



Promoting Fairness Transparency and  
Efficiency in the Public Procurement  
Process

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

## **REQUEST FOR EXPRESSION OF INTEREST RETENDER**

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

Pursuant to Article 212AA(1) of the Constitution and section 17(2) of the Procurement Act, Chapter 73:05, the Commission is vested with the responsibility of approving and disseminating the rules and procedures of public procurement and determining the forms of documents for public procurement, inclusive of procurement manuals, guidelines, and procedures.

The Commission invites Expressions of Interest (EOI) from qualified individual Consultants or Consulting Firms/Companies to undertake the Preparation of a Procurement Manual for use by Procuring Entities”.

### Submission Guidelines

Interested individuals, firms or Companies must submit their EOI to the Commission's Secretariat on or before **15:00 hours on April 22, 2025**. Submissions must be made in person and deposited in the designated tender box.

Applicants must provide the following mandatory documents:

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

Or

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

#### Submission Address

Public Procurement Commission

Attn: Chief Executive Officer

262 New Garden Street, Georgetown, Guyana

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

Email: publicprocurement@ppc.org.gy

#### Important Notes:

- Only shortlisted applicants will be contacted.
- Late submissions will not be considered in the evaluation process.
- Terms of reference can be uplifted from the office of the Chief Executive Officer during working hours. (Monday- Thursday 8:00 to 16:30 and on Friday 8:00 to 15:30)
- The envelope shall be labeled, sealed and addressed to the **Chief Executive Officer, Public Procurement Commission, 262 New Garden Street, Queenstown, Georgetown.**
- The envelope shall also be labeled “Expression of Interest for the Preparation of a Procurement Manual - deadline for submission at **15:00 hours on April 22, 2025.**”