



PPCC

PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION



Ref: Circular No.002/Fiscal Year 2025

Date: May 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 First Quarter (Q1) Procurement Contract Award Information

The Public procurement and Concessions Commission hereby reminds all Ministries, Agencies, and Commissions (MACs) that the first quarter of the fiscal year 2025 (January–March 2025) has concluded. In accordance with Section 37 of the Public Procurement and Concessions Act (2010), all MACs are required to submit comprehensive details of procurement contracts awarded during Q1 by March 31, 2025. However, MACs have been delinquent in furnishing the Commission with the Q1 contract award reports. In view of the above, the Commission request that all MACs submit their Procurement Contract Award Information. Kindly note that non-compliance will result in potential delays in second Quarter procurement approvals. Timely and accurate submissions are critical to ensure transparency, compliance with national regulations, and the timely release of subsequent procurement approvals.

Required Information

Contract Details:

- Name of contract/project.
- Contract reference number.
- Date of award.
- Contract duration.

Vendor/Contractor Information:

- Name of awarded vendor/contractor.
- Tax Identification Number (TIN) and registration details.

Financial Information:

- Contract value (in USD or LRD).
- Source of funding (e.g., National Budget, Donor Project).

Submission Guidelines

1. Submit via email to infor@ppcc.gov.lr in the template on the Commission's website www.ppcc.gov.lr
2. Hard copies with authorized signatures must follow to the Public Procurement and Concessions Commission's Office.

Signed:

Bodger Scott Johnson (Hon.)
CHIEF EXECUTIVE OFFICER
Public Procurement and Concessions Commission (PPCC)

