



Ref: Circular No.001/Fiscal Year 2025

Date: January 29, 2025

From: Public Procurement and Concessions Commission

To: All Ministers, Executive Directors, Director Generals, Managing Directors, Chief Administrators, Presidents, Principals, Superintendents and Procurement Practitioners

Subject: Submission of 2024 Fourth Quarter's Quarterly Reports and the Submission of Annual Procurement Plan for 2025

The Public Procurement and Concessions Commission (PPCC) reminds all concerned parties of their obligations under the Public Procurement and Concessions Act (PPCA) of 2005 and the Restated Act of 2010.

1. **Reporting Obligations**

According to **Sections 27(g), 40, 43(2a-l), and 43(9)** of the PPCA 2010, all public procurement entities and subsidized institutions are required to:

- ✓ Submit quarterly reports on their procurement activities.
- ✓ Submit annual procurement plans for the upcoming fiscal year following the approval of the National Budget.

2. **Submission Deadlines**

To enhance compliance and track procurement performance, the Commission mandates the following:

- **Fourth Quarter Report for Fiscal Year 2024:**

Due by **February 28, 2025**.

- **Annual Procurement Plan for 2025:**

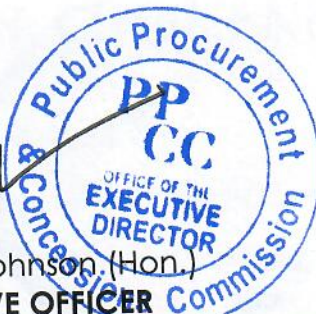
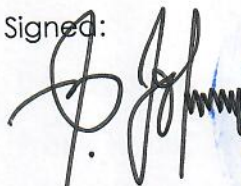
Must be submitted immediately after the 2025 National Budget is approved to allow for the timely execution of strategic goals in alignment with the **ARREST Agenda**.

3. **Non-Compliance Penalties**

- Failure to comply with these requirements may result in penalties as stipulated under **Section 138 (1)** of the PPCA 2010.
- The PPCC emphasizes that these submissions are critical for ensuring transparency, accountability, and improved governance in public procurement activities.

We appreciate your cooperation in adhering to these mandatory obligations.

Signed:



Bodger Scott Johnson, (Hon.)

CHIEF EXECUTIVE OFFICER

Public Procurement and Concessions Commission (PPCC)

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