***

A comprehensive review of the commission's internal policy and procedures manuals commenced during the reporting period, to wit-

- Accounting Manual

*(withdrawn and replaced by the Fiscal Management Act together with Circulars issued by the Ministry of Finance).*



- Employee's Manual
- Fixed Asset Register
- Motor Vehicle Policy
- Cyber Security Manual
- Procurement Manual
- Health & Safety Manual
- Inventory Management Manual

An examination was made of the Accounting Manual which was in use at the time of assumption of office of the subsisting commission. It was in contravention of the Generally Accepted Accounting Principles (GAAP) and the Fiscal Management and Accountability Act (FMAA). Consequently, the Commission made a decision to discontinue the use of the accounting manual and follow the provisions of the FMAA as they apply to Constitutional Agencies.

These contraventions were highlighted in the 2020 audit report provided by the Auditor General and cited among other, the following:

- Utility registers for electricity and telephone were not maintained. As such the report stated that “the Commission did not comply with circularized instructions.”
- Historical records were not maintained in the manner prescribed by Section 26 of the Stores Regulations 1993, which requires historical records to be maintained for all motor vehicles, plant and equipment. It was observed that the files maintained by the Commission did not contain pertinent information such as repairs and maintenance costs. As a result, the maintenance cost per vehicle and equipment could not be determined.

It was noted that the commission, as was previously constituted, hired a consultant to prepare a Manual “Strengthening Guyana’s Public Procurement Framework” but nothing became of it. This new commission observed that, while this was a good base document, it will require more work to operationalise the processes. The commission will build on that document to include prescribed methods and processes to achieve its strategic objectives.

#### **iv. Operations Department**

The commission, aimed to strengthen its human resources capacity in the Secretariat, ensured that the Operations Department was staffed and employed a Head of Operations, Civil Engineer, Training Officer, a second Procurement Specialist and other supporting staff.

The work of the Operations Department supported the commission in the execution of its functions.

##### **a. Training Unit**

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

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

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

To execute the aforesaid function and responsibility, a Training Unit was established under the Operations Department. Prior, there was no such Unit within the commission, specifically tasked with executing this function.

On being staffed, the Operations Department got to quick work in rolling out a far-reaching public awareness and training programme involving-

- training seminars, conferences and workshops for both public procuring entities and suppliers/contractors in various aspects of the public procurement process,
- held Open Day Activities in four (4) Regions,
- public awareness via all forms of available media – print, social media, newspapers, television - of pertinent information touching and concerning the procurement process,
- issuance of circulars to public procuring entities,
- creation of forms and standard documents.

The commission collaborated with other bodies and entities in the aforementioned, particularly, the IDB and the Ministry of Public Service (MOPS).

Training and public awareness is to be continuous. During the reporting period, the commission designed and commenced a training and public awareness campaign to target stakeholders in certain key areas. Based on target indicators, reviews and adjustments are made to ensure effectiveness.

### ***Seminars, Conferences & Work Shops***

#### ***March 14 – 16, 2023 Public Procurement Training at the Ministry of Public Service***

The PPC collaborated with MOPS to train public servants from various ministries and government entities on public procurement procedures.

The training was held over a period of three (3) days which commenced on March 14, 2023, at the Ministry of Public Service’s training facility located on the corner of Vlissengen Road and Durban Street, Georgetown.

A total of **44** (forty-four) participants from 28 (twenty-eight) public procuring entities benefited from this training.

No	Name of Procuring Entity	No	Name of Procuring Entity
1	Deeds and Commercial Registry	15	Ministry of Finance
2	Environmental Protection Agency	16	Ministry of Foreign Affairs and International Cooperation
3	Guyana Lands & Surveys Commission	17	Ministry of Health
4	Guyana Office for Investment	18	Ministry of Home Affairs
5	Guyana Rice Development Board	19	Ministry of Public Works
6	Guyana Civil Aviation Authority	20	National Agriculture Research Institute Extension
7	Guyana Gold Board	21	National Care and Treatment Centre
8	Guyana Prison Services	22	National Data Management Authority
9	Local Government Commission	23	National Communication Network
10	Mayor and City Council	24	Office of the President
11	Ministry of Agriculture	25	Regional Democratic Council, Region 10
12	Ministry of Amerindian Affairs	26	Regional Democratic Council, Region 3
13	Ministry of Culture Youth and Sports	27	Regional Democratic Council, Region 5
14	Ministry of Education	28	Transport and Harbours

### **April 3, 2023, Procurement Training for Small Business at the Arthur Chung Conference Centre (ACCC)**

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

Over **186** (one hundred and eighty-six) suppliers, contractors and consultants benefited from the training. The training focused specifically on procurement for small businesses and included the Small Business Act, 2004 the Public Procurement Act, Cap. 73:05, with amendments and Regulations.

### **April 27-28, 2023, Procurement Training at the Ministry of Public Service**

The PPC again collaborated with MOPS to train public servants from various ministries and government entities on public procurement procedures.

The training was held over a period of two (2) days which commenced on April 27, 2023, at the Ministry of Public Service's training facility located on the corner of Vlissengen Road and Durban Street, Georgetown.

A total of **46** (forty-six) participants from 25 (twenty-five) procuring entities benefited from this training.

No	Name of Procuring Entity	No	Name of Procuring Entity
1	Cheddi Jagan International Airport Corporation	14	Ministry of Foreign Affairs and International Cooperation
2	Deeds and Commercial Registry	15	Ministry of Health
3	Guyana Lands & Surveys Commission	16	Ministry of Home Affairs
4	Guyana Energy Agency	17	Ministry of Natural Resources
5	Guyana Gold Board	18	Ministry of Parliamentary Affairs and Governance
6	Guyana National Shipping Corporation Ltd	19	Ministry of Public Service
7	Guyana Prison Service	20	National Industrial and Commercial Investments Limited
8	Local Government Commission	21	President's College
9	Mayor and City Council	22	Public Service Appellate Tribunal
10	Ministry of Agriculture	23	Regional Democratic Council, Region 1
11	Ministry of Amerindian Affairs	24	Regional Democratic Council, Region 5
12	Ministry of Culture Youth and Sports	25	Transport and Harbours Department
13	Ministry of Education		

### May 17, 2023: Procurement Plan Training

The PPC held a Procurement Plan Training at the Arthur Chung Conference Centre (ACCC) located on the Railway Line, Liliendaal, East Coast Demerara, on May 17<sup>th</sup>, 2023, to assist public procuring entities to better understand the use and evaluation of the procurement plan.

The training was aimed at ensuring knowledge of and compliance with the requirement of public procuring entities to submit procurement plans to the PPC.

Section 11A(1) of the Procurement Act, Cap. 73:05 mandates 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”.*

A total of **193** (one hundred and ninety-three) persons attended the training from 59 (fifty-nine) procuring entities.

No	Name of Procuring Entity	No	Name of Procuring Entity
1	Arthur Chung Conference Centre	31	Maritime Administration & Research Department
2	Audit Office of Guyana	32	Ministry of Agriculture
3	Bureau of Statistics	33	Ministry of Culture, Youth & Sports
4	Central Housing & Planning Authority	34	Ministry of Finance
5	Cheddi Jagan International Airport	35	Ministry of Foreign Affairs
6	Civil Defence Commission	36	Ministry of Health
7	Demerara Harbour Bridge	37	Ministry of Home Affairs
8	Department of Public Information	38	Ministry of Human Services and Social Security
9	Environmental Protection Agency	39	Ministry of Labour
10	General Registrar Office	40	Ministry of Legal Affairs
11	Guyana Office for Investment	41	Ministry of Public Service
12	Guyana Defence Force	42	Mahaica Mahaicony Abary Agricultural Development Association
13	Guyana Fire Service	43	National Data Management Authority
14	Guyana Forestry Commission	44	National Library
15	Guyana Geology & Mines Commission	45	National Trust
16	Guyana Gold Board	46	National Communication Network
17	Guyana Livestock Development Authority	47	Office of the Prime Minister
18	Guyana Marketing Corporation	48	Parliament Office
19	Guyana National Shipping Corporation	49	Regional Democratic Council #2
20	Guyana Post Office Corporation	50	Regional Democratic Council #3
21	Guyana Power & Light Inc.	51	Regional Democratic Council #4
22	Guyana Rice Development Board	52	Regional Democratic Council Region #6
23	Guyana Sugar Corporation Inc.	53	Regional Democratic Council Region #7
24	Guyana Teachers Association	54	Rights Commission of Guyana
25	Guyana Tourism Authority	55	Rights of the child Commission
26	Guyana Water Authority	56	Supreme Court of Judicature
27	Institute of Applied Science & Technology	57	Transport & Harbours Department
28	Indigenous People's Commission	58	University of Guyana
29	Integrity Commission	59	Women & Gender Equality Commission
30	Kuru Kuru Cooperative College		

### May 31, 2023, One-Day Training Seminar for Suppliers and Contractors

The PPC held a One-Day Training Seminar for Suppliers and Contractors at the ACCC located at Liliendaal, East Coast Demerara, on May 31st, 2023, to learn more about public procurement and the role of the PPC.

The PPC invited the National Procurement and Tender Administration Board (NPTAB) and the Inter-American Development Bank (IDB) to also make presentations on aspects of the procurement process as it concerns their entities.

This collaboration permitted participants to gain rich information in all pertinent aspects of the public procurement and special rules and requirements of IDB funded projects.

Areas covered were-

- Introduction to the PPC
- The core values of the PPC
- Functions of the PPC
- Public Procurement Legislative Framework
- Administrative Framework
- Debarment Procedures

This event received a tremendous response to such an extent that the venue had to be changed from originally advertised to ACCC so as to accommodate more persons.

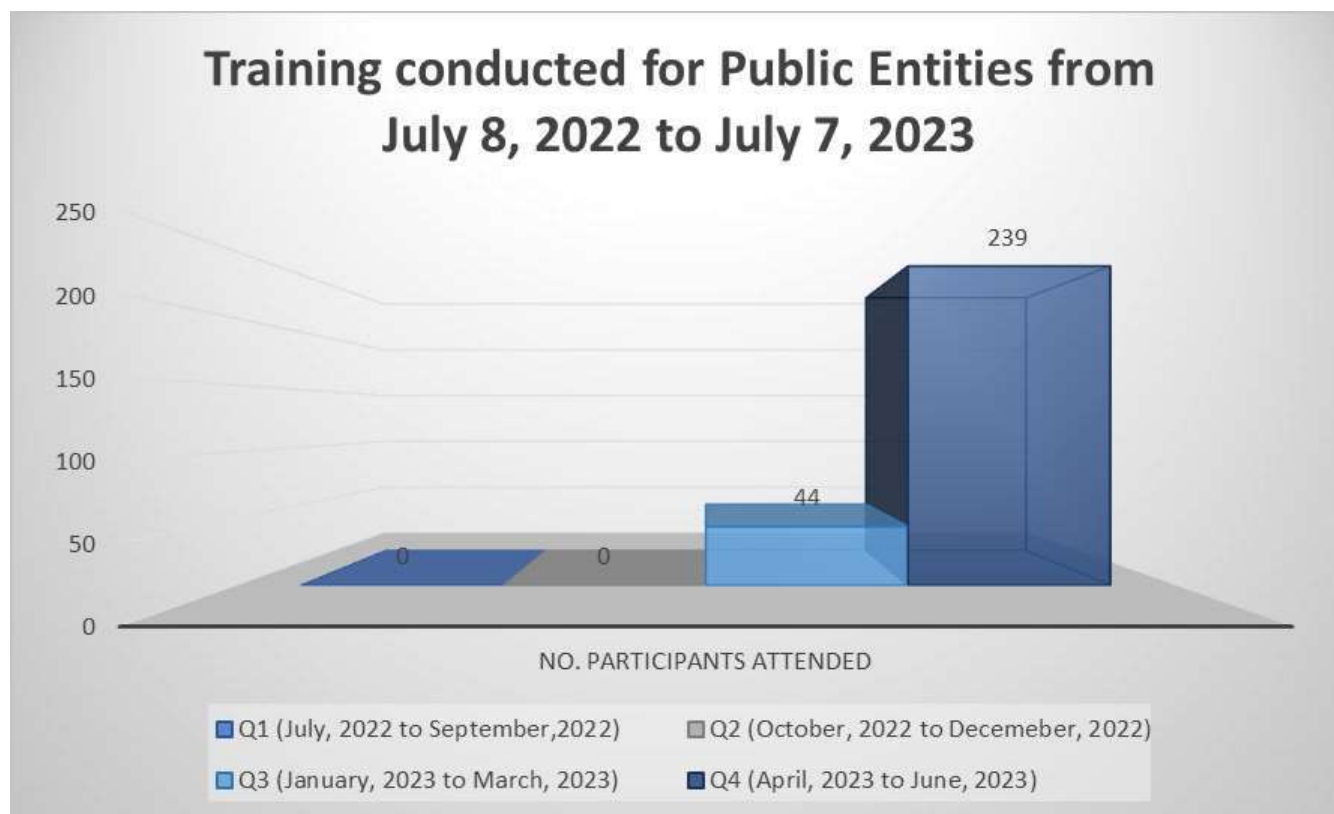
There was a grand turnout from numerous suppliers and contractors from across the country. Opening remarks were made by the Chairperson of the PPC, Ms. Pauline Chase as well as the Country Representative of the Inter-American Development Bank, Ms. Lorena Solorzano Salazar. Presentations were delivered by officials from the PPC, NPTAB and IDB.

In excess of **200** (two hundred) suppliers, contractors and consultants benefited from this training.

## Data Analysis

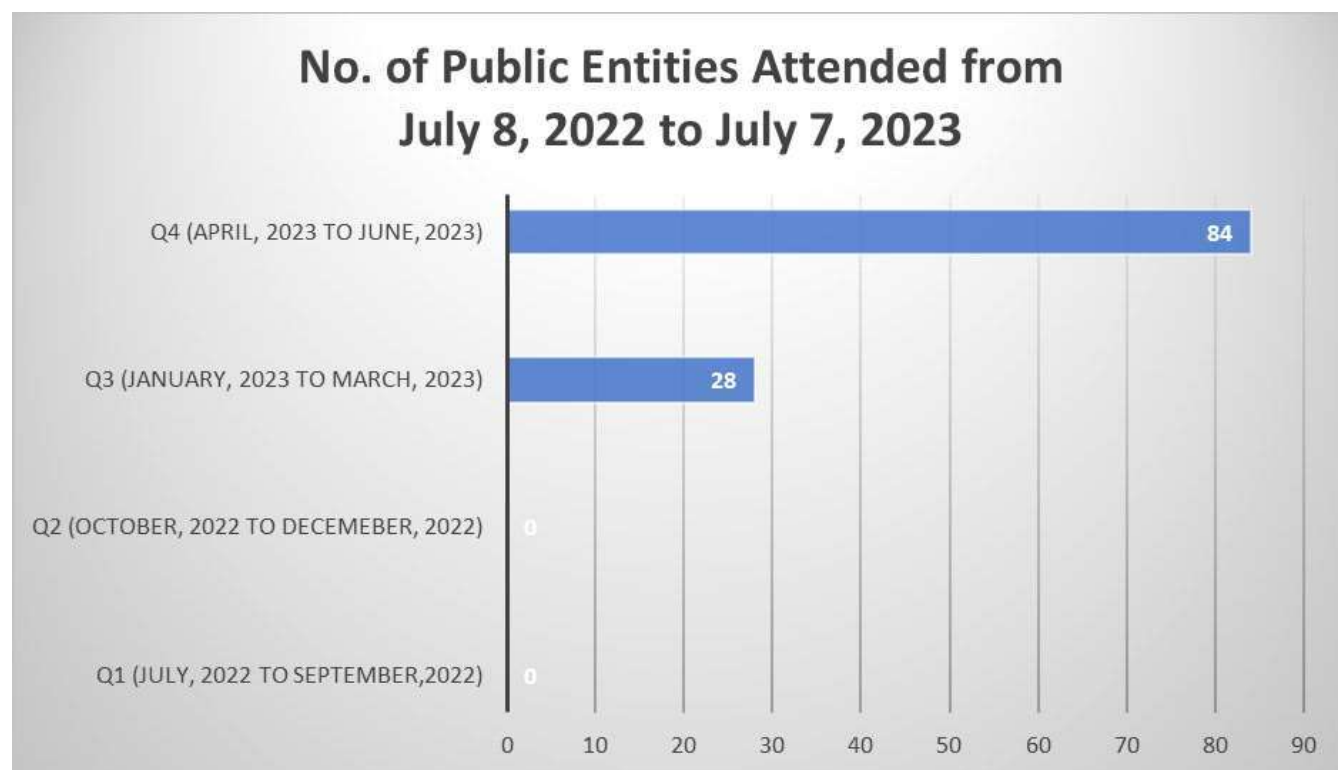
**Data Analysis on Training Conducted for Public Entities for the reporting period (July 8, 2022 to July 7, 2023) per quarter**

Quarters	Sum of No. Participants Attended
Q4 (April 2023 to June, 2023)	239
Q3 (January 2023 to March, 2023)	44
Q1 (July 2022 to September,2022)	0
Q2 (October 2022 to December, 2022)	0
<b>Grand Total</b>	<b>283</b>



**Table and Figure 1: Data showing Number of Participants attending the Procurement Training per quarter**

Quarters	No. of Public Entities Attended
Q4 (April 2023 to June, 2023)	84
Q3 (January 2023 to March, 2023)	28
Q1 (July 2022 to September,2022)	0
Q2 (October 2022 to December, 2022)	0
<b>Grand Total</b>	<b>112</b>



**Table and Figure 2: Data showing Number of Public Entities attending the procurement Training per quarter.**



**Data Analysis on Procurement Training held for Suppliers Contractors and Consultants for the reporting period (July 8, 2022 to July 7, 2023) per quarter.**

Quarters	No. Persons Attended
Q4 (April 2023 to June, 2023)	386
Q3 (January 2023 to March, 2023)	0
Q1 (July 2022 to September,2022)	0
Q2 (October 2022 to December, 2022)	0
<b>Grand Total</b>	<b>386</b>



**Table and Figure 3: Data showing Number of persons attending the Procurement Training for Supplier, Contractors, and Consultants per quarter.**

## ***Public Open Day Activities***

### **April 19, 2023, Public Open Day in Region #4 (Demerara-Mahaica)**

The PPC held an Open Day on April 19<sup>th</sup>, 2023, at its offices located at 262 New Garden Street, Queenstown, Georgetown. This event was previously scheduled for March 21, 2023, to coincide with World Sustainable Procurement Day but due to the inclement weather had to be postponed.

The event was widely publicized using all forms of media through which procuring entities, contractors and suppliers were invited to attend together with anyone who wished to learn more about the PPC and the public procurement process.

A Circular was also issued informing of the event and invitation letters sent to stakeholder bodies such as Georgetown Chamber of Commerce & Industry (GCCCI), Private Sector Commission (PSC) and the Black Entrepreneurs Association.

The event saw a larger turnout from public procuring entities than contractors and suppliers.

The media was invited to cover the event.

Over **100** (one hundred) persons attended the Open Day including participants from 29 public procuring entities.

<b>No</b>	<b>Name of Procuring Entity</b>	<b>No</b>	<b>Name of Procuring Entity</b>
1	Customs Anti - Narcotics Unit	16	Ministry of Human Services and Social Security
2	Georgetown Public Hospital Corporation	17	Ministry of Legal Affairs
3	Guyana Gold Mines Commission	18	Ministry of Public Works
4	Guyana Energy Agency	19	National Library
5	Guyana Fire Service	20	National Trust
6	Guyana Gold Board	21	National Communication Network
7	Guyana Lands and Survey Commission	22	Office of the President
8	Guyana Marketing Corporation	23	Parliament Office
9	Guyana Power & Light Inc.	24	Pesticide and Toxic Chemical Control Board
10	Guyana Prison Service	25	Regional Democratic Council, Region 3
11	Guyana Revenue Authority	26	Regional Democratic Council, Region 5
12	Institute of Applied Science & Technology	27	Regional Democratic Council Region #6
13	Maritime Administration Department	28	Supreme Court of Judicature
14	Ministry of Health	29	University of Guyana
15	Ministry of Home Affairs		

Among other things, educational pamphlets were distributed to attendees on-

- the role and functions of the PPC
- tendering tips
- the complaints process - administrative review
- debarment

Commissioners together with members of staff were on hand to engage with attendees, answer questions and provide clarity on any matters raised.

Following positive feedback from the Open Day held in Region #4, the PPC visited other Regions and held Open Day activities so that persons unable to travel to Georgetown can still benefit from the activity to learn more about the public procurement process and the role of the PPC.

#### **June 23, 2023, Public Open Day in New-Amsterdam for Regions #5 (Mahaica-Berbice) & #6 (East Berbice – Corentyne)**

On June 23rd, 2023, the PPC hosted a Public Open Day from 10am to 2pm at the New Amsterdam Recreational Park (Opposite the RDC Building), Vryman's Erven, New Amsterdam, Berbice, Region 6.

The event was well attended and saw a turnout of **107** (one hundred and seven) persons from several public procuring entities, suppliers and contractors from across Regions #5 and #6.

The event took the same form as that conducted in Region #4.

The general public seized the opportunity to educate themselves and be guided on the various procurement topics covered.

#### **July 5, 2023, Public Open Day in Anna Regina Region #2 (Pomeroon – Supernaam)**

The PPC on July 5, 2023, hosted a Public Open Day from 9am to 2pm at the Regional Democratic Council Compound, Anna Regina, Essequibo Coast, Region #2.

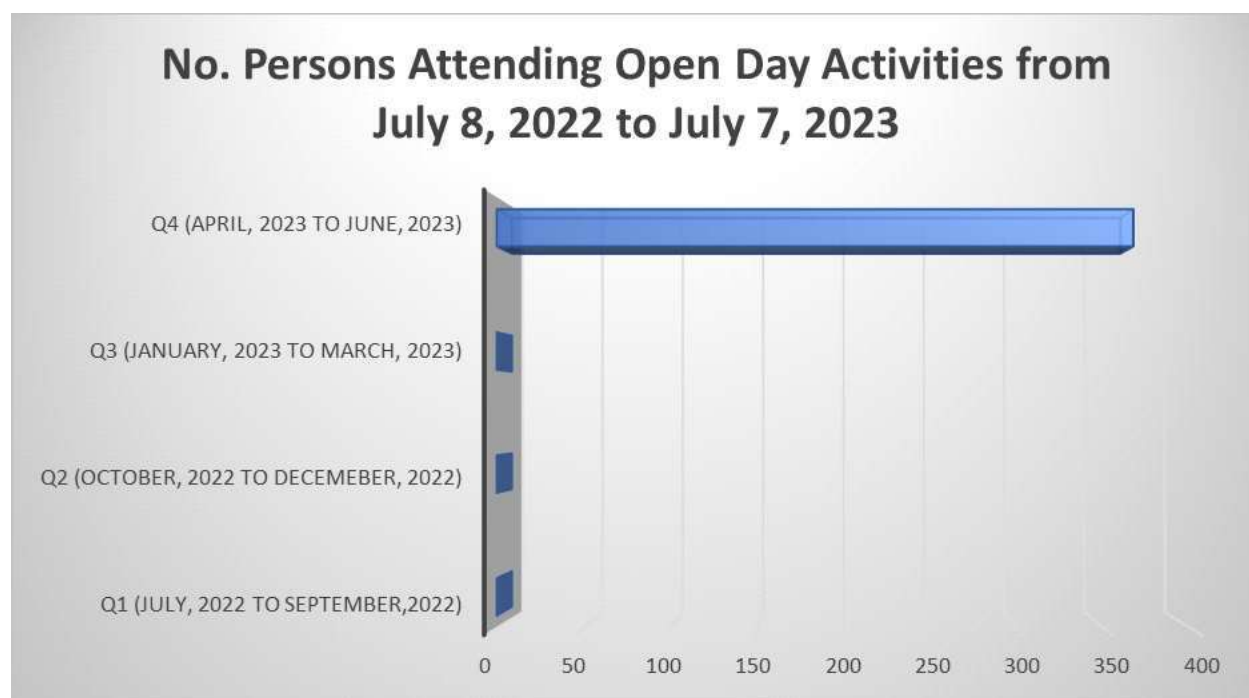
A grand total of **160** (one hundred and sixty) persons from several procuring entities, suppliers, contractors and the general public from across the coast seized the opportunity to educate themselves and be guided on the public procurement process.

The Open Day held in Region #4 once again acted as the template for the event.

## Data Analysis

**Data Analysis on Open Day Activities for the reporting period (July 2022 to July 2023) per quarter**

Quarters	No. Persons Attended
Q4 (April 2023 to June, 2023)	367
Q3 (January 2023 to March, 2023)	0
Q1 (July 2022 to September,2022)	0
Q2 (October 2022 to December, 2022)	0
<b>Grand Total</b>	<b>367</b>



**Table and Figure 1: Data showing Number of persons attending Public Open Day Activities per quarter.**

*\*See Appendix B*

## ***Public Awareness***

The Operations Department promoted public awareness of the procurement rules and regulations utilizing all forms of media for the widest reach - radio, television, social media and newsprint.

### *Videos*

On July 6th, 2023, broadcast began of a video, narrated by the Chairperson, Ms. Pauline Chase on what is the PPC, its role and functions. Further videos began production during the reporting period of –

- the complaints procedure
- the debarment process, and
- reduction of debarment periods.

### *Brochures*

Brochures were also created and widely disseminated to the suppliers, contractors, consultants, procuring entities and members of the general public on-

- How to lodge a complaint
- Debarment
- Tender Preparation Tips
- The Procurement Process

***\*See Appendix C***

### *Application Forms*

Application Forms were also developed for the following:

- Administrative Review
- Debarment of Supplier or Contractor
- Reduction or Termination of Debarment

***\*See Appendix D***

### *Circulars*

During the reporting period, the commission issued eight Circulars.

No.	Date	Subject
01/2023	March 27, 2023	Publication of Contract Award
02/2023	March 27, 2023	Record of Procurement Proceedings
03/2023	March 27, 2023	Suspension and Debarment – Responsibilities of Procuring Entities and Evaluation Committees
04/2023	April 4, 2023	Public Procurement Commission Open Day
05/2023	May 8, 2023	Procurement Plan Training
06/2023	May 29, 2023	Requirement for Notice to Unsuccessful Bidders of Contracts
07/2023	May 29, 2023	Review & Approval of Procurement Manuals
08/2023	June 19, 2023	Compliance with Section 39 (3) of the Procurement Act, Chapter 73:05 – Requirement for an opportunity for the Procuring Entity to Agree or Disagree with the report of the Evaluation Committee prior to contract award.

***\*See Appendix E***

#### *Notices*

The commission issued the following Notices during the reporting period-

- i. February 20, 2023 – Notice to Public Procuring Entities on requirement to submit Procurement Plans to the commission pursuant to S. 11 of the Procurement Act, Cap. 73:05

***\*See Appendix F***

#### **b. Monitoring Unit**

Pursuant to Article 212AA of the constitution, the commission is vested with wide monitoring functions, particularly-

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

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

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

To execute these functions, a Monitoring Unit was established under the Operations Department.

In the absence of enabling legislation for the execution of these functions, the Operations Department formulated a methodology and work plan for its execution. Regrettably, this commission on its establishment did not have the benefit of guidance or records as to previous operation of this function, if at all.

The Operations Department, during the reporting period focused on developing monitoring processes to capture, analyse, and report procurement information primarily through –

- Tender Monitoring
- Procurement Plan Monitoring
- Contract Award Monitoring
- Compliance Review
- Tender Documents and System Reviews
- Procurement Manuals Review

The objectives -

» **Competition**

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

» **Fairness**

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

» **Transparency**

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

» **Monitoring**

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

» **Contract Management**

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

» **Record Keeping**

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

It is the intention of the commission to refine and develop the methodology of monitoring in keeping with international best practices of performance indicators for which human resource and IT capacities would need to be strengthened. Enabling legislation is also required to support efficacy and authority particularly in privity of contract issues in areas such as project inspections. Access to information proved challenging without an integrated e-procurement system and statutory reporting obligations.

## *i. Tender Monitoring -*

### *a. Tender Opening Observations*

The commission monitored the tender opening processes to determine whether the process was transparent and conducted in accordance with the provisions of the procurement laws as set out in the Procurement Act, Cap. 73:05, particularly S. 38 thereof.

The observations assessed whether procuring entities complied with the following areas:

- Closing of Invitation for Bid and Opening of Tender Box
- Securing of tenders
- A quorum to officiate proceedings.
- Announcement of bids Recording of Minutes
- Adequate tender boxes

In this regard, the commission -

- developed and circulated a template for the recording of the Minutes of tender openings, and
- drafted procedure guidelines to be followed during the opening of tenders.

## **NPTAB**

Threshold:

Procurement Category	THRESHOLDS			Procurement Document
	Works	Goods	Services	
	NPTAB	NPTAB	NPTAB	
Request for Quotation (RFQ)	Nil	\$3M	Nil	As at Regulations No. 1 of 2019 January 28, 2019
Open Tendering (OT)	\$15M/ Unlimited	\$15M/ Unlimited	\$15M/ Unlimited	As at Regulations No. 1 of 2019 January 28, 2019
Restricted Tendering (RT)	Up to \$20M or Above	Up to \$10M or Above	Up to \$10M or Above	As at Regulations No. 1 of 2019 January 28, 2019
Request for Proposal (RFP)	Above \$3M	N/A	Above \$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Community Participation (CP)	\$5M	\$5M	N/A	As at Regulations No. 1 of 2019 January 28, 2019
Single Sourcing (SS)	Unlimited	Unlimited	Unlimited	As at Regulations No. 1 of 2019 January 28, 2019



Bids are opened at NPTAB each and every Tuesday and depending on volume, Thursdays.

Unannounced in person visits were made to observe the tender opening process at NPTAB. *Inter alia* Commissioners Singh and Rajcumar visited NPTAB in September 2022 and Commissioner Bhagwandin along with CEO visited in October 2022, to observe the tender opening process. The Chairperson and the CEO visited in November 2022 to also observe this process. Other officers of the Monitoring Unit also, at intervals, made in person visits to observe tender openings. Monitoring was also conducted via the online platform.

The officers of NPTAB met with the Chief Executive Officer of NPTA as well as other board members during the visits.

The following observations were made:

- Bids were taken out of the tender box by the staff and in the presence of the bidders present.
- Bids were taken into a room where staff sorted the bids.
- The bid documents were sorted by the project type and then an agenda was drawn up as to which projects are to be opened at an estimated time.
- Bids were then opened and streamed live via the Zoom online platform.
- The live streaming allowed participants to ask questions during the process.
- Some bid envelopes lacked pertinent information such as the project name and that presented a problem in the categorising process of project name.
- The Chairman explained that NPTAB's system is partially computerised, and Evaluators are now able to evaluate projects simultaneously rather than use the manual paperwork. NPTAB he further informed is working towards a fully computerised system.

## Regional Tender Boards

Threshold:

Procurement Category	THRESHOLDS			Procurement Document
	Work s	Good s	Service s	
	RTB	RTB	RTB	
Request for Quotation (RFQ)	Nil	\$3M	Nil	As at Regulations No. 1 of 2019 January 28, 2019
Open Tendering (OT)	\$14M	\$8M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Restricted Tendering (RT)	\$14M	\$8M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Request for Proposal (RFP)	N/A	N/A	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Community Participation (CP)	N/A	N/A	N/A	As at Regulations No. 1 of 2019 January 28, 2019
Single Sourcing (SS)	\$14M	\$8M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019

## Ministerial Tender Boards

Threshold:

Procurement Category	THRESHOLDS			Procurement Document
	Works	Goods	Services	
	MTB	MTB	MTB	
Request for Quotation (RFQ)	Nil	\$3M	Nil	As at Regulations No. 1 of 2019 January 28, 2019
Open Tendering (OT)	\$2M	\$3M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Restricted Tendering (RT)	\$2M	\$3M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Request for Proposal (RFP)	N/A	N/A	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019
Community Participation (CP)	N/A	N/A	N/A	As at Regulations No. 1 of 2019 January 28, 2019
Single Sourcing (SS)	\$2M	\$3M	\$0.8M	As at Regulations No. 1 of 2019 January 28, 2019

### *b. Summary of Findings*

The procedures observed across most procuring entities were considered adequate. However, the practices applied across some entities were not standardised and entities, with the exception of NPTAB, did not submit to the PPC, the minutes of tender openings.

Access to information at the Regional and Ministerial levels proved challenging. It is the considered recommendation of the commission that there be publication to enhance transparency at these levels of the procurement process to mirror that of NPTAB coupled with mandatory reporting requirements to the PPC.

A statutory framework to provide for the aforesaid, particularly mandatory reporting requirements to the PPC, together with a prescribed procedure for monitoring, would lend to the strengthening and transparency of the system.

In the absence of a statutory framework, the commission proposes to continue to develop a system of monitoring in keeping with international best practices and work with the relevant tender boards on maintaining adequate record keeping for the submission of accurate information to permit monitoring.

## *ii. Media Monitoring*

### *a. Overview*

During the period under review, the Monitoring Unit of the Operations Department of the commission reviewed and analysed *Invitations to Bid/Tenders and Requests for Proposal* published in the local printed press.

The advertisements were reviewed to ensure there were no irregularities, adequate time provided and that the addresses provided were correct and general compliance with the template of the standard bidding documents.

*b. Summary of Findings*

A total of **142** publications were examined during this period. The majority of the tenders were to be opened at NPTAB.

See table attached for the publication by months:

Month	No. of Entities	Locations of Tender openings		
		NPTAB	MTB	RTB
Jan	5	15	-	-
Feb	7	45	5	10
March	6	30	-	-
April	3	3	-	-
May	11	25	-	1
June	4	8	-	-
Total	36	126	5	11

Findings: No irregularities were found in this publication during this period.

There is no comparative analysis between publication and openings of tenders.

***iii. Procurement Plan Monitoring***

Section 11A of the Procurement Act, Cap. 73:05 mandates 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.”*

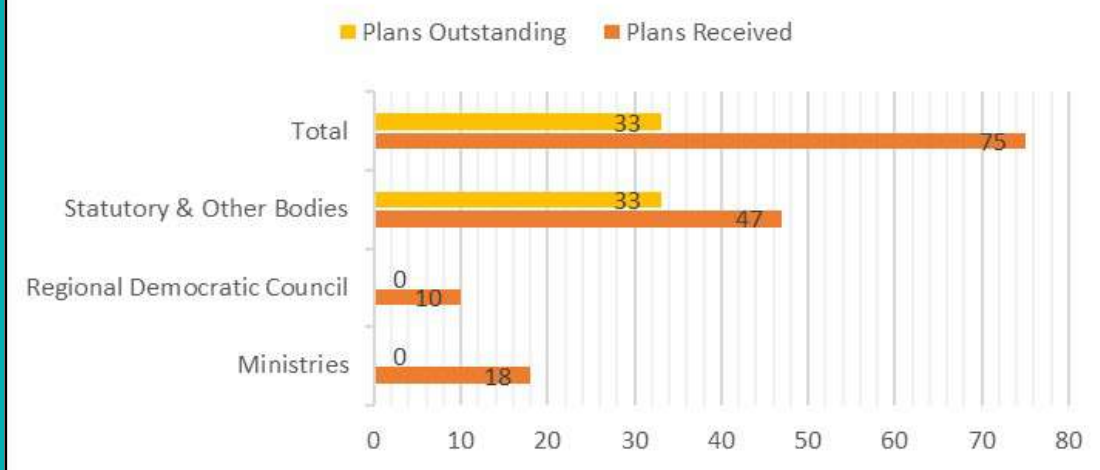
The National Budget for the period was approved by the National Assembly on February 2nd, 2023. Accordingly, a notice was published reminding public procuring entities of their obligation thereunder.

The submission of procurement plans to the commission is an important element in the exercise of the monitoring function of the commission.

**Procurement Plan Submission – Compliance with S.11A of the Procurement Act, Cap. 73:05**

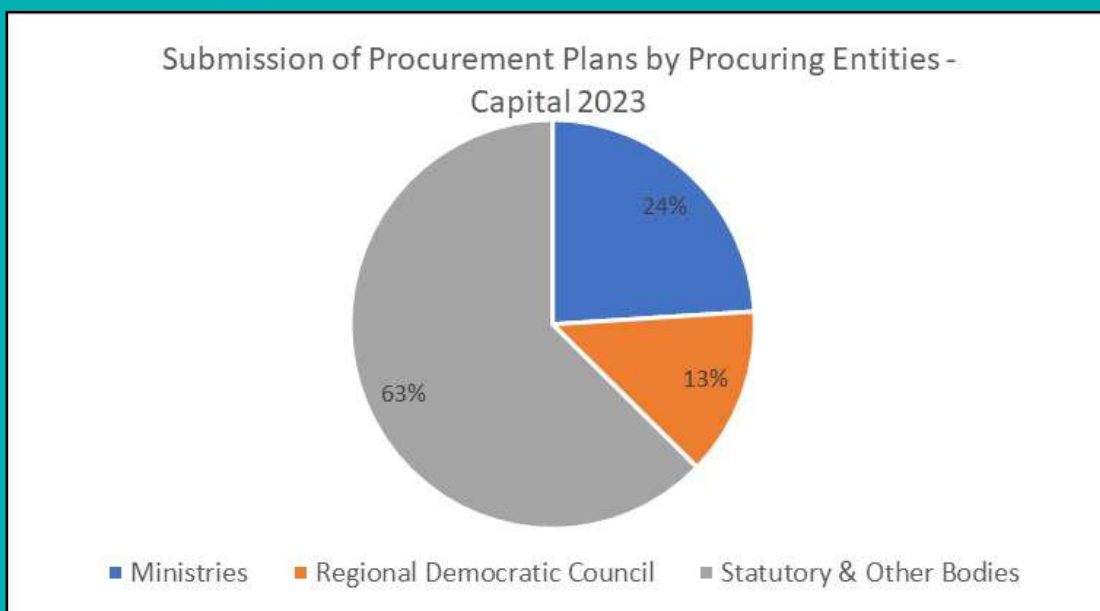
Of the one hundred and eight (108) public procuring entities, seventy-five (75) complied with the statutory requirement to submit their Capital Procurement Plans to the commission.

## Submission of Procurement Plans - Capital 2023



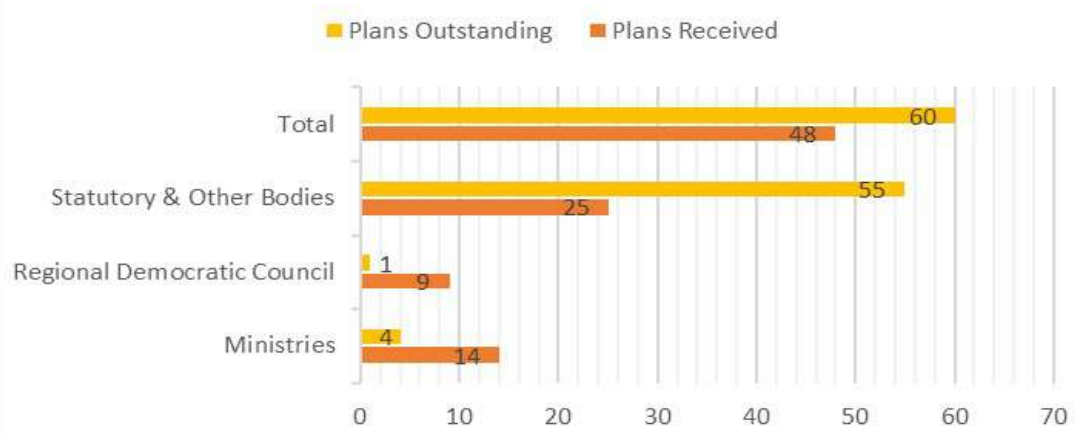
*Graph #1 – Submission of Procurement Plans – Capital 2023 by Procuring Entities*

## Submission of Procurement Plans by Procuring Entities - Capital 2023

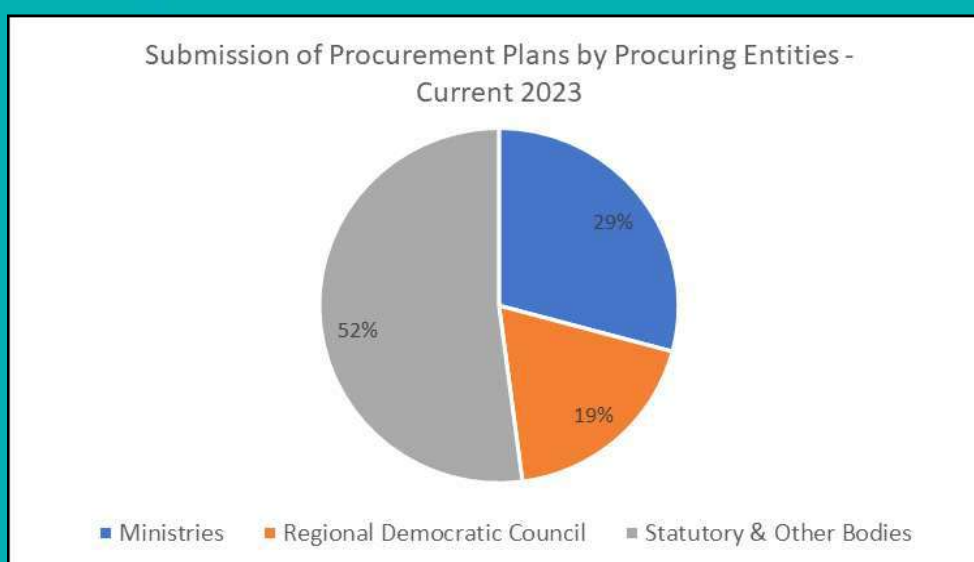


*Chart #3 – Percentage submission of Procurement Plans - Capital 2023 by Procuring Entities*

## Submission of Procurement Plans - Current 2023



*Graph #2 – Submission of Procurement Plans - Current 2023 by Procuring Entities*



*Chart #4 – Percentage submission of Procurement Plans - Current 2023 by Procuring Entities*

### Summary of Findings

Capital Expenditure Plans - Among the monitored agencies, 91% submitted Procurement Plans exclusively for capital expenditure. Please see graph #1 and chart #3. A list of the Thirty-Three (33) Procuring Entities that did not submit their Procurement Plans – Capital 2023 can be found in Appendix G.

Current Expenditure Plans - 59% of the monitored agencies submitted Procurement Plans solely for current expenditure. Please see graph #2 and chart # 4. A list of the Sixty (60) Procuring Entities that did not submit their Procurement Plans – Current 2023 can be found in Appendix H.

Submission of Procurement Plans - Capital 2023			
No.	Procuring Entities	Plans Received	Plans Outstanding
1	Ministries	18	0
2	Regional Democratic Council	10	0
3	Statutory & Other Bodies	47	33
Total		75	33
Submission of Procurement Plans - Current 2023			
No.	Procuring Entities	Plans Received	Plans Outstanding
1	Ministries	14	4
2	Regional Democratic Council	9	1
3	Statutory & Other Bodies	25	55
Total		48	60

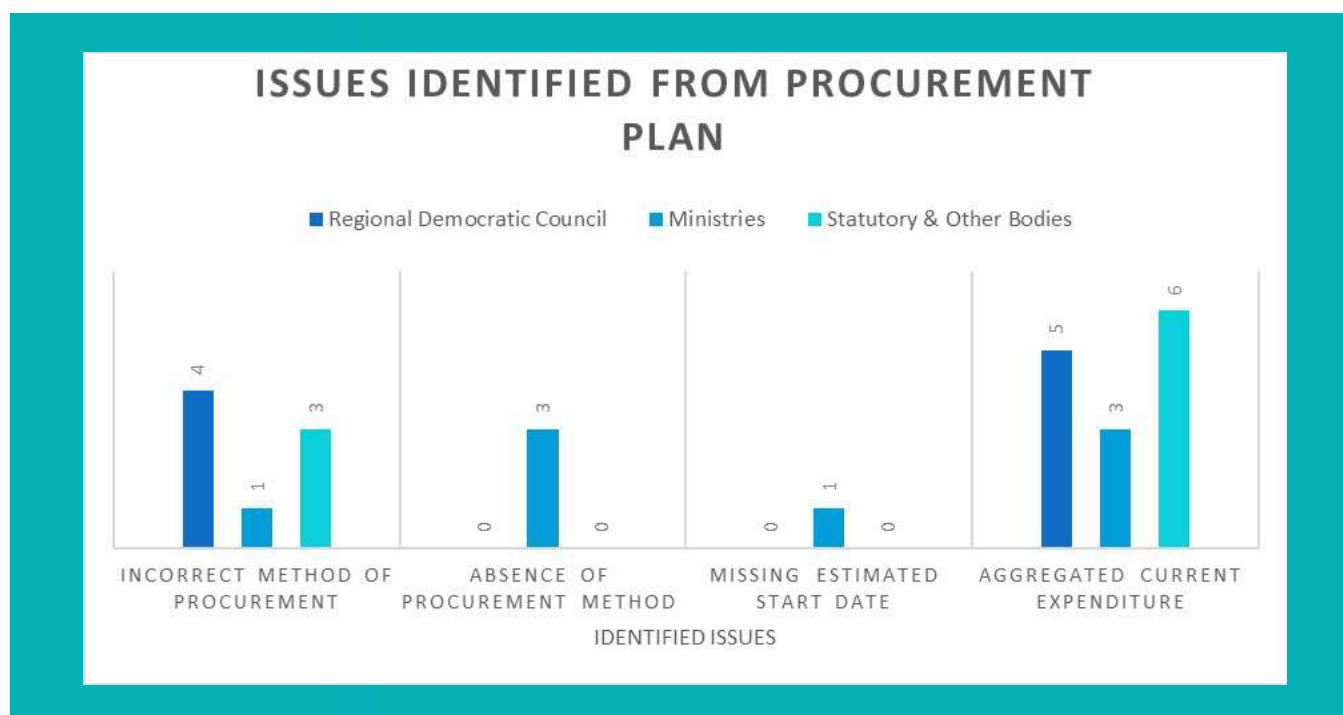
*Table #2 – Procurement Plan Data*

## Review and Analysis

The Procurement Plans received were meticulously recorded in the Commission's Procurement Plan Register, enabling a thorough review and analysis of the submissions. During this process, several common issues were identified:

- Incorrect Method of Procurement - Some entities selected an inappropriate or incorrect method of procurement, potentially affecting the fairness and transparency of the process.
- Absence of Procurement Method - In certain cases, no procurement method was indicated, leading to ambiguity and confusion.
- Missing Estimated Start Date - Many Procurement Plans lacked the inclusion of an estimated start date for the intended procurement activities, which is essential for effective planning and coordination.
- Aggregated Current Expenditure - It was observed that current expenditure items were often aggregated, making it difficult to assess the individual requirements and ensure proper scrutiny.

The results of the compliance reviews will be brought to the attention of the subject procuring entities and training provided by the commission to avert a repeat.



## Guidance and Improvement

To address these issues, the Commission engaged with each procuring entity individually and provided suitable guidance to enhance their Procurement Plan submissions. The aim was to improve compliance with the mandated procedures and foster greater transparency and accountability. A procurement plan training module was developed and utilised to train the staff of procuring entities, please refer to the training and awareness section herein.

It was found by the commission that difficulties in compliance stemmed generally from lack of knowledge of the statutory requirement. Public awareness is to be heightened in this aspect.

### *i. Contract Award Monitoring*

#### NPTAB

##### a. Overview

The Operations Department through the Monitoring Unit, as part of its monitoring programme, reviewed and analysed Tender (Contract) Award information obtained from the website of the National Procurement and Tender Administration (NPTA) for the period under review to:

- verify that no debarred supplier/contractor was awarded a contract; and
- determine the total value and number of contracts awarded.

NPTA's website was also monitored to ensure that tender awards were published in a timely manner.

The information was received in electronic format and covered the following categories of procurement methods:

- National Competitive Bidding (NCB)
- Single Source (SS)
- Request for Quotation (Shopping)

#### **b. Methodology**

The information received was categorised as follows:

- Goods
- Services
- Consultancy
- Works

The analysis of the information received was done by entity, number of transactions, methods of procurement and value of transactions.

Further, the data was reviewed to determine whether the method of procurement used was in keeping with the requirements stipulated by the Procurement Act and its Regulations.

#### **c. Notification of Awards by NPTAB Data Analysis**

A total of 1,491 notification of awards amounting to **G\$181,794,091,308** were awarded during the reporting period July 8th, 2022-July 7th, 2023, according to the National Procurement and Tender Administration (NPTA) Website.

All notification of awards was issued using the National Competitive Bidding (NCB) category i.e., Open Tendering method of procurement.

Further, a total of 67 notification of awards totalling **US\$319,103,966** were issued during the reported period in United States dollars.

Please see Summary Tables on page 47.



**Public Procurement Commission**  
**List of contract awards published by Procuring Entities**  
**July 8, 2022-July 7, 2023**

**Public Procurement Commission**  
**List of contract awards published by Procuring Entities**  
**July 8, 2022-July 7, 2023**

<b>Procuring Entity</b>	<b>No</b>
Ministry of Local Government & Regional Development	135
Georgetown Public Hospital Corporation	117
Guyana Sugar Corporation	73
Ministry of Home Affairs	159
Ministry of Education	77
Guyana Water Inc	93
Demerara Harbour Bridge Corporation	6
Bureau of Statistics	3
Guyana Elections Commission	17
Ministry of Culture, Youth and Sport	12
MOA-National Drainage and Irrigation Authority	226
Ministry of Agriculture	35
National Agricultural Research Extension Institute	1
Ministry of Health	16
Supreme Court of Judicature	5
Ministry of Public Works	361
Guyana Revenue Authority	7
Guyana Lands and Survey Commission	3
Office of the Prime Minister	5
Office of the President	2
Central Housing & Planning Authority	7
Guyana Defence Force	17
Ministry of Legal Affairs	11

Ministry of Tourism, Industry and Commerce	19
Environmental Protection Agency	9
Ministry of Labour	6
Ministry of Finance	2
Guyana National Bureau of Standards	2
Min. of Labour Human Services and Social Security	4
Guyana Energy Agency	7
Cheddi Jagan International Airport	1
Civil Defence Commission	1
Ministry of Natural Resources and the Environment	19
Protected Areas Commission	2
Ministry of Amerindian Affairs	7
National Parks Commission	1
University of Guyana	1
Parliament Office	1
Transport and Harbours Department	2
Civil Defence Commission	1
Ministry of Amerindian Affairs	16
Pesticides and Toxic Chemicals Control Board	1
Local Government Commission	1

<b>Total</b>	<b>1,491</b>
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## Public Procurement Commission

### Summary of Tenders awarded by the National Procurement & Tender Administration Board

**For the period July 2022-June 2023**

Agencies	Procurement Categories					
	% of categories	NCB	RT	RFQ	SS	CP
Ministries	61	844	0	0	0	0
Statutory bodies	19	421	0	0	0	0
Public Enterprises/Government Departments	20	226	0	0	0	0
<b>Total awarded July 2022-June 2023</b>		<b>1,491</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Table #1 – Summary of tender awards by National Procurement and Tender Administration Board*

A review of the data as provided by the NPTA on their website reveals the following:

- From the 1,491 awards made, Ministries accounted for 844 representing 61% to the sum of GYD\$104,738,831,866.
- From the 1,491 awards made, Statutory Bodies accounted for 421 representing 18% to the sum of GYD\$46,676,944,591.
- From the 1,491 awards made, Public Enterprises/Government Departments accounted for 226 representing 20% to the sum of GYD\$30,368,314,851.

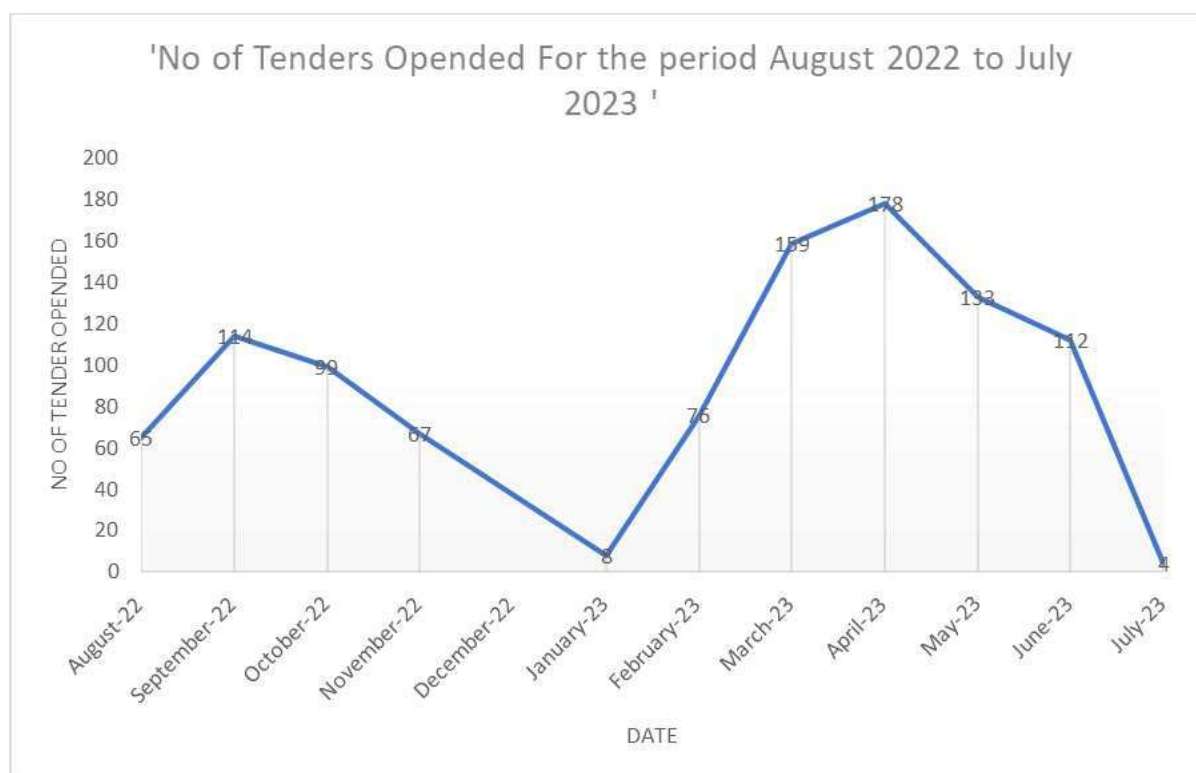
		Contract value	Ministries	Statutory bodies	Gov't depts.
<b>Value of contracts awarded in accordance with NPTAB's website</b>					
July -Dec 22		100,990,000,000	61,248,000,000	18,248,000,000	21,394,000,000
Jan-May 23		80,894,091,308	43,490,831,866	28,428,944,591	8,974,314,851
<b>Total contracts awarded for reporting period</b>		<b>181,784,091,308</b>	<b>104,738,831,866</b>	<b>46,676,944,591</b>	<b>30,368,314,851</b>
<b>% of contracts awarded</b>		<b>100</b>	<b>58</b>	<b>26</b>	<b>17</b>
<b>Number of contracts awarded in accordance with NPTAB's website</b>					
July -Dec 22		620	376	115	129
Jan-May 23		871	468	306	97
<b>Total contracts awarded</b>		<b>1,491</b>	<b>844</b>	<b>421</b>	<b>226</b>
<b>% of contracts awarded</b>		<b>100</b>	<b>61</b>	<b>19</b>	<b>21</b>
<b>US dollars contracts</b>					
	<b>No of contracts awarded</b>	<b>US\$</b>			
July -Dec 2022	38	178,986,000			
Jan -May 2023	29	140,917,166			

**Table # 2- Summary of contracts awarded as published on the NPTAB's website for period July 2022-June 2023**

#### d. Analysis of Contract Award Publications and Tender Openings

The data reveals one thousand five hundred and fifty-eight (1558) instances of contract award publications and one thousand five hundred and ninety-three (1593) instances of tender openings documented by NPTAB for the reporting period.

The chart below illustrates the distribution of tender openings during the specified period for the reporting period.



#### e. Observations

- NPTAB is in compliance with Regulation 4(1) and (4) of the Procurement Regulations 2004, Procurement Act, Cap. 73:05 in the creation of a website to give publicity to contract awards promoting transparency in the procurement process.
- There is the need for improvement to the website of NPTAB to give greater effect to Regulation 4(5) of the said Regulations to enable ease of data collection.
- Information on tender awards by Regional and Ministerial Tender Boards is not readily available.

#### ***iv. Compliance Review***

##### **a. Overview**

The commission as part of its 2022-2023 work plan established compliance reviews systems in its monitoring activities.

The intended outcomes of these monitoring activities are:

- improved capacity, compliance and efficiency in procuring entities executing their procurement plans thereby improving public sector spending.
- promote accountability within procuring entities for achieving value for money in all goods and services acquired and works conducted within the public procurement system.
- increased participation and competition among suppliers and contractors.
- clear and concise understanding of procurement rules and regulations. Effective monitoring of procurement actions facilitated.

##### **b. Methodology**

A random sample methodology of compliance reviews of contract awards was formulated based on the ranking of the following criteria:

- Method of Procurement
- Materiality
- Complexity
- National Impact

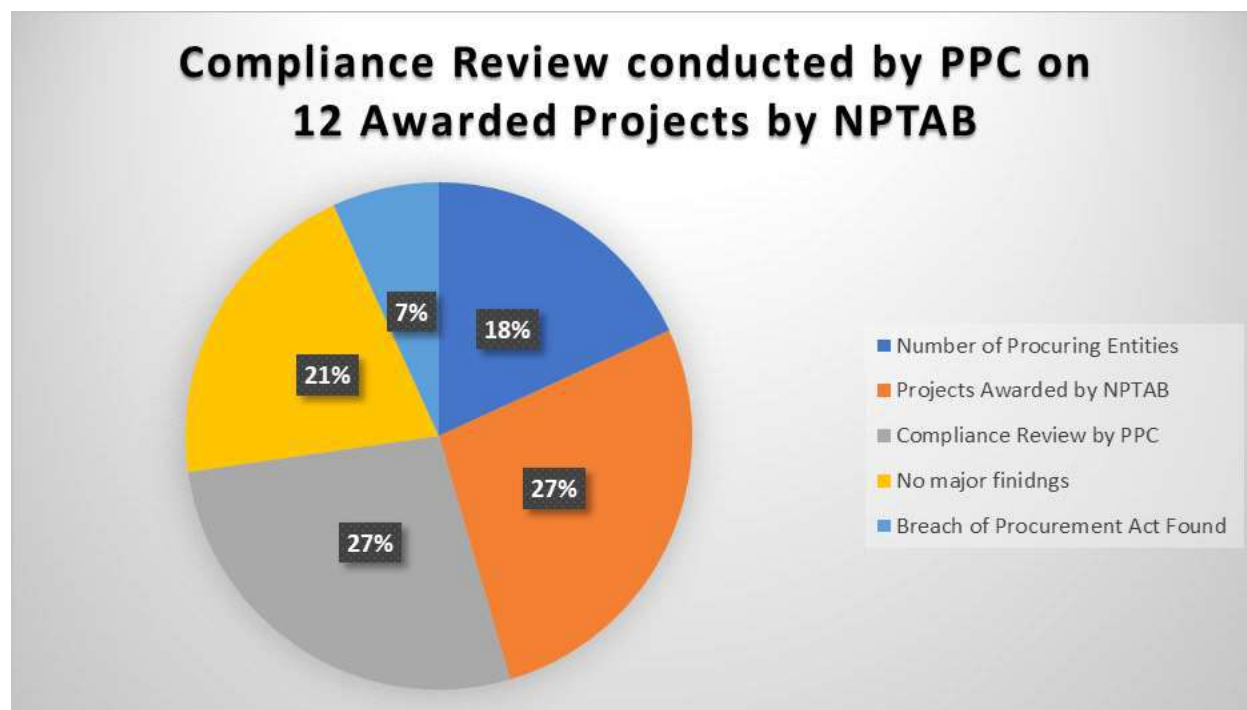
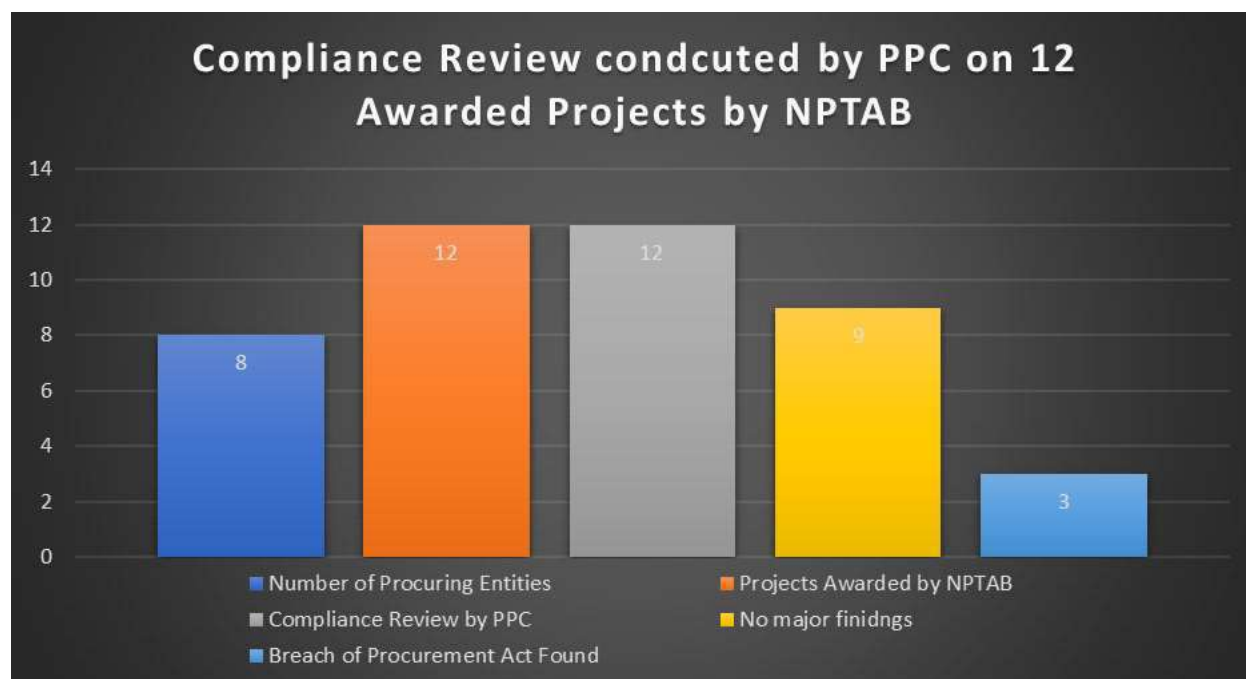
The sample size was based on the capacity of the commission over the reporting period, and which is to be increased on the expansion of human resource capacity within the commission.

### Analysis and Summary of Findings for 12 Projects -Compliance Review

No	NPTAB # Ref	Procuring Entity	Project description	Summary of findings
1	NPTAB#124/2022/02	Civil Defence Commission	Construction of Shade Houses	No major findings
2	NPTAB#36/2022/021	Ministry of Agriculture – National Agricultural Research and Extension Institute	Supply, delivery and Installation of Computer Server and Accessories	No major findings
3	NPTAB#356/2022/46	Georgetown Public Hospital Corporation	Supply and delivery of Surgical Instruments	Breach of Procurement Procedures. Incorrect Procurement methodology used.
4	NPTAB#237/2022/46	Georgetown Public Hospital Corporation	Supply and delivery of Medical Supplies	No major findings
5	NPTAB#132/2022/40	Ministry of Education	Photocopying of 16,000Curriculum Guides	Breach of Procurement Procedures. Incorrect Procurement methodology used.
6	NPTAB#256/2022/40	Ministry of Education	Supply and Delivery of one new SUV vehicle for Operations and field use	Breach of Procurement Procedures. Incorrect Procurement methodology used.
7	NPTAB#68/2022/53	Guyana Defence Force	Procurement of Stationery, Janitorial, Events and Ink supplies	No major findings
8	NPTAB#21/2022/53		Procurement of Genuine Outboard Engines	No major findings
9	NPTAB#45/2022/45	Guyana Water INC	Upgrade of Water Treatment Facilities at Pouderoyen, Fellowship and Vergenogen Region 3	No major findings
10	NPTAB#158/2022/53	Guyana Defence Force	Procurement of Stationery, Janitorial, Event and Ink Supplies	No major findings
11	NPTAB#16/2022/55	Registrar of the Supreme Court	Retrofitting of the Old Magistrates Court at Wales to a Magistrate's Quarters and Library/Research Centre West Coast Demerara, Region 3	No major findings
12	NPTAB#60/2022/51	Ministry of Home Affairs	Procurement of Vehicles and Equipment Lots 1-4-Guyana Police Force	No major findings

Table and Charts shown below is the Compliance Review conducted by PPC on twelve (12) projects awarded by NPTAB for the reporting year July 8th ,2022 to July 7th, 2023.

Number of Procuring Entities	Projects Awarded by NPTAB	Compliance Review by PPC	No major findings	Breach of Procurement Act Found
8	12	12	9	3





## v. Tender Documents, System & Procurement Manuals Review

S. 17(2) of the Procurement Act, Cap. 73:05 vests the commission with the responsibility to determine forms and documents for use in the procurement process, including but not limited to standard bidding documents, procurement manuals, guidelines and procedures.

On May 29, 2023, the commission issued a Circular No. 07/2023 reminding of the requirement to submit manuals, guidelines and procedures to the commission for review.

During the reporting period, **1 (one)** public procuring entity submitted a Manual for review, to wit-

» Guyana Power and Light Inc.

## c. Investigations Unit

Pursuant to Article 212AA of the constitution, the commission is vested with the power to investigate certain aspects of and touching and concerning the procurement process-

*“(h) investigate complaints from suppliers, contractors and public entities and propose remedial action;*

*(i) Investigate cases of irregularity, and mismanagement and propose remedial action;*

*(j) initiate investigations to facilitate the effective functioning of public procurement systems.”*

The Investigations Unit was tasked with addressing matters of complaints falling under the aforesaid functions.

## i. Administrative Reviews

Part VII of the Procurement Act, Cap. 73:05 and Procurement Regulations 2004 enables the process for the review of the rejection of a bid on the complaint of a bidder (supplier and or contractor) – Administrative Review.

During the reporting period, the commission received **1 (one)** qualifying request for an Administrative Review.

No.	Reference/Tender No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Status as at July 7, 2023
1.	237/2022/40	Ministry of Education	NPTAB	Design and Supervision Services for Construction of a Modern School Building/Complex and a Dormitory to House 800 students in Classroom and 400 Pupils in the Dormitory and 40 Teachers in Teachers' Quarters/House, Region No. 7, Kamarang	Cemco Inc.	January 20, 2023– Request for an Administrative Review on no response to Bid Protest by the procuring entity on the ground that– i. The complainant was the lower bidder	Completed – April 3, 2023– File closed on - i. No response by complainant within delimited time on whether the complaint is being pursued in light of the procuring entity's decision not to proceed with the project.

### *Summary of Findings*

- The commission found that there was generally a lack of knowledge of the rules and procedures for an Administrative Review and therefore embarked on the aforementioned public awareness on this area.
- There is no means to determine the date of publication of contract awards which sets the condition precedent for the invoking of the jurisdiction of the commission. Accordingly, the commission recommended to NPTAB that their website be amended to include the date of publication in the contract awards table.
- The Bid Protest Committee, through which the commission hears applications for Administrative Reviews, and which comprises nominees of the Hon. Attorney General and Minister of Finance in accordance with S. 53 of the Procurement Act, Cap. 73:05, was not constituted during the period. The commission proposes to convene this committee on receipt of the statutorily prescribed nominees. The absence of this committee, however, did not have an adverse effect on the hearing of Administrative Reviews as there fell none for determination.
- Similarly, the Public Procurement Commission Tribunal which, pursuant to Article 212BB of the constitution, hears appeals of decisions of the commission, was not established during the reporting period. However, this also did not adversely affect the operations of the commission or the process for investigations.

### *ii. Investigations*

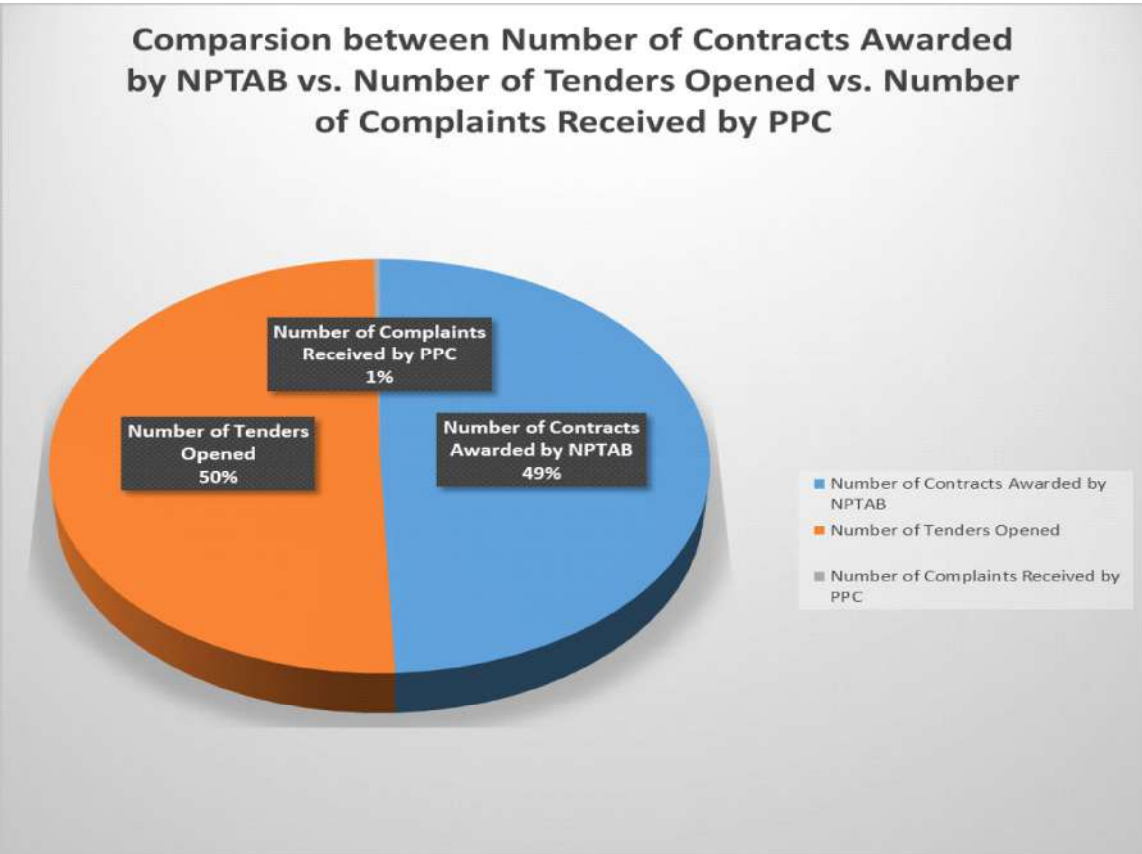
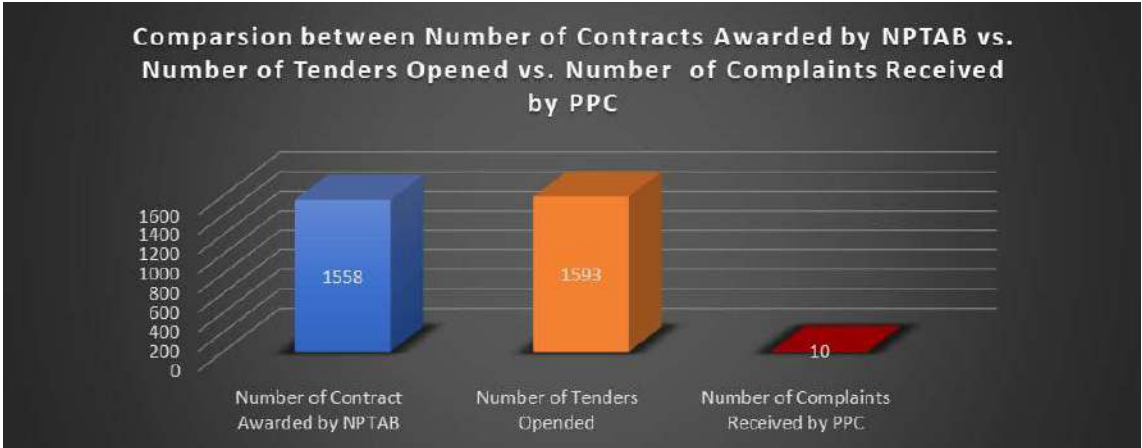
During the reporting period, the commission received **10** (ten) complaints and or requests for investigations alleging certain irregularities.

## Investigations

No.	Reference/Tender No.	Procuring Entity	Tender Board	Description of Tender	Complainant	Nature of Complaint	Status as at July 7, 2023
1.	45/2022/45	-	NPTAB	Upgrade of Water Treatment Facilities at Pouderyoen, Fellowship and Vergevoegen in Region 3, Lot 1 & 2	BK International Inc.	December 16, 2022 – Request for an investigation into why the complainant was not awarded the contract on the following grounds- i. not “officially” informed of contract award. ii. Complainant was the lowest “responsible” bidder and not the contract awardee.	Completed – January 20, 2023 – i. File closed on the investigation request being deemed without merit. The contract award was published on NPTAB’s website in accordance with Part II of the Procurement Regulations, Procurement Act, Cap. 73:05. ii. The complainant was not the lowest responsive bidder. iii. Procedure for Bid Protest was not followed.
2.	150/2022/53	Guyana Defence Force	NPTAB	Procurement of Dry and Fresh Ration, Meat and Meat Products, Fresh Fruit Juices	Paradise Food Products/ Ishmail Jannahamad	December 28, 2022 – Request for information into why the complainant was not awarded the tender on the following ground- i. the complainant met all the criteria	Completed – March 3, 2023 – i. File closed on no response from complainant within time delimited. ii. No irregularity found on review of the report of the Evaluation Committee, to wit, the complainant was non-responsive as there was no evidence of meeting three (3) of the criteria. iii. No evidence that procedure for Bid Protest was followed.
3.	135/2022/39	Ministry of Labour, Human Services & Social Security	NPTAB	The supply and delivery of Additional Media Equipment for the Public Relations Department	Quick Time General Supplies	January 10, 2023 – Alleged discrepancies in the published Minutes of the Tender Opening to wit- i. NIS and GRA compliance was erroneously stated as not being submitted. ii. The bid price of the other bidder was stated in US\$.	Completed- March 31, 2023 - i. File closed. Jurisdiction not yet invoked under Part VII of the Procurement Act, Cap. 73:05 - award of tender not yet made.
4.	424/2022/21	National Drainage & Irrigation Authority	NPTAB	Maintenance and Servicing of NDIA Fixed and Mobile Pumps – Lots 1 to 4	R. Kissoon Contracting Service	January 11, 2023 – Request for a review of the tender evaluation on the ground that – i. The complainant was the lowest bidder in two of the four lots.	Ongoing. Awaiting requested documents and information from the Tender Board and procuring entity.
5.	158/2022/53 68/2022/53	Guyana Defence Force	NPTAB	Procurement of Stationery, Janitorial, Event and Ink Supplies	Ravinas Anands Home Goods	January 17, 2023 – Request for an explanation as to why the bids of the complainant was not successful to enable better preparation in the future.	Completed – March 31, 2023 – i. File closed on: Procedure for Bid Protest not followed. ii. Report of the Evaluation Committee was reviewed, and no irregularities found adverse to the award. The complainant was informed.
6.	424/2022/21	National Drainage & Irrigation Authority	NPTAB	Maintenance and Servicing of NDIA Fixed and Mobile Pumps – Lots 1 to 4	Samaroo Investments	January 23, 2023 – Request for a review of the tender evaluation on the ground that i. The winning bidder does not have the general or specific experience in accordance with the bidding documents.	Ongoing. Awaiting requested documents and information from the Tender Board and procuring entity.
7.	52/2021/45	Central Housing & Planning Authority	NPTAB	Construction of a Four Lane Highway from Eccles, East Bank Demerara to Great Diamond, Region 4 – Lot 1-12	David Patterson	February 3, 2023 – Request for an investigation to ascertain how the alleged debarred contractor, V. Dulip Enterprise, was awarded a contract and that the necessary actions be taken against the entities and individuals associated with the award.	Ongoing. Awaiting clarification on Legal Opinion from external Counsel.
8.	-	Regional Democratic Council Region 9 (Upper Takutu/Upper Essequibo)	NPTAB	-	David Patterson	February 3, 2023 – Request for an investigation to ascertain how the alleged debarred contractor, V. Dulip Enterprise, was awarded a contract and that the necessary actions be taken against the entities and individuals associated with the award.	Ongoing. Awaiting clarification on Legal Opinion from external Counsel.
9.	13/2021/80	Ministry of Local Government and Regional Development	NPTAB	Construction of the Bantia/Amelia's Ward Primary School (Grade 8), Upper Berbice, Region No. 10	David Patterson	February 3, 2023 – Request for an investigation on the ground that- i. The technical requirements of the bid documents required the successful bidder to have successfully completed projects of a similar nature and size within the last three (3) years. The winning bidder, Sibment Investment Inc, having been established in March 2021, does not meet the aforementioned requirement.	Ongoing. Awaiting clarification on Legal Opinion from external Counsel.
10.	07/2023/51	Ministry of Home Affairs	NPTAB	Supply of Dietary to Guyana Prison Service Lots 1-5	MS Investments	May 30, 2023 – Request for investigation on the ground that- i. Bid documents stated the qualification criteria to be on the least cost per item. The price of the winning bidder for four items was higher than that of the complainant.	Ongoing. Awaiting requested documents and information from the Tender Board and procuring entity.

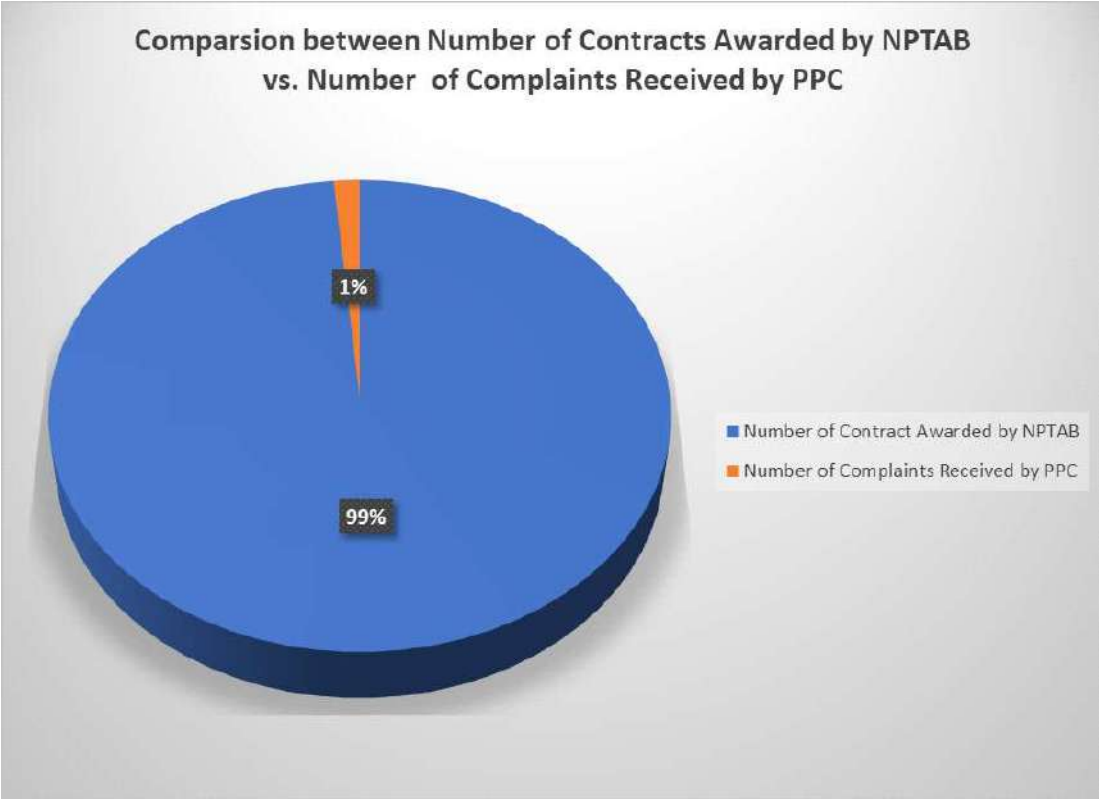
**Data Analysis of the number of contracts awarded by NPTAB vs. Number of Tenders Opened vs. Number of Complaints Received by PPC**

Number of Contracts Awarded by NPTAB	Number of Tenders Opened	Number of Complaints Received by PPC
1558	1593	10



**Comparison between Number of Contracts NPTAB Awarded versus Number of Complaints PPC Received from July 2022 to July 2023**

Number of Contract Awarded by NPTAB	Number of Complaints Received by PPC
1558	10



*Summary of Findings*

- The complaints to contract awards ratio is low.
- Access to information also proved challenging as there were delays in the submission of the tender proceedings to the commission. It is proposed that steps be taken to establish a standard operating procedure within procuring entities and tender boards for the submission of information to the commission to facilitate investigations.
- The absence of a statutorily prescribed process for investigations particularly under Article 212AA (i) and (j) leads to uncertainty in the steps to be taken. It is proposed that legislation be enacted to enable these provisions.

### *iii. Debarment*

#### **a. Overview**

Section 17(2)(f) of the Procurement Act, Cap. 73:05 vests the PPC with the responsibility of adjudicating debarment proceedings.

The Procurement (Suspension and Debarment) Regulations 2019 sets out the procedure therefor.

In accordance with the aforesaid Regulations, debarred contractors/suppliers are published on the website of the PPC [www.ppc.org.gy/debarred-contractors](http://www.ppc.org.gy/debarred-contractors)

#### **b. Debarred Contractors/Suppliers**

During the reporting period, the commission received **0** (zero) applications for debarment.

#### **c. Contractors/Suppliers Removed from the Debarred List**

During the reporting period the debarment period **1 (one)** contractor/supplier was removed from the Debarred List by reason of the effluxion of time –

<b>Name</b>	<b>Period of Debarment</b>	<b>Reason for Removal</b>
Mohan Surujpaul t/a M. Surujpaul General Construction and General Service and or Mohan Surujpaul trading under any other name	3 years	Expiration of debarred period with effect from 1 <sup>st</sup> April. 2023

#### **d. Public Relations Unit**

A Public Relations Unit was established and staffed during the reporting period with the recruitment of the Public Relations Officer (PRO). The engagement was however terminated and the post remained vacant at the end of the reporting period. The Head of Operations performed and assisted with public relations matters prior to the appointment of a PRO and subsequent to the termination thereof.

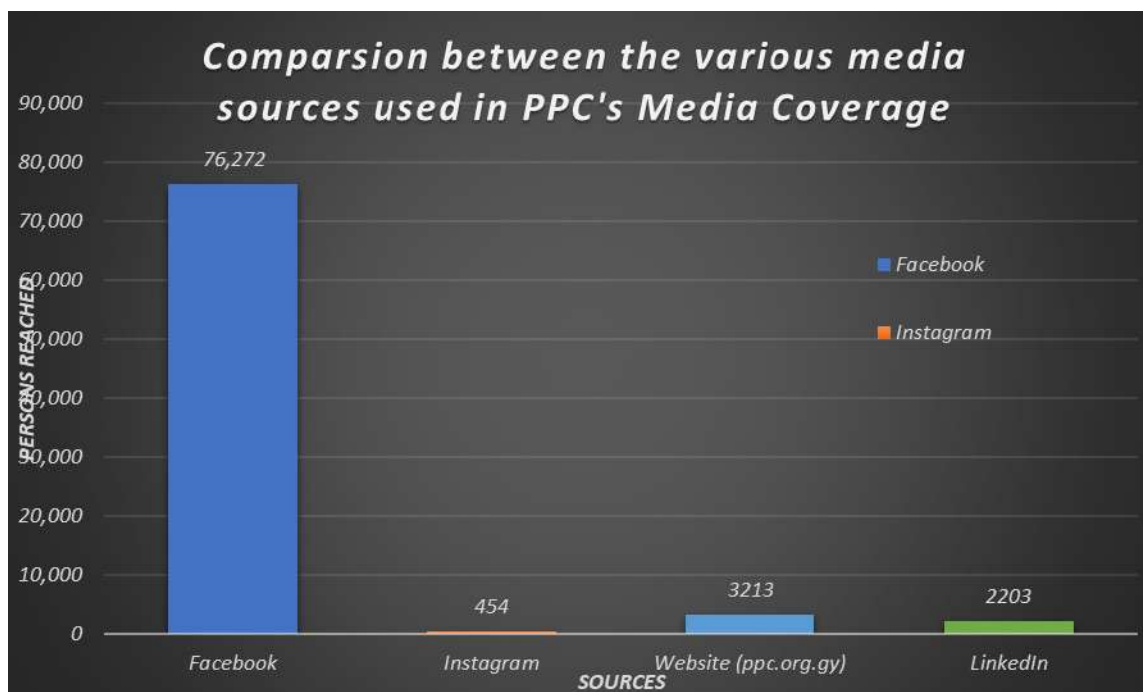
In addition to the aforementioned, public awareness activities, an Instagram Page was created to reach a wider and younger audience.

There were **ten (10)** Press Releases during the period.

***SEE Appendix G***

## Comparison between the various media sources used vs. number persons reached by PPC's Media Coverage from July 2022 to July 2023

PPC Media Coverage: July 7, 2022, to July 8, 2023	
Source	Persons Reached
Facebook	76,272
Instagram	454
Website (ppc.org.gy)	3213
LinkedIn	2203



### e. IT Unit

#### Information Systems

The IT Unit provided critical and integral support to the commission through the Secretariat in execution of its duties, responsibilities and functions.

The following report briefly highlights the information technology activities conducted during the reporting period of July 8th, 2022, to June 7th, 2023.

Several issues and activities were simplified for brevity.



Activity	Description	Remarks
Enhancing Website Features and Functionality	<p>The website's underlying configuration was changed in order to resolve issues caused by NDMA's migration to Microsoft's Azure cloud hosting platform.</p> <p>As a result of these changes, the website's performance saw a significant improvement to its loading speed and usability.</p> <p>Additionally, the Commission engaged a consultant to redesign the website to improve its design and functionality. The new website will allow users to easily navigate its content's view press releases and other publications from the PPC via the site's media centre. Members of the public will also be able to submit complaints via the newly redesigned website.</p>	The redesign was completed and was submitted to the National Data Management Authority's cybersecurity for final assessment to ensure there are no security risks prior to deployment of the new site.
Procurement of I.T. Equipment/Services	<p>During the reporting period, the Commission engaged several vendors for the supply of I.T. equipment/services. These included:</p> <ul style="list-style-type: none"> <li>• renewal of software licenses for our antivirus software, accounting software (QuickBooks) and video conferencing service (Zoom)</li> <li>• purchasing software license for Microsoft Office 365</li> <li>• personal computers (two desktops and five laptops)</li> <li>• a CCTV camera system</li> <li>• a KVM switch</li> <li>• Three Office printers</li> <li>• One Conference Camera</li> <li>• A time and attendance system</li> <li>• One firewall device</li> </ul>	As at the time of report only three items remain to be delivered to the Commission. All others including the CCTV system have been delivered and/or installed.
Maintenance of I.T. Equipment	<p>During the reporting period, maintenance works were conducted on several IT equipment to ensure their continued functionality. The equipment that received maintenance included the Eaton UPS (central UPS), all printers within the Commission and Computers assigned to staff.</p> <p>Issues related to the start-up of the generator were resolved with the services provided by Fix It Hardware's technical team.</p>	<p>Maintenance to IT equipment is conducted bi-annually for most equipment and in some rare cases at least once annually.</p> <p>Though it does not fall under the definition of I.T equipment, the I.T Specialist assisted the Administrative Department in resolving issues with the generator and other minor electrical issues that arose.</p>



## **v. Legal Department**

### **a. Overview**

In recognition of the dependence on legal advice for compliance in the execution of the commission's functions, the commission established and staffed a Legal Department. This was not within the organisational framework on assumption to office of this commission nor was there a legal officer within the organisational structure.

One of the priority areas for the Commission was to build capacity to spearhead reform of the legislative framework of the public procurement system and assist in the execution of the commission's functions. Efforts were directed to employ two Attorneys-at-Law to support the work of the Commission with the Head of Legal being employed in December 2022 while in April 2023 the Attorney-at-Law position was filled.

### **b. Activities**

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

- provided legal advice as requested by the Commission,
- provided internal support to the secretariat,
- embarked on a review of all internal policy and procedures manuals,
- reviewed the Procurement Act and its Regulations to identify conflicts which exist,
- supported in the delivery of the commission's training programmes and public awareness campaigns,
- vetted training manuals, brochures and all other external material of the commission,
- with the Head of Legal/Compliance being a member of the PPC/IDB Working Group, the department will provide guidance as it relates to proposals for legislative reform.

### **c. Proceedings Filed by the Commission**

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

### **b. Proceedings Filed against the Commission**

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

### **c. Reform**

Pursuant to Art. 212AA (1) (e), (f) and (g) of the constitution, the commission is vested with the responsibility for various aspects of legislative reform touching and concerning public procurement.

In accordance therewith, initiatives were undertaken by the commission in the area of legislative reform and strengthening procurement procedures. To this end, a Working Group was formed with the Inter-American Development Bank (IDB). The group is headed by the Chairperson of the commission and comprises of the Deputy Chairperson of the commission together with members of technical staff along with officials of the Bank. The Working Group is designed to continue reviewing proposals which were previously made by the IDB in an effort to bolster the existing legislative framework governing public procurement in Guyana.

Emanating out of the commission's Work Plan, the following key areas were identified –

- E-Procurement,
- Role of PPC and NPTAB,
- Enabling Legislation,
- Sanctions,
- Complaints of corruption,
- Code of ethics for public officials involved in the public procurement process.

The following legislation have been earmarked for reform-

- Amendment of the Procurement Act to-
  - provide for e-procurement,
  - revise S. 39(3) of the Procurement Act, Cap. 73:05 to bring it in conformity with the spirit and intent of the Act,
  - provide penalties for breaches other than confidentiality.
- Repeal and replace the Procurement Regulations 2004 to remove conflicts therein with the Procurement Act, Cap. 73:05, particularly Part VII thereof.
- A Public Procurement Commission Act to provide enabling legislation for certain constitutionally enshrined functions of the commission including Article 212DD(2) of the constitution.
- Amendment of the Procurement (Suspension and Debarment) Regulations 2019 to mandate penalties for breaches.

## **vii. Finance**

### **a. Budget Planning 2023**

The CEO and staff of the Secretariat provided effective support to the commission during the reporting period. The Chief Executive Officer collaborated with the Commissioners to ensure that the commission's budget was prepared and submitted to the Ministry of Finance in a timely manner which was due in a matter of weeks after taking office.

The total planned expenditure was \$261.860M.

The CEO facilitated the review and approval of expenditure, ensured that Minutes were taken of all statutory meetings of the Commission and Reports prepared for all engagements undertaken by the Commissioners.

Qualified personnel were recruited and employed to assist the commission with its financial responsibilities. None were on staff at the time of establishment of the commission at the commencement of the reporting period.

## SUMMARY

The Public Procurement Commission (PPC) (‘the commission’) is an independent and impartial constitutional body established by Article 212W of the constitution of The Co-operative Republic of Guyana. The commission has oversight responsibility for public procurement in Guyana. The primary objective of the PPC is to ensure that public procurement is conducted in a fair, equitable, transparent, competitive, and cost-effective manner.

The commission was first constituted by then President David Granger on October 28th, 2016, for a period of three (3) years, pursuant to Article 212Y of the constitution. The tenures of the then Chairperson and Deputy Chairperson were extended by President David Granger (as he then was) for a period of one (1) year with effect from October 25th, 2019. No other commissioners were appointed leaving the commission not fully constituted and or quorate.

The commission was next fully constituted, as is presently constituted, by His Excellency Mohamed Irfaan Ali, for a period of three (3) years, with effect from July 8th, 2022. Following this:

The first order of business for the commission was a review of the inherited Organisational Chart to bring it into conformity with the functions of the commission. Administrative positions were scaled, and more technical positions included. Clear Departments and Units were established in keeping with the commission’s constitutionally mandated functions, to wit-

1. Operations Department, under which falls-

- Training Unit
- Monitoring Unit
- Investigations Unit
- Public Relations Unit

2. Legal Department

Under the organisational chart inherited from the previous commission, the aforesaid departments and units were not present. The commission in particular recognized the need for a Legal Department as the functions of the commission are heavily dependent thereon and for which Legal Officers would be required. Prior, there was no Legal Officer within the Secretariat. The commission on its appointment inherited a skeleton staff. The commission therefore set about on its appointment, staffing of the Secretariat to execute its functions.

The first vacant positions filled were that of the CEO and two (2) most senior officers as provided for by Article 212Z(2) of the constitution in accordance with the revised Organisational Chart – Head of Operations and Head of the Legal Department. On the constitution of the commission at the commencement of the reporting period, two (2) committees were established, primarily to assist with the functioning of the Secretariat as it was crippling under staffed. The committees established were the Human Resources and Finance Committees. The Human Resources and Finance Committees, held meetings during the year in review to provide coordination, oversight, advice and strategic orientation on matters emanating from the HR/

Administrative and Finance Departments, respectively, and conclusions and recommendations reported to the commission for decision making.

The Commissioners met regularly during the review period in accordance with the established rules and work programme. These meetings *inter alia*, reviewed the performance of the Secretariat against the targets established for the Departments, and included matters of recruitment, internal policy and procedures, review of the performance of the Secretariat and areas for reform, received and considered complaints, received correspondence, and generally gave directions to the Secretariat for execution in accordance with work programme and matters before the commission. A total of forty-one (41) Statutory Meetings were held during the review period. All meetings of the commission were chaired by the Chairperson, Ms. Pauline Chase.

The meetings of the commission accomplished key objectives during the year in review. This included the implementation of effective human resources management, monitoring of tender openings to ensure the process complied with applicable laws and regulations, promoted awareness activities, conducted training seminars, examined bid protests, and conducted compliance reviews in keeping with its statutory obligations. The Commission also prepared and compiled the 2022 Annual Budget and the Business Strategic Plan for the period 2022 - 2025.

During the reporting period, the commission developed a Strategic Plan which informed and guided the development of the three-year work programme for the commission, to be undertaken by the commission for the period 2022 – 2025. The Secretariat successfully executed the activities outlined below in accordance with the commission's budget and Work Programme for the period the subsisting report period, that is, July 8th, 2022, to July 7th, 2023.

A comprehensive review of the commission's internal policy and procedures manuals commenced during the reporting period, to wit-

#### Accounting Manual

(withdrawn and replaced by the Fiscal Management Act together with Circulars issued by the Ministry of Finance).

- Employee's Manual
- Fixed Asset Register
- Motor Vehicle Policy
- Cyber Security Manual
- Procurement Manual
- Health & Safety Manual
- Inventory Management Manual

An examination was made of the Accounting Manual which was in use at the time of assumption of office of the subsisting commission. It was found by the commission to be in contravention of the Generally Accepted Accounting Principles (GAAP) and the Fiscal Management and Accountability Act (FMAA). Consequently, the commission made a decision to discontinue the use of the accounting manual and follow the provisions of

the FMAA as they apply to Constitutional Agencies. These contraventions were highlighted in the 2020 audit report provided by the Auditor General and cited among other, the following:

- Utility registers for electricity and telephone were not maintained. As such the report stated that “the Commission did not comply with circularized instructions.”
- Historical records were not maintained in the manner prescribed by Section 26 of the Stores Regulations 1993, which requires historical records to be maintained for all motor vehicles, plant and equipment. It was observed that the files maintained by the Commission did not contain pertinent information such as repairs and maintenance costs. As a result, the maintenance cost per vehicle and equipment could not be determined.

It was noted that the Commission, as was previously constituted, hired a consultant to prepare a Manual “Strengthening Guyana’s Public Procurement Framework” but nothing became of it. This new commission observed that, while this was a good base document, it will require more work to operationalise the processes and embarked on doing so it achieve its strategic objectives

The commission, aimed to strengthen its human resources capacity in the Secretariat, ensured that the Operations Department was staffed and employed a Head of Operations, Civil Engineer, Training Officer, a second Procurement Specialist and other supporting staff. The work of the Operations Department supported the commission in the execution of its functions.

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

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

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

To execute the aforesaid function and responsibility, a Training Unit was established under the Operations Department. Prior, there was no such Unit within the commission, specifically tasked with executing this function. The PPC collaborated with MOPS to train public servants from various ministries and government entities on public procurement procedures.

On establishment of the Training Unit, the commission embarked on a nationwide promotion campaign covering four (4) of the ten (10) regions, capturing, procuring entities, contractors and suppliers. Three (3) training sessions were conducted for the period of July 8, 2022 to July 7, 2023, pursuant to Article 212AA(b) of the constitution with two hundred and eighty-three (283) persons and twenty-eight (28) procuring entities benefiting from these trainings. Two (2) training sessions were conducted for suppliers and contractors with three hundred and eighty-six (386) persons benefiting from these trainings. Three (3) public open days were held in three (3) regions with three hundred and sixty-seven (367) persons benefiting. Seventy-five (75) procurement plans were reviewed by the commission. Brochures were also created, disseminated and published on key areas in the procurement process.

Additionally, the commission conducted compliance reviews for twelve (12) randomly selected projects and pursued ten (10) investigations upon request by complainant.

The Legal Department provided support to the commission in areas such as proffering advice, assisting in the review of internal manuals, procedures and policies; vetting training manuals, brochures, forms and other. The first year of operation of this, the second constituted Public Procurement Commission, has not been without challenge. Particularly brought about by the absence of a commission for some three years on the expiration of the previous commission in October 2019.

The commission did not have the benefit of a hand over from the previous commission inclusive of a comprehensive access to records. This resulted in this commission, on constitution having to essentially ‘start from scratch’ re-establishing a Secretariat, recruiting staff, formulating procedures, etc. These matters take time and is a process executed over a number of years as part of a strategic plan taking into account national budgetary systems. The expectations of a public, unknowing of the aforesaid constraints, placed the commission in a precarious position.

The constitutional mechanism through which commissioners are appointed to the PPC is a tedious Parliamentary process which can take years, as proven hereinbefore. It is therefore imperative to avoid a repeat, that the Parliamentary process for the appointment of commissioners be commenced in good time and or that the constitutional process for the appointment of commissioners be revised to ensure no break in the operation of the commission.

There should not be a time when the life of the commission is interrupted. It ought to be in perpetuity.

Notwithstanding the challenges faced, the commission within its first year of operation, executed its constitutionally mandated functions in all four main categories - monitoring, investigations, training/public awareness and reform, and all while simultaneously strengthening internal capacity.

The current commissioners extend gratitude to their predecessors who were the first duly constituted commission and would have been tasked with establishing and operationalizing the work of the commission.





## APPENDIX A

### Procurement Entities

Procurement Entities Monitored			
No.	Entity	No.	Entity
1	Board of Governors of Government Technical Institute	30	Ministry of Human Services and Social Security
2	Board of Governors of Kuru Kuru Co-operative College	31	Ministry of Labour
3	Board of Governors of President's College	32	Ministry of Legal Affairs
4	Bureau of Statistics	33	Ministry of Local Government and Regional Development
5	Central Housing and Planning Authority	34	Ministry of Natural Resources
6	Cheddi Jagan International Airport Corporation	35	Ministry of Parliamentary Affairs and Governance
7	Civil Defence Commission	36	Ministry of Public Service
8	Deeds and Commercial Registry Authority	37	Ministry of Public Works
		38	Ministry of Tourism Industry and Commerce
10	Demerara Harbour Bridge Corporation	39	MoA-Fisheries
11	Dependants' Pension Fund	40	MoA-Guyana Food Safety Authority
12	Environmental Protection Agency	41	MoA-Hope Coconut Industries Limited
13	Ethnic Relations Commission	42	MoA-Hydrometeorological Services
14	Georgetown Public Hospital Corporation	43	MoA-MARDS Rice Milling Complex Limited
15	Guyana Civil Aviation Authority	44	National Agricultural Research and Extension Institute
16	Guyana Defence Force	45	National Communications Network
17	Guyana Elections Commission	46	National Data Management Authority
18	Guyana Energy Agency	47	National Drainage and Irrigation Authority
19	Guyana Forestry Commission	48	National Insurance Scheme
20	Guyana Geology and Mines Commission	49	National Library
21	Guyana Gold Board	50	National Parks Commission/Protected Areas Commission
22	Guyana Lands and Surveys Commission	51	National Sports Commission
23	Guyana Livestock Development Authority	52	National Trust
24	Guyana National Bureau of Standards	53	New Guyana Marketing Corporation
25	Guyana National Newspapers Limited	54	Office of the Auditor General
26	Guyana National Printers Limited	55	Office of the Director of Public Prosecutions
27	Guyana National Shipping Corporation	56	Office of the Ombudsman
28	Guyana Office for Investment	57	Office of the President
29	Guyana Oil Company	58	Office of the Prime Minister



59	Guyana Post Office Corporation	84	Parliament Office
60	Guyana Power & Light	85	Pesticides and Toxic Chemicals Control Board
61	Guyana Revenue Authority	86	Power Producers & Distributors Inc.
62	Guyana Rice Development Board	87	Public and Police Service Commission
63	Guyana School of Agriculture	88	Public Procurement Commission
64	Guyana Sugar Corporation Incorporated	89	Public Service Appellate Tribunal
65	Guyana Telecommunications Agency	90	Public Utilities Commission
66	Guyana Tourism Authority Board	91	Regional Democratic Council - (1) Region One - Barima/Waini
67	Guyana Water Incorporated	92	Regional Democratic Council - (2) Region Two - Pomeroon/Supernaam
68	Hinterland Electrification Company Inc.	93	Regional Democratic Council - (3) Region Three - Essequibo Islands/West Demerara
69	Human Rights Commission	94	Regional Democratic Council - (4) Region Four - Demerara/Mahaica
70	Indigenous People's Commission	95	Regional Democratic Council - (5) Region Five - Mahaica/Berbice
71	Institute of Applied Science and Technology	96	Regional Democratic Council - (6) Region Six - East Berbice/Corentyne
72	Integrity Commission of Guyana	97	Regional Democratic Council - (7) Region Seven - Cuyuni/Mazaruni
73	Mahaica/Mahaicony/Abary Agricultural Development Authority	98	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni
74	Maritime Administration Department	99	Regional Democratic Council - (9) Region Nine - Upper Takutu/Upper Essequibo
75	Ministry of Agriculture	100	Regional Democratic Council - 10) Region Ten - Upper Demerara/Berbice
76	Ministry of Amerindian Affairs	101	Rights Commission of Guyana
77	Ministry of Culture Youth & Sport	102	Rights of the Child Commission
78	Ministry of Education	103	Supreme Court of Judicature
79	Ministry of Finance	104	Teaching Service Commission
80	Ministry of Foreign Affairs and International Cooperation	105	Transport and Harbours Department
81	Ministry of Health	106	University of Guyana Berbice
82	Ministry of Home Affairs	107	University of Guyana Turkeyen
83	Ministry of Housing & Water	108	Women and Gender Equality Commission

## APPENDIX B

### Open Day & Training Activities



*Images of PPC Open Day Activities in Georgetown – 19/04/2023*



*Images of PPC Open Day Activities in New Amsterdam, Region #6 – 23/06/2023*





*Images of PPC Open Day Activities in Anna Regina, Region #2 – 05/07/2023*



*Images of PPC Open Day Activities in Kumaka Waterfront, Region #1 – 18/07/2023*



*Images of PPC Open Day Activities in Lethem, Region #9 – 08/08/2023*



*PPC Open Day Activities in Bartica, Region #7 – 22/08/2023*





*Procurement Training in Collaboration with MOPS – 27-07-2023*



*Participants of Procurement Training in Bartica – 23-08-2023*



*Procurement Training Lethem – 09-08-2023*



*Participants of Procurement Training in Mabdia – 29-08-2023*



# APPENDIX C

## Brochures



Image of the Complaints Brochure

## AUTOMATIC DEBARMENT

Regulation 3(2) of the Procurement (Suspension and Debarment) Regulations 2019 provides that-

*"Any supplier or contractor who has been debarred from participating in the procurement process of another jurisdiction or an international organization shall be AUTOMATICALLY DEBARRED from participating in a procurement process in Guyana by the [Public Procurement] Commission"*

A list of debarred contractors can be found on our website:  
<https://ppc.org.gy/debarred-contractors/>

Visit our website <https://ppc.org.gy> for more information and to access relevant Application Forms.



The Public Procurement Commission (PPC) is mandated by S. 17(2)(f) of the Procurement Act, Cap. 73:05 to adjudicate debarment proceedings.

## DEBARMENT PROCEDURE

The procedure for Debarment (or Suspension) is laid out in the Procurement (Suspension & Debarment) Regulations 2019.

- A procuring entity or any other person may submit a proposal to the Public Procurement Commission for the debarment of a supplier or contractor.
- The Commission is required to issue its decision within sixty (60) days of receiving the proposal for debarment.
- The decision of the Commission may be appealed to the Public Procurement Commission Tribunal
- A debarment period may be for a minimum of one (1) year but no more than ten (10) years.
- On debarment, a procuring entity SHALL NOT:
  - solicit or accept bids, proposals or quotations from a debarred supplier or contractor, nor
  - consider bids, proposals or quotations submitted by a debarred supplier or contractor prior to the debarment.
- A debarred contractor or supplier may apply to the Public Procurement Commission for a reduction in the duration of the debarment period or its termination.



## PUBLIC PROCUREMENT COMMISSION

### OUR MISSION

To ensure that the procurement of goods, services and execution of works is done in an equitable, transparent, competitive and cost effective manner according to law.



### DEBARMENT BROCHURE

*"Promoting fairness, transparency and efficiency in public procurement"*

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Public Procurement Commission of Guyana

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

## GROUND FOR DEBARMENT

Pursuant to Regulation 3 of the Procurement (Suspension & Debarment) Regulations 2019, the Commission may debar or suspend a contractor and or supplier where it is proven that the contractor and or supplier-

- committed an offence relating to procurement under any law;
- committed an obstructive or prohibitive practice;
- committed a specified offence in the Schedule under the Environmental Protection Act;
- committed an offence under the Anti-Money Laundering and Counter the Financing of Terrorism Act;
- committed a serious violation of fair employment laws including those under the Environmental Protection Act, National Insurance and Social Security Act, Labour Act and Occupational Safety and Health Act;
- defaulted on tax obligations;
- breached a public procurement contract;
- supplied false information in the process of submitting a bid or prequalification application;
- colluded with a bidder or public official concerning the formulation of any part of the bidding documents;
- through coercion or connivance, interfered with the participation of competing bidders;
- has lost right to do business or practice a profession as a result of a revoked or suspended licence;
- has been debarred from participating in the procurement process of another jurisdiction or an international organization.

## APPLICATION FOR REDUCTION OR TERMINATION OF DEBARMENT

Regulation 12(2) of the Procurement (Suspension & Debarment) Regulations 2019 provides that a debarred contractor or supplier may apply IN WRITING to the Public Procurement Commission (PPC) for a reduction in the duration of the debarment period or its termination, for any of the following reasons which must be detailed in the application-

- newly discovered material evidence or documentable error in the findings of the Commission's decision;
- reversal of the conviction or judgment on which the debarment is based and where the conviction or judgment was based on an admission of conduct that was the cause for debarment, the Commission shall determine whether such admitted conduct negatively affects the responsibility of the supplier or contractor;
- bona fide change in ownership or control of the supplier or contractor;
- disciplinary action has been taken against all persons responsible for the acts giving rise to the debarment;
- remedial action has been taken designed to prevent a recurrence of the acts giving rise to the debarment;
- that the past conduct of the debarred supplier or contractor does not indicate a pattern or history of similar acts;
- any other factor, which in the judgment of the Commission, removes the conditions giving rise to the conduct that led to the debarment.

*Image of the Debarment Brochure*



## OUR CORE VALUES

- CONFIDENTIALITY
- RESPECT
- INTEGRITY
- TEAMWORK
- COMMITMENT
- TRANSPARENCY
- IMPARTIALITY

Visit our website <https://ppc.org.gy> for more information and to access relevant Application Forms.



## PUBLIC PROCUREMENT COMMISSION

### OUR MISSION

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### THE PROCUREMENT PROCESS

*"Promoting fairness, transparency and efficiency in public procurement"*

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## THE PROCUREMENT PROCESS

The procurement process consists of seven (7) stages:

- Planning
- Solicitation
- Bidding
- Evaluation and Award
- Contract Preparation
- Contract Signature
- Contract Management

### STAGE 1: PLANNING

Procuring entities identify their needs, assess the market and determine the appropriate method of procurement to be used.

#### Procurement Methods

- Open Tendering;
- Restricted Tendering;
- Single Sourcing;
- Request for Quotations;
- Request for Proposals;
- Community Participation.

### STAGE 2: PROCUREMENT EXECUTION

#### Solicitation

- Request; Publication of Ads (ITB, EOI, RFP, Prequalification), RFQ (Letter);
- Information to purchase tender documents is included in the publications;

- Bidders can seek clarity on any area of the solicitation document from the procuring entity. This can be facilitated during the pre-bid meeting or any time before bidding;
- Site visits (If applicable)- This is applicable for construction/works projects.

### STAGE 3: BIDDING

#### Tender Document Contents

- Nature of procurement;
- Instruction for Bidders;
- Bid Data sheet;
- Technical Specifications/Bill of Quantities;
- Delivery Schedule/Price Schedule
- Contractual terms;
- How to show prices and currencies;
- Grouping of lots (if applicable) etc.

### STAGE 4: EVALUATION AND AWARD

- Appointment of the evaluation committee (Evaluators);
- Preliminary examination of the bids (Administrative Compliances);
- Technical Review;
- Mathematical verification of all costs;
- Determination of the substantial responsiveness of the bid;
- Recommendation for the award;
- Award of Contract.

### STAGE 5: CONTRACT PREPARATION

- Notification of award is sent to the bidder identified as the successful bidder;
- Request for the submission of Performance Security (if required);
- Notify the unsuccessful bidders;
- Notify NPTAB (where applicable)

### STAGE 6: CONTRACT SIGNATURE

Once all documents are submitted, for example, performance security and revised work programme in the case of a works tender, the contract can be signed.

### STAGE 7: CONTRACT MANAGEMENT

Initiate at least once a week, meetings between all parties to ensure that the contract deadlines are being met (not just deadlines but that work is being done as per specifications, value for money, etc. in keeping with contractual terms and conditions).



*Image of Procurement Process Brochure*

## PREPARING THE TENDER

*Continued*

Depending on the time and nature of amendments to the Tender document, you can request an extension to the tender submission deadline. Make sure you do so in good time.

As a Tenderer you can seek clarifications from the Procuring Entity. Use the procedures to prescribed in the tender document to do so;

If the tender provides for Site Visits and Pre-Bid Meetings, do not miss your opportunity to attend these visits or meetings;

Pay careful attention to pricing and what it should include, and always consider the following factors before preparing your price proposal:

Any risks and obligations involved for the supplier; All items for which payment is required; Payment of taxes and duties and other factors; Effect of bid validity period on the price quoted, especially when price fluctuation clauses are not included in the contract;

Contractual obligations such as submission of insurance policies, performance security, related services, furnishing of samples, tests, incidental expenses and manuals, which are not reimbursed directly under the contract.

Visit our website <https://ppc.org.gy> for more information.



## CONSIDERATIONS BEFORE PREPARING A TENDER

### Evaluate your chances

Putting together a tender document can be both expensive and time-consuming. To improve your chances of success, make sure you can answer "Yes" to the following:

- I/My company's profile matches the requirements of the tender;
- I/My company has the required staff and resources to complete the contract, if awarded;
- I/My Company does not have to make a capital investment and/or expand my/our operations in order to be awarded the contract;
- I/My Company have considered all the risks and the implications if the contract is not awarded to me/us;
- I and/or my team have the required qualifications and experience to complete the work specified in the tender;
- I/my company have successfully completed similar work in the past.
- My business registration, license to operate, GRA and NIS certificates are up to date.
- I have a printed copy of my TIN Certificate.
- I have the means to provide performance bonds and guarantees if necessary;
- I/My company has the necessary health, safety, risk and quality standards in place;
- The Tender document provided all the information I needed in a clear manner and I did not have to make assumptions;



## PUBLIC PROCUREMENT COMMISSION

## OUR MISSION

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## TENDER PREPARATION TIPS FOR CONTRACTORS, SUPPLIERS & CONSULTANTS

*"Promoting fairness, transparency and efficiency in public procurement"*

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## COMMON TENDERING MISTAKES

- Failing to register an Expression of Interest or respond to the pre-qualification;
- Not providing the information requested;
- Not laying out the tender response in the relevant sections of the Invitation to Tender;
- Not including mandatory documents or key documentation - or even explaining why it's not there;
- Failing to provide evidence of recent experience;
- Failing to follow the directions for labelling of the outer envelope; and
- Missing the submission deadline.

## PREPARING AND SUBMITTING TENDERS

Depending on how complex a contract is, you may be required to submit quite a lot of information when preparing your tender documents.

Regardless of whether a contract is complex or not, Procuring Entities expect offers to be provided in the format requested - neatly, clearly and in accordance with their requirements.

Procuring Entities will always be pleased to receive tenders/proposals, which are professionally presented and follow a logical structure.

Your tender document should be neatly put together, whether they be loose-leaf or bound copies.

A table of contents with page number references helps the evaluator to quickly find the information they need.

Ensure that your tender contains the required copies and that your tender document meets the page or word limit, if specified.

Always double check your document to make sure nothing was missed - all questions must be answered and the information required provided.

To improve your chances of success, make sure that you have enough time to properly prepare and present your tender.

## PREPARING THE TENDER

Getting the details right can make all the difference! Study the instructions given in the tender (bidding) documents carefully, paying special attention to the requirements outlined in the instruction to Tender (ITT).

Failure to satisfy the instructions given for preparing the tender and omitting key tender requirements may cause your tender to be evaluated as non-responsive and rejected despite having a good or even best bid price.

Remember: A responsive tender is one which conforms to all terms, conditions and specifications of the tender document, without material deviation or reservation.

As a Tenderer, you have certain responsibilities:

- Ensure that all the sections and documents/forms listed in the tender document are received, as it is. If any sections/documents are missing, contact the Procuring Entity's representative mentioned in the ITT, and bring it to their attention;
- Make sure you understand your requirements and rights by carefully going through the tender document;
- If any amendments are made to the Tender Documents by the Procuring Entity make sure you acknowledge receipt of the amended document and use that document for your submissions;

*Image of Tender Tips Brochure*

# APPENDIX D

## Forms



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

### APPLICATION FOR ADMINISTRATIVE REVIEW

*made pursuant to Part VII of the Procurement Act, Cap. 73:05*

*\*to be completed in duplicate and copy served on applicable procuring entity*

Name of Applicant:

Address of Applicant:

Email:  Telephone:

Contract ID No.:  Date of Opening:

Procuring Entity:

Procuring 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:

Description of alleged breach by the procuring entity:

Remedy being sought:

I the undersigned, hereby verify that the statements herein are true, a copy hereof has been sent to the subject procuring entity named herein and the applicable registration fee has been paid.

Date: \_\_\_\_\_

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

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

Capacity: \_\_\_\_\_

*Image of the Administrative Review Application Form.*

Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

**APPLICATION FOR DEBARMENT OF SUPPLIER OR CONTRACTOR**  
*made pursuant to the Procurement (Suspension and Debarment) Regulations 2019*

Name of Applicant:

Address of Applicant:

Email:  Telephone:

Category of Applicant: (tick appropriate box) [ ☐ ] Procuring Entity [ ☐ ] Other Person

Name of Alleged Infringing Contractor/Supplier:

Address of Contractor/Supplier:

Email of Contractor/Supplier:  Telephone of Contractor/Supplier:

Names of Any Affiliates of the Contractor/Supplier:

Ground(s) for debarment of Contractor/Supplier (tick appropriate box or boxes):

[ ☐ ] committed an offence relating to procurement under any law

[ ☐ ] committed an obstructive or prohibitive practice

[ ☐ ] committed a specified offence in the Schedule under the Environmental Protection Act

[ ☐ ] committed an offence under the Anti-Money Laundering and Counter the Financing of Terrorism Act

[ ☐ ] committed a serious violation of fair employment laws including those under the Environmental Protection Act, National Insurance and Social Security Act, Labour Act and Occupational Safety and Health Act

[ ☐ ] defaulted on tax obligations

[ ☐ ] breached a public procurement contract

[ ☐ ] supplied false information in the process of submitting a bid or prequalification application



- [        ] colluded with a bidder or public official concerning the formulation of any part of the bidding documents
- [        ] through coercion or connivance, interfered with the participation of competing bidders
- [        ] has lost right to do business or practice a profession as a result of a revoked or suspended licence
- [        ] has been debarred from participating in the procurement process of another jurisdiction or an international organization

Set out particulars of alleged grounds below and attach evidence/documents in support:

Are you seeking suspension of the Contractor/Supplier pending adjudication of this debarment application? (tick appropriate box)      [        ] Yes                      [        ] No

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

*Image of the Application for Debarment of Supplier or Contractor*



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Email: publicprocurement@ppc.org.gy

**APPLICATION FOR REDUCTION OR TERMINATION OF DEBARMENT**  
*made pursuant to the Procurement (Suspension and Debarment) Regulations 2019*

Name of Applicant:

Address of Applicant:

Email:  Telephone:

Decision: (tick appropriate box) [ ☐ ] Suspension [ ☐ ] Debarment

Record No. of Proceedings:  Length of Suspension/Debarment:

Date of Decision by PPC:

Duration of Suspension/Debarment:

Ground(s) for application (tick appropriate box or boxes):

[ ☐ ] newly discovered material evidence or documentable error in the findings of the Commission's decision

[ ☐ ] reversal of the conviction or judgment on which the debarment is based and where the conviction or judgment was based on an admission of conduct that was the cause for debarment, the Commission shall determine whether such admitted conduct negatively affects the responsibility of the supplier or contractor

[ ☐ ] **bona fide change** in ownership or control of the supplier or contractor

[ ☐ ] disciplinary action has been taken against all persons responsible for the acts giving rise to the debarment

[ ☐ ] remedial action has been taken designed to prevent a recurrence of the acts giving rise to the debarment

[ ☐ ] that the past conduct of the debarred supplier or contractor does not indicate a pattern or history of similar acts

[ ☐ ] other factor which removes the conditions giving rise to the conduct that led to the debarment

Set out below the details of alleged grounds and attach evidence/documents in support:



I am seeking the (tick appropriate box)-

[        ] reduction in the duration of my debarment period

[        ] termination of my debarment.

Date: \_\_\_\_\_

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

*Image of the Application for Reduction or Termination of Debarment*



# APPENDIX E

## Circulars



Promoting 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. 01/2023

**To:** All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Departments  
**From:** Public Procurement Commission  
**Date:** March 27, 2023  
**Subject:** **Publication of Contract Award**

---

Sections 11 (1) and (2) of the Procurement Act 2003 and Section 4 (2) of the Procurement Regulations 2004, mandate that procuring entities report to the National Procurement and Tender Administration (NPTA), information on all contracts awarded, valuing above \$1,500,000, within five days of such award.

The reporting of this information will enable the Administration to fulfil its obligation under Section 3 of the Regulations, which mandates that contract award information be published to the Administration's website, within two (2) days of receipt, for the purpose of giving publicity to contracts awarded.

Procuring entities are reminded that these legislative requirements facilitate the Administrative Review procedures provided for in Part VII of the Procurement Act 2003, as a bidder whose tender or proposal has been rejected, can submit a written protest to the procuring entity within five business days following the publication of the contract award decision.

The Public Procurement Commission hereby issues this Circular to encourage strict adherence with these legislative requirements, as they promote accountability and transparency in the public procurement system.

  
**Michael Singh**  
Chief Executive Office

cc: Chairman, National Procurement and Tender Administration

*Circular No. 01/2023*



Promoting Transparency and  
Efficiency in Public Procurement

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**Circular: No. 02 /2023**

**To:** All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Departments  
**From:** Public Procurement Commission  
**Date:** March 27, 2023  
**Subject:** **Record of Procurement Proceedings**

---

Section 10. of the Procurement Act 2003 mandates that procuring entities maintain a detailed record of all procurement proceedings.

The maintaining of such records will foster greater accountability and transparency within the public procurement system, as it will enable procuring entities to make relevant procurement information available to suppliers and contractors in keeping with Sections 10 (2-3) and 38 (3) of the Act.

Further, Section 4(2) of the Procurement Regulations 2004 requires procuring entities to provide to the National Procurement and Tender Administration, a report containing information concerning the award of a contract. This Report is an important record that must be maintained, as it will also enable appropriate oversight by all relevant authorities, such as the National Procurement and Tender Administration, and the Public Procurement Commission.

The Public Procurement Commission issues this Circular to encourage strict adherence with these legislative requirements, since this will lead to improved stakeholder's confidence in the Public Procurement System.

  
**Michael Singh**  
Chief Executive Officer

cc: Chairman, National Procurement and Tender Administration



Promoting Transparency and  
Efficiency in Public Procurement

**Public Procurement Commission**

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Georgetown, Guyana

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**CIRCULAR NO. 03/2023**

**To:** All Permanent Secretaries, Regional Executive Officers, Heads of Agencies & Heads of Departments  
**From:** Chairperson, Public Procurement Commission  
**Date:** March 27, 2023  
**Subject:** **Suspension and Debarment – Responsibilities of Procuring Entities and Evaluation Committees**

---

In accordance with Regulation 5 of the Procurement (Suspension and Debarment) Regulations 2019 made under the Procurement Act (Cap 73:05), the Public Procurement Commission maintains a public register of all suspended or debarred suppliers and contractors, which is published on the website of the Commission.

The Commission, therefore, wishes to remind procuring entities of the following:

**1. No procuring entity shall-**

- (a) Solicit or accept bids, proposals or quotations from a debarred supplier or contractor;
- (b) Consider bids, proposals or quotations submitted by a debarred supplier or contractor prior to the suspension or debarment.
- (c) Any suspension or debarment of a potential bidder or supplier under these Regulations shall not affect any existing contract entered into between the supplier or contractor and the procuring entity.
- (d) No supplier or contractor shall subcontract with any supplier or contractor that is subject to a debarment or suspension order.
- (e) No procuring entity shall give consent to any subcontract with any supplier or contractor that is subject to a debarment or suspension order.
- (f) Every supplier and contractor participating in the procurement process shall declare to the procuring entity whether the supplier or contractor has subcontracted with another supplier or contractor that is the subject of a debarment or suspension order. (This requirement should be included in the bidding document, request for quotation or request for proposal issued by the procuring entity).

- (g) Any supplier or contractor that contravenes sub-regulation listed at (d) above shall be disqualified from the bidding process.

2. **Evaluation Committees** appointed to evaluate tenders at all levels of review must:

- (a) check the public register to verify that those tenderers recommended for contract awards, and their affiliates, have not been debarred by the Public Procurement Commission from participating in public procurement.

- (b) Include in the Evaluation Report for each tender, the following clause:

***'The Evaluation Committee has verified that the recommended tenderer and affiliates are not included in the register of all suspended or debarred suppliers and contractors posted on the website of the Public Procurement Commission.'***

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

  
**Michael Singh**  
Chief Executive Officer

cc: Chairman, National Procurement and Tender Administration Board

***Circular No. 03/2023***



Promoting Transparency and  
Efficiency in Public Procurement

**Public Procurement Commission**

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**CIRCULAR NO 04 /2023**

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

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

Date: April 4, 2023

Subject: **Public Procurement Commission Public Open Day**

The Public Procurement Commission (PPC) hereby extends an invitation to your entity to attend its Open Day Event on **April 19, 2023, from 10 am – 3 pm**, at its Secretariat's office located at **262 New Garden Street, Queenstown, Georgetown**.

The event is open to the general public and is intended to attract procuring entities, contractors, and suppliers. Officers of the Commission will be on hand to engage with attendees to advise and give guidance on matters relating to-

- The Procurement Process,
- The Administrative Review Process (filing of complaints),
- The Debarment Process.

The aim of the event is to impart on the participants, pertinent information touching and concerning the public procurement process so that they may be better able to execute and navigate the system in accordance with legislative requirements.

We shall be grateful for the confirmation by April 12, 2023 of your entity's attendance and the number of officers from your entity who will attend. The Commission would also be most obliged to receive feedback from your entity regarding any additional areas in which guidance is needed.

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

We look forward to welcoming you.

Sincerely Yours,

**Michael Singh (Mr.)**  
Chief Executive Officer

*Circular No. 04/2023*



Promoting Transparency and  
Efficiency in the Public Procurement Process

**Public Procurement Commission**  
262 New Garden Street  
Georgetown, Guyana

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Email: [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)

**CIRCULAR NO 05 /2023**

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

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

Date: May 8, 2023

Subject: **Procurement Plan Training**

Pursuant to S.11A. (1) of the Procurement Act, Chapter 73:05 "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."

To this end, the Public Procurement Commission (PPC) hereby extends an invitation to your entity to attend its Procurement Plan Training on **May 17, 2023, from 9 am – 12 noon**, at the Arthur Chung Conference Centre located at **Liliendaal, East Coast Demerara**.

The aim of the training is to impart pertinent information to the participants to better understand and compile their entity's procurement plan.

Information will be provided on:

- Introduction to the PPC
- Needs Assessment
- Developing a procurement plan
- Implementing procurement plans
- Case Studies

The Commission appreciates confirmation of your entity's attendance by May 12, 2023, and requests that at least three (3) persons directly involved with the preparation and submission of the procurement plan attend this training session.

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

The Commission looks forward to welcoming you.

Sincerely Yours,

**Pauline Chase (Ms.)**  
Chairperson

*Circular No. 05/2023*





Promoting fairness, transparency and  
efficiency in public procurement

**Public Procurement Commission**

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Georgetown, Guyana

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Email: [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)

**CIRCULAR NO 06 /2023**

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

**From:** Ms. Pauline Chase, Chairperson, Public Procurement Commission

**Date:** May 29, 2023

**Subject:** **Requirement for notice to unsuccessful bidders of contract**

---

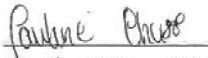
Section 43 of the Procurement Act, Cap. 73:05 mandates that-

“Upon the entry into force of the contract and, if required by the tender documents, the provision by the supplier or contractor of a security or performance bond for the performance of the contract, notice shall be given to other supplier or contractors, who had tendered specifying the name and address of the supplier or contractor that has entered into the contract and the contract price.”

This circular serves as a reminder that public procuring entities must give notice to all unsuccessful bidders when the contract for which they tendered is entered into, setting out-

- i. the name and address of the supplier or contractor that has entered into the contract, and
- ii. the contract price.

The Public Procurement Commission urges strict compliance with the aforesaid legislative requirements as they promote transparency and in turn confidence in the public procurement system.

  
**Pauline Chase (Ms.)**  
**Chairperson**

**CC: Chairman, National Procurement and Tender Administration Board**



Promoting fairness, transparency and  
efficiency in public procurement

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Georgetown, Guyana

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Email: [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)

**CIRCULAR NO 07 /2023**

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

**From:** Ms. Pauline Chase, Chairperson, Public Procurement Commission

**Date:** May 29, 2023

**Subject:** **Review and Approval of Procurement Manuals**

---

Article 212AA. (1) (e) of the Constitution of the Co-operative Republic of Guyana mandates the Public Procurement Commission to *"approve of procedures for public procurement, disseminate rules and procedures for public procurement and recommend modifications thereto to the public procurement entities."*

Pursuant to Section 17(2)(b)(v) of the Procurement Act, Chapter 73:05, the Public Procurement Commission is responsible for determining the forms of documents for procurement including, but not limited to procurement manuals, guidelines and procedures.

Further, pursuant to Section 24(1) of the Procurement Act, public corporations and other bodies in which the controlling interest is vested in the State may conduct procurement according to their own rules or regulations, except to the extent that such rules and regulations conflict with the Procurement Act and the Regulations, the Procurement Act and the Regulations shall prevail. Such rules and regulations are subject to the approval of the Commission.

This circular serves as a reminder that all procurement manuals, guidelines and procedures, as aforesaid, must be submitted to the Commission for review and approval.

**Pauline Chase (Ms.)**  
**Chairperson**

**cc: Chairman, National Procurement and Tender Administration Board**





Promoting Fairness, Transparency and  
Efficiency in the Public Procurement Process

**Public Procurement Commission**

262 New Garden Street  
Georgetown, Guyana

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Email: publicprocurement@ppc.org.gy

**CIRCULAR NO 08 /2023**

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

**From:** Ms. Pauline Chase, Chairperson, Public Procurement Commission

**Date:** June 19, 2023

**Subject:** **Compliance with Section 39(3) of the Procurement Act, Cap. 73:05 – Requirement for an opportunity for the Procuring Entity to agree or disagree with the Report of the Evaluation Committee prior to contract award.**

Section 39(3) of the Procurement Act, Cap. 73:05 provides that-

*"The procuring entity shall, if it agrees with the Report of the Evaluation Committee, publicly disclose the name of the tenderer identified by the Evaluation Committee as the lowest evaluated tenderer. If the procuring entity does not agree with the Evaluation Committee's determination, the procuring entity shall issue an advisory recommendation to the Evaluation Committee regarding which bidder should be the lowest evaluated bidder, which recommendation the Evaluation Committee shall observe."*

The Public Procurement Commission hereby reminds that the aforesaid provision is mandatory and must be complied with.

Accordingly-

- The Report of the Evaluation Committee must be sent by the National Procurement and Tender Administration Board (NPTAB) to the Procuring Entity **BEFORE** the contract award decision is made and or published.
- The Procuring Entity must, within such reasonable time of receiving the Report, consider the Report and inform NPTAB, in writing, of its agreement or disagreement with the Report of the Evaluation Committee.
- On the Procuring Entity's agreement, the contract award decision in accordance with the Report of the Evaluation Committee shall be made and published on NPTAB's website.
- If the Procuring Entity is not in agreement with the Report of the Evaluation Committee, it shall so indicate in writing to NPTAB and issue an advisory recommendation to the

Evaluation Committee regarding which bidder should be the lowest evaluated bidder, which recommendation the Evaluation Committee shall observe. The contract award decision shall be made in accordance therewith and published on NPTAB's website.

The Public Procurement Commission issues this Circular to inform and remind Procuring Entities and NPTAB of the aforesaid legislative requirements and the mandatory requirement for adherence thereto. Particularly, the role of the Procuring Entity in the contract award decision.

The Public Procurement Commission may be contacted for further guidance.

Yours respectfully,

*Pauline Chase*

**Pauline Chase (Ms.)**  
Chairperson


Public Procurement Commission  
262 New Garden Street, Queenstown  
Georgetown, Guyana

cc: Chairman, National Procurement and Tender Administration Board

*Circular No. 08/2023*

# APPENDIX F

## Notices

**PUBLIC PROCUREMENT  
COMMISSION**

**NOTICE TO PUBLIC PROCURING ENTITIES**




S. 11A of the Procurement Act Cap. 73:05 provides 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 2<sup>nd</sup> February, 2023, procuring entities are therefore required to submit their **procurement plans for year 2023** to the Public Procurement Commission on or before **23<sup>rd</sup> February, 2023**.

The Commission encourages procuring entities to utilize the Electronic Procurement Plan Template available on its website: <https://ppc.org.gy/forms-templates/> and to submit the completed plan via email to [publicprocurement@ppc.org.gy](mailto: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](mailto:publicprocurement@ppc.org.gy)
-  262 New Garden Street, Queenstown, Georgetown

**Follow Us**

-  Public Procurement Commission – Guyana
-  Public Procurement Commission of Guyana

*Image of Notice to Procuring Entities*

# APPENDIX G

## PRESS RELEASES



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](mailto:publicprocurement@ppc.org.gy)

### Press Release

### **ON THE ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE PUBLIC PROCUREMENT COMMISSION**

Since the full constitution of the Public Procurement Commission (PPC) last Friday 8<sup>th</sup> July, 2022, the commissioners convened and held their first meeting today Friday, 15<sup>th</sup> July, 2022 at the Commission's Secretariat in Queenstown, Georgetown.

In accordance with Article 212(Y)(3) of the Constitution of the Co-operative Republic of Guyana, the commissioners unanimously elected Ms. Pauline Chase as Chairperson of the Commission and Mr. Berkley Wickham as Deputy Chairperson.

Dated 15<sup>th</sup> July, 2022

— THE END —



Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

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Georgetown, Guyana  
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Email: [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)

### **Press Release**

#### **Public Procurement Commission Hosted Public Open Day**

The Public Procurement Commission (PPC) on April 19, 2023, hosted a Public Open Day from 10 am to 3 pm at its Secretariat's office situate at 262 New Garden Street, Queenstown, Georgetown.

The PPC is mandated by Article 212AA (1) (b) of the Constitution of the Co-operative Republic of Guyana, to promote awareness of the rules, procedures, and special requirements of the procurement process among suppliers, contractors, and public bodies.

The Chairperson, Commissioners, and Chief Executive Officer were present at the event to interact with both the participants and media, providing information on the PPC and the upcoming Suppliers and Contractors Seminar to be held on May 31, 2023, at the Ramada Georgetown Princess Hotel.

The event saw a substantial turnout. Members from several procuring entities, suppliers, and contractors were present at the event to educate themselves more on the various topics covered by the PPC.

Officers of the Commission provided information and guidance on such matters as-

- Tendering Tips and Procedures,
- The Administrative Review Process (filing of complaints),
- The Procurement Process, and
- Debarment Procedures.

The objective of the event was to enrich participants with information to navigate and maximize the benefits of the procurement system. Persons and or entities seeking more information may contact the PPC on telephone numbers (592)226-3729, (592)231-7306, and (592)226-2364 or via email at [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)



*Procurement Specialist Prakash Sookdeo providing information on the procurement process*



Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

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### **Press Release**

The Public Procurement Commission (PPC) has noted the unfortunate, misguided and ill informed statement as published in the Stabroek News edition of Sunday 23rd April, 2023 under the headline “AFC blasts procurement body, tells it to get to work” and which alleges that the commission is “... not executing its constitutionally enshrined functions and addressing complaints.”

The impression is given that complaints are being ignored, particularly the matters as therein detailed. The unfounded nature of such contentions is exposed by the acknowledgement of being aware that the matters in issue are awaiting legal advice (albeit not accurately represented) and are therefore under the active consideration of the commission.

The Public Procurement Commission (PPC) is an independent and impartial constitutional body established pursuant to Art. 212W of the constitution of Guyana. The functions of the commission are set out in the constitution and are enabled by the Procurement Act, Cap. 75:03 which sets out the procedure and processes for the execution of the enshrined functions.

The commission wishes to assure the public that it is executing its functions, at all times maintaining the highest standards and ensuring that it is so doing within the ambit of the law.

We further wish to urge restraint in unfounded public statements which could undermine public confidence and in turn undermine the effectiveness of such bodies.

Dated 24th April, 2023.

— THE END —





Promoting Fairness, Transparency and  
Efficiency in Public Procurement.

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### **Press Release**

#### **PPC and MOPS Public Procurement Training Collaboration**

The Public Procurement Commission (PPC) collaborated once again with the Ministry of Public Service (MOPS) to train public servants from various ministries and government entities on public procurement procedures. The training was held over a period of two (2) days which commenced on April 27, 2023, at the Ministry of Public Service's training facility located on the corner of Vlissengen Road and Durban Street, Georgetown.

Opening remarks were made by Senior Training Officer of the MOPS, Ms. Jean Carroll and Chief Executive Officer of the PPC, Mr. Michael Singh

One of the functions of the PPC under the Constitution of the Co-operative Republic of Guyana is to promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies. And, pursuant to S. 17(2)(c) of the Procurement Act, Cap. 75:03, the PPC is responsible for organising training seminars regarding procurements.

Presentations were delivered by officials from the PPC's Legal and Operations Departments.

A total of 46 participants benefited from this training which covered the following topics:

- Introduction to the PPC and its functions;
- Legislative Framework;
- Procurement Process;
- Administrative Review; and
- Debarment.

The training empowered participants with information to improve the procurement system within their organizations. Each participant was issued with a certificate of completion.

Procuring entities are invited to contact the PPC on telephone numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy) for more information or to make a request for training. The PPC looks forward to continuing its collaboration with interested entities as it continues to execute its functions.



*Chief Executive Officer of the PPC, Mr. Michael Singh providing Opening Remarks at the Training held in collaboration with the MOPS on April 27-28, 2023.*





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### **Press Release**

#### **PPC Hosts Meeting with NPTAB**

On May 11th, 2023 the Public Procurement Commission (PPC) met with the National Procurement and Tender Administration Board (NPTAB) the commission's Secretariat, 262 New Garden Street, Queenstown, Georgetown, to discuss matters touching and concerning the public procurement process, functions and roles of the respective bodies.

The discussions centered around the

1) Functioning of NPTAB –

- Adherence to the Procurement Act, Cap. 75:03,
- Constraints and difficulties experienced,
- Pool of Evaluators,
- Publication of tenders and contract awards, and
- Thresholds.

2) Plans for Development and Reform.

3) Execution of S. 17(2) of the Procurement Act, Cap. 73:05 in the absence of the PPC.

4) Debarment.

5) E-Procurement.

The meeting was attended by the full complement of the PPC and NPTAB, to wit, Ms. Pauline Chase, Chairperson of the PPC, Mr. Berkley Wickham, Deputy Chairperson, and Commissioners Ms. Dianna Rajcumar, Mr. Rajnarine Singh and Mr. Joel Bhagwandin together with Mr. Michael Singh, Chief Executive Officer. NPTAB was represented at the meeting by Dr. Tarachand Balgobin, Chairperson, Mr. Bernard Lord, Mr. Desmond Mohamed, Mr. Omar Narine, Mr. Steve Ninvalle, Mr. Mark Conway, and Ms. Gloria Beharry together with Mr. A. Parag, Chief Executive Officer.

As mandated by Art 212AA(1) of the constitution of Guyana and enabled by S.17(2) of the Procurement Act, Cap. 73:05, the PPC is required to report annually to the Minister of Finance on the effectiveness of the procurement processes and recommend therein any amendments to the said Act which may be necessary to improve the effectiveness of the procurement process.

The PPC looks forward to and intends to further engage NPTAB as well as other stakeholders in the execution of its mandate and functions.

For more information, please contact the PPC on contact numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email at [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy).

Dated 11th May, 2023.





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## **STATEMENT**

The Public Procurement Commission (PPC) notes with deep concern the publication today, in the Kaieteur News under the headline, “Patterson Flays ‘Derelict’ Public Procurement Commission, says body lacks leadership, failing to carry out core functions”.

The said article is riddled with inaccuracies, machinations, unfounded personal attacks, incomprehensible conclusions, spurious allegations, and misleading statements. It is regrettable that the PPC was not contacted for comment prior to publication as one would expect from responsible journalism.

The reprehensible attack on the Chairperson and Deputy Chairperson of the commission by their singling out appears to be of a personal nature and wholly unfounded as there is no minority decision of theirs which has been given effect.

The Commission comprises of nominees by the People’s Progressive Party Civic (PPP/C), A Partnership for National Unity (APNU) and Alliance For Change (AFC) and were appointed after a rigorous Parliamentary process, securing unanimous approval in the National Assembly.

We take the opportunity to remind that none of the Commissioners have ever been charged with or have pending criminal or other such matters of moral turpitude before the Courts in any jurisdiction.

The members of the Commission, and as singled out, the Chairperson and Deputy Chairperson are professionals in their respective fields with due respect and have head and do head other bodies, including civil society and charitable bodies, with distinction. The Chairperson is an Attorney-at-Law of more than two decades and is the current head of The Bar Association of Guyana which, under her tenure, has taken public positions not aligned with the sitting Government of Guyana. The Deputy Chairperson is the former head of the National Procurement and Tender Administration (NPTA) during the tenure of the APNU/AFC Government and a Fellow of the Guyana Association of Professional Engineers. The allegation and or insinuation therefore that there is some attempt by these individuals in particular and or the commission as a whole, to undermine the effectiveness of the PPC is scandalous, far from the truth, wholly without merit and without any logical basis whatsoever.

As previously stated by the Commission by way of public statement issued on 24th April, 2023, the matters which Mr. Patterson have raised with the commission are under active consideration and are awaiting legal advice, the particulars of which Mr. Patterson continues to misrepresent in the public domain. The commission, as is any citizen of the Co-operative Republic of Guyana, is entitled to seek legal advice as it has so done and is perplexed by the apparent contention as made in the said article, that it is not entitled to do so and is derelict by so doing. In addition to automatic email acknowledgment receipt of Mr. Patterson’s correspondence, the commission has also publicly acknowledged receipt and so has the Chief Executive Officer of the commission

at a recent Open Day Event of the Commission as disclosed by Mr. Patterson himself. The allegation therefore that there has been no acknowledgement is without merit.

Mr. Patterson having engaged the commission in writing will receive a due response in writing. The commission has never received a request from Mr. Patterson to meet in person and there is nothing compelling the Chairperson to meet with Mr. Patterson in person and privately particularly while a matter emanating from him is pending before the commission, nor has Mr. Patterson stated to what end he wishes to meet personally and privately with the Chairperson.

For the protection of the privacy of members of staff including former members of staff, the commission declines at this time to comment publicly on their conduct and or performance save and except to say that: -

- i. The allegations touching and concerning the reasons for the termination are inaccurate;
- ii. All members of staff previously employed by the commission and met by this commission on its establishment have been retained, contracts renewed and continue to function in their respective roles;
- iii. On the establishment of this commission there were only five members of staff, mostly administrative and the commission therefore has since its establishment taken steps to build capacity at the commission particularly its technical arm;
- iv. The AFC nominated Commissioner heads the HR committee of the commission.

The allegation and or insinuation that the commission is outsourcing PR work to friends and or in breach of any established processes is also wholly untrue and unfounded as evidenced by its lack of particularity.

While training activities may be the most visible due to their nature, the commission is entrusted with other functions including but not limited to public awareness, legislative reform, monitoring, debarment and investigations as enabled by the Procurement Act. The commission has set out a work plan for the current fiscal year, predicated on its functions and on which approval was made of its budget in the National Assembly, to whom it is mandated to report.

We are sensitive that persons may hold the view that their matter and or the function of the commission related to their matter is the most important. However, the commission gives all of its functions equal weight and importance as the constitution does not give precedence to any one function over another.

All complaints brought to the commission have been addressed some to finality and others still under active consideration.

We remind that the PPC is an independent and impartial constitutional body and is not subject to the dictates, instruction, fancy, intimidation, political control, direction, impetuosity and or will of any individual and or body. It is unfortunate that the commission, in the matter of a days, is once again compelled to answer in the public domain, inaccurate, ill-advised and unfounded statements emanating from the same source, as the commission has in the past restrained from so doing, and is not inclined to make a practice.

Dated 12th May, 2023

— THE END —



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### **Press Release**

#### **Procurement Plan Training Held By The Public Procurement Commission**

The Public Procurement Commission (PPC) held a Procurement Plan Training at the Arthur Chung Conference Centre located on the Railway Line, Liliendaal, East Coast Demerara, on May 17th, 2023, to assist Public Procuring Entities to better comprehend the use and evaluation of the procurement plan.

Pursuant to Section 11.A(1) of the Procurement Act, Cap. 73:05, “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”.

Procurement Planning is essential in the procurement process as it fosters greater efficiency, value for money, transparency, and accountability.

The PPC reminds public procuring entities who have not yet submitted their Procurement Plans to the commission to do so as mandated by the aforesaid Act.

The event received a grand turnout from numerous public procuring entities. Opening remarks were made by the Chief Executive Officer of the PPC, Mr. Michael Singh, and presentations were delivered by officials from the PPC’s Operations Department.

A total of 195 participants benefited from this training which covered the following topics:

- The purpose of a procurement plan,
- Developing a procurement plan,
- Evaluating procurement plans, and
- Implementing procurement plans.

The Commission continues to encourage all procuring entities, suppliers, and contractors to take advantage of the training opportunities provided by the PPC to learn more about the public procurement processes in Guyana to ensure their compliance therewith.

To request training or for more information, contact the Commission by telephone numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email at [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy)





*Procurement Plan Training held at the Arthur Chung Conference Centre.*





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### **Press Release**

## **One-Day Training Seminar For Suppliers And Contractors Held By The Public Procurement Commission**

The Public Procurement Commission (PPC) held a One-Day Training Seminar for Suppliers and Contractors at the Arthur Chung Conference Centre located on the Railway Line, Liliendaal, East Coast Demerara, on May 31st, 2023, to learn more about Public Procurement and the role of the PPC.

The PPC is mandated by Article 212AA(1)(b) of the Constitution of the Co-operative Republic of Guyana and as enabled by S.17(2) of the Procurement Act, to organize training seminars among suppliers, contractors, and public bodies with the aim of promoting awareness of the rules, procedures and special requirements of the procurement process.

The event received a grand turnout from numerous suppliers and contractors across the country. Opening remarks were made by the Chairperson of the PPC, Ms. Pauline Chase as well as the Country Representative of the Inter-American Development Bank, Ms. Lorena Solorzano Salazar. Presentations were delivered by officials from the PPC, National Procurement and Tender Administration Board and the Inter-American Development Bank.

In excess of 200 suppliers and contractors benefited from this training which covered the following topics:

- Introduction of the PPC;
- Overview of the Inter-American Development Bank Procurement Policies and Procedures;
- The Procurement Process;
- Tender Openings, Evaluation and Publication of Contract Awards;
- Tips on Tendering; and
- The Legal Framework, Administrative Review and Debarment Processes.

The Commission continues to encourage all suppliers and contractors to take advantage of the training opportunities provided by the PPC to learn more about the public procurement processes in Guyana to ensure their compliance therewith.

To request training or for more information, contact the Commission by telephone numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email at [publicprocurement@ppc.org.gy](mailto:publicprocurement@ppc.org.gy) Dated 1st June, 2023



*Training for Suppliers and Contractors*



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### **Press Release**

#### **Public Procurement Commission To Host Public Open Day in Berbice**

The Public Procurement Commission (PPC) on June 23, 2023, will be hosting a Public Open Day from 10 am to 2 pm at the New Amsterdam Recreational Park (Opposite the RDC Building), Vryman's Erven, New Amsterdam, Berbice, Region 6.

The PPC is mandated by S. 212AA (1) (b) of the Constitution of the Co-operative Republic of Guyana, Cap. 1:01 to “promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies.”

The PPC encourages all Suppliers, Contractors and Procuring Entities to take advantage of this opportunity to engage with its staff including the Chief Executive Officer, Head of Legal/Compliance and Procurement Specialists to discuss and learn more about topics such as:

- the Public Procurement Commission – who we are and what we do,
- the public procurement process,
- tendering tips, and
- how to lodge a complaint.

The objective is to enrich participants with information to improve the public procurement system within their organizations. Entities seeking more information may contact the PPC on telephone numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email at [operations@ppc.org.gy](mailto:operations@ppc.org.gy).

Dated 19th June, 2023

— THE END —



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### **Press Release**

## **Public Procurement Commission To Host Public Open Day in Essequibo**

The Public Procurement Commission (PPC) on July 5, 2023, will be hosting a Public Open Day from 9 am to 2 pm at the Regional Democratic Council Compound, Anna Regina, Essequibo Coast, Region 2.

The PPC is mandated by S. 212AA (1) (b) of the Constitution of the Co-operative Republic of Guyana, Cap. 1:01 to “promote awareness of the rules, procedures and special requirements of the procurement process among suppliers, contractors and public bodies.”

The PPC encourages all Suppliers, Contractors and Procuring Entities to take advantage of this opportunity to engage with its staff including the Chief Executive Officer, Head of Legal/Compliance and Procurement Specialists to discuss and learn more about topics such as:

- The public Procurement Commission- who we are and what we do,
- The Public Procurement process
- Tendering Tips, and
- How to lodge a complaint.

The objective is to enrich participants with information to improve the public procurement system within their organizations. Entities seeking more information may contact the PPC on telephone numbers (592) 226-3729, (592) 231-7306, and (592) 226-2364 or via email at [operations@ppc.org.gy](mailto:operations@ppc.org.gy).

Dated 21st June, 2023

— THE END —



## APPENDIX H

### Outstanding Procurement Plans – Capital 2023

No.	Procuring Entities
1	Civil Defence Commission
2	Commercial Registry
3	Deeds Registry
4	Ethnic Relations Commission
5	Fisheries Department
6	Guyana Food Safety Authority
7	Guyana Forestry Commission
8	Guyana National Newspapers Limited
9	Guyana National Printers Limited
10	Guyana National Shipping Corporation
11	Guyana Oil Company
12	Guyana Post Office Corporation
13	Guyana Rice Development Board
14	Guyana Sugar Corporation
15	Guyana Telecommunication Agency
16	Guyana Tourism Authority Board
17	Guyana Water Incorporated
18	Hope Coconut Industries Limited
19	Human Rights Commission
20	Hydrometeorological Services
21	Indigenous People's Commission
22	Integrity Commission of Guyana
23	MARDS Rice Milling Complex Limited
24	National Insurance Scheme
25	National Trust
26	New Guyana Marketing Corporation
27	Office of the Ombudsman
28	Power Producers & Distributors Inc.
29	Public Service Appellate Tribunal
30	Public Utilities Commission
31	Rights of the Child Commission
32	University of Guyana (Turkeyen)
33	Women and Gender Equality Commission

# APPENDIX I

## Outstanding Procurement Plans – Current

No.	Name Information
1	Board of Governors of Kuru Kuru Co-operative College
2	Bureau of Statistics
3	Central Housing and Planning Authority
4	Cheddi Jagan International Airport Corporation
5	Civil Defence Commission
6	Commercial Registry
7	Deeds Registry
8	Demerara Harbour Bridge Corporation
9	Environmental Protection Agency
10	Ethnic Relations Commission
11	Fisheries Department
12	Guyana Civil Aviation Authority
13	Guyana Elections Commission
14	Guyana Food Safety Authority
15	Guyana Forestry Commission
16	Guyana Geology and Mines Commission
17	Guyana Lands and Surveys Commission
18	Guyana National Bureau of Standards
19	Guyana National Newspapers Limited
20	Guyana National Printers Limited
21	Guyana National Shipping Corporation
22	Guyana Office for Investment
23	Guyana Oil Company
24	Guyana Post Office Corporation
25	Guyana Rice Development Board
26	Guyana School of Agriculture
27	Guyana Sugar Corporation Incorporated
28	Guyana Telecommunications Agency
29	Guyana Water Incorporated
30	Hinterland Electrification Company Inc.



31	Hope Coconut Industries Limited
32	Human Rights Commission
33	Hydrometeorological Services
34	Indigenous People's Commission
35	Integrity Commission of Guyana
36	MARDS Rice Milling Complex Limited
37	Maritime Administration Department
38	Ministry of Legal Affairs
39	Ministry of Natural Resources
40	Ministry of Public Service
41	Ministry of Public Works
42	National Agricultural Research and Extension Institute
43	National Communications Network
44	National Drainage and Irrigation Authority
45	National Insurance Scheme
46	New Guyana Marketing Corporation
47	Office of the Auditor General
48	Office of the Ombudsman
49	Pesticides and Toxic Chemicals Control Board
50	Power Producers & Distributors Inc.
51	Public and Police Service Commission
52	Public Service Appellate Tribunal
53	Public Utilities Commission
54	Regional Democratic Council - (8) Region Eight - Potaro/Siparuni
55	Rights Commission of Guyana
56	Rights of the Child Commission
57	Supreme Court of Judicature
58	Transport and Harbours Department
59	University of Guyana (Berbice)
60	Women and Gender Equality Commission







