



Co-operative Republic of Guyana

## **PUBLIC PROCUREMENT COMMISSION**

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

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### **CIRCULAR NO. 02 /2020**

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

**From:** Public Procurement Commission

**Date:** November 30, 2020

**Subject:** **Record of Procurement Proceedings**

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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 stakeholders' confidence in the Public Procurement System.

**Sean Noel**  
**Chief Executive Officer**

c.c: The Chairman, National Procurement and Tender Administration Board