



PPCC

PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION



Ref: Circular No.001/Fiscal Year 2025

Date: February 25, 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: NOTICE FOR MANDATORY SUBMISSION OF DRAWINGS/DESIGNS

In line with the Government's commitment to improving accountability, transparency, and efficiency in the execution of construction projects, and to ensure that all construction works meet the highest standards of quality and safety, all Ministries, Agencies, and Commissions (MACs) of the Government are hereby mandated to adhere to the following guidelines:

1. Mandatory Submission of Drawings/Designs

All MACs intending to undertake any form of construction work, whether new construction, renovation, or any structural modification, are required to submit complete architectural, structural, mechanical, and electrical drawings/designs prior to the commencement of such works. This submission must be made to the **Ministry of Public Works** for approval in order to ensure compliance with relevant construction codes, regulations, and standards. Approval will be granted only when the submitted plans are in line with the Government's construction and safety requirements.

2. Content of Drawings/Designs

The submitted drawings/designs must include, but are not limited to:

- **Architectural Drawings** (site layout, floor plans, elevations, sections)
- **Structural Drawings** (foundation, framing, roof plans, etc.)
- **Mechanical and Electrical Drawings** (HVAC, electrical distribution, plumbing, etc.)
- **Environmental Impact Assessment (if required)**

Heads of Ministries, Agencies, and Commissions are responsible for ensuring that this directive is strictly followed within their respective units. Non-compliance with this mandate will result in delays, penalties, or suspension of the construction project. This circular shall take effect immediately. All Ministries, Agencies, and Commissions must ensure that their ongoing and future construction projects comply with this requirement.

For any clarification, please contact **The Public Procurement and Concessions Commission**

Thank you for your cooperation.

Signed:

Bodger Scott Johnson (Hon.)

CHIEF EXECUTIVE OFFICER

Public Procurement and Concessions Commission (PPCC)