



GUYANA POLICE FORCE ACADEMY PROCUREMENT POLICY

1. BACKGROUND

1.1. The main legislation for Guyana's government procurement includes the Procurement Act 2003, the Stores Regulation 1993, and their implementing regulations.

1.2. The Procurement according to the Procurement Act 2003, is a legislation to provide for the regulation of the procurement of goods, services, and the execution of works, to promote competition among suppliers and contractors, and to promote fairness and transparency in the procurement process.

2. OBJECTIVE

2.1. To guide the preparation and administration of the procurement process.

2.2. To identify the Academy's responsibility in the procurement process.

3. POLICY STATEMENT

3.1. The Guyana Police Force Academy is committed to ensuring transparency, efficiency, and accountability in its procurement processes. This policy establishes guidelines and procedures to govern the acquisition of goods, services, and works in a manner that upholds the principles of fairness, competitiveness, and value for money.

4. SCOPE

4.1. When conducting procurement activities for the acquisition of goods and services, the Guyana Police Force Academy should use one of the methods as specified within the Procurement Act 2003:

4.1.1. **Request for Quotation** – the threshold foreseen in section 27(1) of the Act for quotation method of procurement shall be GY\$800,000.

4.1.2. **Open**

4.1.3. **Restricted** - the threshold is foreseen in section 26(1)(b) of the Act for a restricted method of procurement shall be GY\$1,000,000 in the case of contracts for goods and services (other than consulting), and GY\$5,000,000 in the case of construction contracts.

4.1.4. **Single Source**

4.1.5. **Procurement through Community Participation** - the threshold foreseen in section 29 of the Act for procurement through the Community Participation method of procurement shall be GY\$1,500,000.

5. ADMINISTRATIVE REQUIREMENTS

5.1. The Guyana Police Force Academy should use the relevant and applicable procurement agencies specified within these procedures:

5.1.1. The Quartermaster Stores

5.1.2. The Finance Office

5.1.3. Deputy Commissioner of Administration

5.1.4. Permanent Secretary Ministry of Home Affairs

5.1.5. National Tender and Administration Board

6. OPERATIONAL REQUIREMENTS

6.1. Every procurement process involves several elements to ensure that the procurement management process is fair, transparent, and efficient, and should follow the following stages as outlined:

6.1.1. **Preparation of Purchase Requisition** – the purchase requisition is prepared by the Quartermaster Stores after a full review is carried out and the said item is below the restock level.

- 6.1.2. **Solicitation Process** – once a requisition is approved by the purchasing officer and the purchase order is generated, the Quartermaster Stores will source no less than three (3) quotations from qualified vendors to compare bids.
- 6.1.3. **Review of Requisition** – The finance office reviews the purchase order. Upon verification to ensure that there is a genuine need for the item as requested, the Finance Officer approves the requisition based on budget availability.
- 6.1.4. **Approval of Requisition** – the approved purchase requisition by the Finance Officer should be sent to the Deputy Commissioner of Administration for approval, and the same is sent to the Permanent Secretary for final approval.
- 6.1.5. **Evaluation and Contract** – once the purchase order is approved by the Permanent Secretary, the Finance Office (purchasing officer) will evaluate supplier quotations to determine which supplier best fits the purchasing need. The most reliable supplier of quality stores at reasonable prices is selected followed by contract negotiation and signing of contract and forwarding of the purchase order to the supplier.

7. REPORTING AND COMMUNICATION

7.1. THE FORCE TRAINING OFFICER(FTO) WILL REPORT TO:

- 7.1.1. Commissioner of Police
- 7.1.2. Deputy Commissioner Operations
- 7.1.3. Finance Officer
- 7.1.4. Quartermaster
- 7.1.5. Quality Management Committee

8. APPROVAL AND EFFECTIVE DATE

- 8.1. This policy was approved and has come into effect as of January 16, 2024.

9. REVISION DATE

- 9.1. Revised in February 2024.

10. REVIEW PERIOD

10.1. A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.