



E-Bulletin



P u b l i c P r o c u r e m e n t A u t h o r i t y

PUBLIC PROCUREMENT AUTHORITY 10 YEARS & GROWING ...

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Ten years in the life of any organization is no mean feat. It is considered a rare opportunity not only to recount your achievements but also affords the chance to measure yourself against set objectives and vision. As an institution placed in the front-line of regulating the practice of public procurement in Ghana, PPA definitely has a lot to celebrate and to share with fellow Ghanaians and the world at large.

The vision of PPA is to become *“A world-class, efficient, transparent, accountable and professionally managed public sector procurement system in Ghana, which enjoys high level of business confidence, and ensures consistent attainment of best value for money in the procurement of goods, works and services, in support of national development and fiscal policies”*. Hence, the PPA has steadily stayed its

course, and has successfully undertaken a number of activities and programmes worth sharing in this special edition.

Broadly speaking, the enactment of the public procurement law has till date, deepened the principles of accountability and transparency in Ghana's public procurement processes. Admittedly, we now have more and more tenders being advertised for National/International Competitive Tenders. Even in cases where tenders that are of a limited competition, due processes are applied. Available information from our annual public procurement assessment for the year 2011 (using a sample size of 1, 046 procurement entities) indicated that about 96.79% of open tendering are publicly advertised, out of which 90.15% of them end up being publicly opened and recorded.

(Continued on page 4)



Online Activities

List of entities that have submitted their 2014 Procurement Plans Online As At February 28, 2013

- | | |
|--|---|
| 1. Accra Polytechnic | 49. Ghana Cocoa Board - Quality Control Division |
| 2. Aflao District Hospital | 50. Ghana College of Physicians and Surgeons |
| 3. Ahantaman Senior High School | 51. Ghana Education Service |
| 4. Akuse Government Hospital | 52. Ghana Grid Company Ltd. |
| 5. Akwapim South District Assembly | 53. Ghana Institute of Journalism |
| 6. Amenfi West District Assembly | 54. Ghana Institute of Management And Public Administration |
| 7. Apam Senior High School | 55. Ghana Investment Fund For Electronic Communications |
| 8. Atua Government Hospital | 56. Ghana Library Board |
| 9. Bank of Ghana | 57. Ghana National Fire Service |
| 10. Bibiani / Anhwiaso / Bekwai District Assembly | 58. Ghana National Petroleum Corporation |
| 11. Birim Central Municipal Assembly | 59. Ghana News Agency |
| 12. Bolgatanga Municipal Assembly | 60. Ghana Police Service |
| 13. Bolgatanga Polytechnic | 61. Ghana Ports And Harbours Authority |
| 14. Centre for Scientific Research Into Plant Medicine | 62. Ghana Railway Development Authority |
| 15. Cocoa Marketing Company (Ghana) Limited | 63. Ghana Railways Company Limited |
| 16. College of Health Sciences | 64. Ghana Reinsurance Company Ltd |
| 17. Community Health Training School - Tanoso Sunyani | 65. Ghana Revenue Authority |
| 18. Controller And Accountant General Dept | 66. Ghana School of Law |
| 19. Copyright Administration | 67. Ghana Standards Authority |
| 20. Council for Scientific and Industrial Research | 68. Ghana Water Company Limited |
| 21. Council of State | 69. Ghana-India Kofi Annan Center of Excellence |
| 22. Dabose Secondary Technical School | 70. Grains And Legumes Development Board |
| 23. Dental School | 71. Health Assistant Training School - Lawra |
| 24. District Assembly Common fund | 72. Ho Polytechnic |
| 25. Driver and Vehicle Licensing Authority | 73. Holy Child College of Education |
| 26. Dunkwa District Hospital | 74. Internal Audit Agency |
| 27. Dunkwa Nursing Training College | 75. Judicial Service |
| 28. East Akim Municipal Assembly | 76. Jukwa Senior High School |
| 29. Economic and Organised Crime Office | 77. Keta Senior High School |
| 30. Effia Nkwanta Regional Hospital | 78. Koforidua General Hospital |
| 31. Effutu Municipal Assembly | 79. Komenda/ Edina/ Eguafu /Abirem |
| 32. Electoral Commission | 80. Komfo Anokye Teaching Hospital |
| 33. Encyclopaedia Africa Project | 81. Korle bu Teaching Hospital |
| 34. Energy Commission | 82. Kumasi Polytechnic |
| 35. Environmental Protection Agency | 83. Kumasi south Hospital |
| 36. Export Development and Investment Fund | 84. Kwabre District Assembly |
| 37. Financial and Intelligence Centre | 85. Kwaebibirem District Assembly |
| 38. Foods and Drugs Board | 86. Kwahu West District Assembly |
| 39. Ga East Municipal Assembly | 87. La Polyclinic |
| 40. Ga South Municipal Assembly | 88. Lawra district Hospital |
| 41. Ga West Municipal Assembly | 89. Lawra Senior High School |
| 42. Ghana Academy of Arts And Sciences | 90. Ledzokuku-Krowor |
| 43. Ghana Aids Commission | 91. Legal Aid Board |
| 44. Ghana Airports Company Limited | 92. Mamprobi Polyclinic |
| 45. Ghana Atomic Energy Commission | 93. Management Development And Productivity Institute |
| 46. Ghana Broadcasting Corporation | 94. Medical School |
| 47. Ghana Civil Aviation Authority | |
| 48. Ghana Cocoa Board | |



Online Activities

95. Mfantisman Girls Senior High School
 96. Minerals Commission
 97. Ministry Of Education
 98. Ministry of Energy and Petroleum
 99. Ministry of Environment Science and Technology
 100. Ministry Of Health
 101. Ministry Of Justice And Attorney General
 102. Ministry Of Roads And Highways
 103. Ministry of Tourism Culture and Creative Arts
 104. Mpohor District Assembly
 105. Mpohor Wassa East District Assembly
 106. Nandom District Hospital
 107. Narcotics Control Board
 108. National Accreditation Board
 109. National Board for Professional And Technical Examinations
 110. National Cardiothoracic Centre
 111. National Development Planning Commission
 112. National Health Insurance Authority
 113. National Insurance Commission
 114. National Lottery Authority
 115. National Peace Council
 116. National Petroleum Authority
 117. National Population Council
 118. National Road Safety Commission
 119. National Service Secretariat
 120. New Juaben Municipal Assembly
 121. New Tafo Hospital
 122. Non Formal Education Division
 123. Nursing and Midwifery Council of Ghana
 124. Office of the Regional Health Directorate – Ashanti Region
 125. Office of the Regional Health Directorate – Brong Ahafo Region
 126. Office of the Regional Health Directorate – Eastern Region
 127. Office of the Regional Health Directorate – Greater Accra Region
 128. Office of the Regional Health Directorate – Northern Region
 129. Office of the Regional Health Directorate – Upper West Region
 130. Opoku Ware Senior High School
 131. Parliament
 132. Precious Minerals Marketing Corporation
 133. Prempeh College
 134. Presby College of Education - Akropong
 135. Psychiatric Nursing Training School
 136. Public Procurement Authority

137. Public Service Commission
 138. Public Utilities Regulatory Commission
 139. Registrar Generals Department
 140. S.D.A. Tr. College Asokore
 141. School of Allied Health Sciences
 142. Sekondi Senior High School
 143. Sekondi-Takoradi Metropolitan Assembly
 144. Shama District Assembly
 145. SIC Life Company Limited
 146. Social Security and National Insurance Trust (SSNIT)
 147. St. Augustine's College
 148. St. Joseph's Tr. College
 149. St. Monica Training College
 150. St. Therasas Hospital - Nandom
 151. Suhum Government Hospital
 152. Suhum Municipal Assembly
 153. Sunyani General Hospital
 154. Sunyani Polytechnic
 155. Tain District Assembly
 156. Takoradi Polytechnic
 157. Tamale Polytechnic
 158. Tarkwa Nsuaem Municipal Assembly
 159. Tema Development Corporation
 160. Tema Metropolitan Assembly
 161. Tetteh Quarshie Memorial Hospital
 162. University Ghana School of Pharmacy
 163. University Of Cape Coast (UCC)
 164. University of Energy and Natural Resource
 165. University of Ghana Business School (UGBS)
 166. University of Health and Allied Sciences
 167. University of Mines -Tarkwa
 168. University of Professional Studies Accra
 169. University Of Science And Technology (KNUST)
 170. University Prac. Sec.
 171. Upper Denkyira East Municipal Assembly
 172. Volta Regional Hospital
 173. Volta River Authority
 174. Wa General Hospital
 175. Wa Polytechnic
 176. Water Resources Commission
 177. Wenchi East District Assembly
 178. Wesley College
 179. Wesley Girls Senior High School
 180. West Mamprusi District Assembly
 181. Yaa Asantewa Senior High School



(Continued from page 1)

Again, the level of tender responsiveness continue to increase with data from the 2011 assessment revealing about 87.18% of tenders submitted being responsive to basic tender requirements. Furthermore, in consonance with its vision, the efforts of PPA so far seem to be inspiring public confidence and developing the capacities of Tenderers to understand their rights and privileges under the law as well as procurement entities ability to handle procurement complains and protests. For instance, the 2011 assessment data shows that a total of 14 tender related protests were filed out of which 66.67% has been largely resolved.

These notwithstanding, PPA is not resting on its oars and is working at charting even more greater strides in years to come. As a way forward, the PPA as part of its strategic plan will be looking at:

- ◊ Enforcing strict rules on the use of its procurement planning software and ensuring the effective composition and functioning of Entity Tender Committees among Entities;
- ◊ Increasing sensitization efforts on its the guidelines and policies among stakeholders in the country;

Mainstreaming issues of Public Procurement into Public Sector Financial Management in close collaboration with the Ministry of Finance, Controller and Accountant General Department, the Internal Audit Agency and the Ghana Audit Service which will also

address timely payment of contracts.

Intensify Supervision, Monitoring and Evaluation of Public Procurement across the various Entities using the PPME Tool to ensure compliance;

Institutionalize capacity building programmes in Public Entities to make them more proficient in Public Procurement;

- ◊ Assist in the establishment of clear career path for procurement personnel in the public and civil service;
- ◊ Develop new policies and initiatives on Electronic Government Procurement and Sustainable Public Procurement (SPP) and spearhead their implementation; and finally
- ◊ Ensure that the Amendment of the Public Procurement Act, 2003 (Act 663) is completed and well implemented.

In conclusion, the PPA will want to appreciate all its diverse stakeholders namely procurement entities, procurement functionaries, oversight institutions, development partners and its own Board and Staff members (past and present) who have all worked tirelessly over the last decade in support of this vision. It is our hope that the coming years will bring brighter opportunities in our pursuit for excellence.

Congratulations to all.

Hon. Samuel Sallas-Mensah

Chief Executive- PPA



BUILDING HUMAN CAPITAL FOR PROCUREMENT MANAGEMENT IN GHANA

INTRODUCTION

The Public Procurement Act 2003 (Act 663), provided a framework for the conduct of procurement in the Public Sector to guarantee best value for money by ensuring judicious, economic and efficient use of public funds in a fair, transparent and non-discriminatory manner.

Recognizing the importance of Human Resource (people) in the procurement management process, the PPA has over the last ten (10) years committed significant effort and resources to building sustainable appropriate procurement capacity in the public and private sectors by initiating a number of policies.

These initiatives covered a skills and training needs analysis to establish the capacity gaps, which informed a comprehensive capacity development policy framework to guide the capacity building processes. The policy sought to address the evident lack of capacity through, short, medium and long term programmes and professionalization of the procurement function in the public sector by creating a Procurement Class.

In the Short Term, the Authority emphasized on training while in the medium term, attention was paid to developing curriculum and modules for delivery of training by tertiary institutions. Establishment of the Career Path for Procurement Practitioners in the Public Service which will ensure that all Public Entities have functional Procurement Units and the establishment of a Professional Body for procurement professionals were high on the medium to long term agenda of the Authority. It's heartwarming to note that within the last ten years, all the various components received needed attention and recorded significant achievements.

TRAINING

In fulfillment of Section 3 (j) and (k) of the Public Procurement Act, 2003 (Act 663), the skills and training needs analysis which informed the development of 25 separate Training Modules for training of various categories of stakeholders on the Act.

These stakeholders included Staff of Procurement Units, Members of Entity Tender Committees (ETCs) and Tender Review Boards (TRBs), other Procurement Practitioners such as Engineers, budget officers etc; Oversight Institutions such as CHRAJ, EOCO, etc; Media Practitioners, Ministers of State and other Political Appointees; Civil Society Groups other NGOs and the general public. To date the Authority can comfortably confirm that over 25,000 public officers, and CSO/NGOs have benefitted from the short term training programmes (1-5 days) across the country.

Realizing the importance of Service Providers (contractors, consultants and suppliers), who are on the supply side of the chain, with their core function of responding to tenders and managing contracts, the Authority, with support from its Development Partners has organized several training sessions for over 2,000 Service providers within the period under review.

DEVELOPMENT OF CURRICULA AND MODULES

As part of its medium/long term capacity development program, the Authority liaised with tertiary institutions, international procurement training institutions/bodies, and the National Accreditation Board among others, to develop Curricula and Modules, Lecture notes and Case Studies on procurement. These documents have been adopted by the tertiary institutions in Ghana for training towards the award of various certifications in procurement.

In addition to the development of the Curricula and Modules, fifteen sets of Sixty- two library books with current titles related to procurement were also purchased and presented to fifteen (15) tertiary and training institutions that offer procurement training to students and practitioners. This was to augment the libraries of those institutions.

Furthermore, between 2009 and 2012 the Authority instituted an eight week internship programme for students pursuing HND Purchasing and Supply and other Degree programmes in procurement. The Internship Programme aimed at ensuring that students



pursuing procurement related programmes acquired relevant hands on procurement experience through attachments to various public institutions. A total of 1,336 students including 6 lecturers from Accra, Kumasi, Takoradi and Koforidua Polytechnics as well as GIMPA benefited from the Internship programme.

Within the period under review, institutions such as Ghana Institute of Management and Public Administration (GIMPA), Ghana Telecom University College (GTUC), Kwame Nkrumah University of Science and Technology (KNUST) and Concord Business College were also engaged to train over 175 procurement practitioners who lacked relevant structured public procurement training on a 3-6months Certificate course. This programme significantly enhanced the capacity of staff of the Supply and Materials Management Class (SMMC) and other professionals to effectively handle public procurements.

ESTABLISHMENT OF THE CAREER PATH FOR PROCUREMENT PRACTITIONERS IN THE PUBLIC SERVICE

In furtherance to the Board's mandate of ensuring the existence of appropriate capacity for management of procurement in the public sector, the Board led the process of drafting a comprehensive Scheme of Service for Public Procurement Practitioners in collaboration with the Public Service Commission (PSC), Ministry of Finance, Office of the Head Civil Service (OHCS) and other critical stakeholders. The Scheme of Service which also establishes the procurement class in the public service will enable the public sector attract, motivate and retain relevant professionals for procurement management while giving these officers the opportunity to grow through a structured career path.

The Scheme of Service for Procurement Practitioners was launched by the Public Service Commission in September 2011. This was followed by series of engagements with Heads of MDAs and MMDAs and the Directors of Administration to discuss the implementation of the Scheme of Service which was critical for the establishment of Procurement Units in the public sector.

ESTABLISHMENT ON A PROFESSIONAL PROCUREMENT BODY

Recognizing the importance and the need for professional body for procurement management, the Authority assist-

ed a team of professionals in procurement related professions to put together relevant documentation for the establishment of a Procurement Professional Body in Ghana. To date, PPA has been informed that in close collaboration with the Ghana Branch of the Chartered Institute of Purchasing and Supply, the Ghana Procurement Professional Body will be formally launched this 2014.

It's expected that the Professional Body will ensure that procurement professionals belong to a body which will offer the needed guidance, capacity building, provide discipline and the maintenance of high standards for the profession.

WAY FORWARD

The Authority continues with its efforts at building appropriate capacity and intends to collaborate with Entities for more structured capacity building programmes to ensure that procurement management is enhanced.

A lot of emphasis will also be placed on training in contract management in the next couple of years since Assessments have revealed the serious challenges with managing contracts at the Entity level. Very comprehensive contract management documents have been developed and training is expected to be rolled out this year.

While appreciating them, the PPA will continue to effectively collaborate with its key Donor/Development Partners who have over the years supported it to build very critical capacity for procurement management in Ghana. They include Department for International Development (DFID), German Technical Cooperation Agency (GIZ), United Nations Development Programme (UNDP), World Bank, Millennium Development Authority (MiDA) and State Secretariat for Economic Affairs (SECO) of the Swiss Embassy.

CONCLUSION

As the saying goes, "only learning institutions will survive in this fast growing business environment," Government can therefore only survive if the area which accounts for over 50% of its budget has the requisite skills to effectively deliver; PPA is committed to sustained efforts towards effective capacity development.

Mr. David Benin

DIRECTOR, Capacity Development,



DEVELOPMENT OF INFORMATION SYSTEMS TO PROMOTE EFFECTIVE PUBLIC PROCUREMENT MANAGEMENT OVER THE 10 YEAR PERIOD OF EXISTENCE OF PPA

The objective of the Public Procurement Authority as stated in Act 663, Section 2 is “to harmonize the process of Public Procurement in the public service to secure a judicious, economic and efficient use of state resources in public procurement and ensure that public procurement is carried out in a fair, transparent and non-discriminatory manner”

To achieve the objective of the underlined words in the statement above, depends on the viability and availability of information relating to public procurement for all stakeholders, especially, the service providers who are to respond to procurement opportunities in the Government sector.

Section 3 of Act 663, spells out the functions of the Authority in furtherance of the object of the Authority. Included in these are the following which deals with the use of and dependence on information;

- f) Establish and implement an Information system relating to Public Procurement.
- g) Publish a monthly procurement bulletin which shall contain information germane to Public Procurement including proposed procurement notices, notices of invitation to tender and contract award information.
- o) Maintain a register of procurement entities and members of and secretaries to tender committees of public procurement entities.
- p) Maintain a database of suppliers, contractors, and consultants and a record of prices to assist in the work of procurement entities.

To achieve the above, the use of Information Technology (IT) services was envisaged.

The Authority launched its website www.ppaghana.org in the month of July of 2006. The website was populated and continue to be populated with so much relevant information about PPA and for the use of visitors and stakeholders in Procurement. Some of the important information one can find on the website include but not limited to;

General Tendering Opportunities (Updated Daily)

- ◇ Specific Tendering Opportunities(Updated Daily)
- ◇ Contract Awards for Open/Restricted Tenders
- ◇ Average Price database of Common user items
- ◇ Register of Procurement Entities
- ◇ Database of some Service Providers and their details
- ◇ Resolved Appeal and Complaint Cases
- ◇ Downloadable documents
- ◇ Standard Tender Documents
- ◇ Guidelines and Policies of PPA for use by stakeholders
- ◇ Copy of Act 663
- ◇ Procurement Manual
- ◇ Links to other relevant sites
- ◇ Sub website for Sustainable Public Procurement (SPP)
- ◇ E-bulletin

After the launch of the website, we realize the need to use the prevailing technology in database management and web technology to enhance the development and use of procurement plans by the entities. In the year 2007, a web-based procurement planning system was developed and deployed.

The objective for the development of a web-based procurement planning software was to make it easier, practical and compliant for procurement entities to capture the procurement plans anywhere and with already established business rules as enshrined in ACT 663.

For example, the software has programmed thresholds with its related procurement method and approval Authority, thus reducing the drudgery of one now looking through Act 663 to pick methods to be used with reference to thresholds.

As part of the system, an entity is encourage or mandated to input the actual as against the plans at the closing of the project as this cannot be done practically using a hard copy. As a result of having a lot of procurement information residing at one place, one is able to develop or run a number of reports for Management Decision making.

This system has acted as a reference point when



entities apply to the Authority for approval to use sole source/restricted tender method for procurement. The Authority is able to confirm if that activity for which approval is being sought had already been captured in the procurement planning system, and also if the approval amount being sought for is the same as or close to what is in the procurement plans of the entity.

This system has and will continue to go through tuning until it becomes a perfect system, that is if there is any such systems.

In the same year 2007, a database system was developed to capture and monitor applications for sole source/restricted tender applications that comes to the Authority. Reports generated from the system is used to track and follow up on restricted tender methods approvals to entities, and then subsequent request to post the award of contracts to such approvals as spelt out in Act 663 Section 39(2).

Other sub databases have been developed over the years to promote effective procurement management.

Reports and information from the website databases are also used as reference points or checkers when staff/consultants undertake assessment of procurement entities at the end of each year.

Over the past 10 years, the MIS Directorate has promoted the use of IT Services for the effective Management of Public procurement in Ghana through the use of Information for transparency and fairness in the process.

From March 2011, together with the World Bank, through the Ministry of Communication's e-Ghana Project, the Authority has been championing the introduction of E- Gprocurement which will seal our drive to use technology ,specifically the internet to enhance transparency, ease, non-discrimination, accountability and fairness in the Public Procurement Process.

CONCLUSION

Considering the fact that it has become mandatory for every business or sector to use IT for competitive advantage and enhance its processes, the PPA and its MIS Directorate has over the years made it its goal to use IT services and Technologies as much as possible to achieve the object of the Authority.

Mrs.Emelia Nortey

DIRECTOR, MIS, PPA

Activity	2006	2007	2008	2009	2010	2011	2012	2013
Open Tender posted	130	447	661	688	815	951	965	803
Open Tender Contract Award Posted	9	271	282	691	763	775	763	787
Restricted Tender Contract Award Posted	-	-	93	94	186	289	340	157
Procurement Plan	-	-	-	111	169	199	225	262
Website Visitors		4503	21336	28185	33430	52711	66411	70838



Tendering and Contract Information for Periods Indicated

[Tendering Opportunities for Mar - Apr 2014](#)

[Contracts Awarded for Jan - Dec 2014](#)

[Restricted Tender Awards Jan - Dec 2014](#)

[Expression of Interest Requests Mar - Apr 2014](#)

The links above will take you directly to the PPA Website Reports for the months of period indicated.



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