



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

PPA WEBSITE-A TOOL FOR TRANSPARENCY IN GHANA'S PUBLIC PROCUREMENT

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The United Nations has defined Transparency as the process of sharing information and acting in a manner that allows stakeholders to gather information that may be critical to uncovering abuses and defending their interests. It is commonly referred to as timely and easily understood access to information. Its importance in governance is further echoed by an expert- Prof. Robert Klitgaard, as an essential aspect in the fight against corruption in governmental circles

To entrench the principles of transparency in Ghana's Public Procurement , Act 663 has provided for several rules and structures that eliminates opacity in public procurement. Its main object is to harmonize the process of public procurement in the country by harnessing fairness and non-discrimination. For instance, the involvement of representatives of tenderers during tender openings, the disclosure of evaluation criteria prior to the start of tendering processes, as well as the publication of tenders and contract awards are all evidence of the country's commitment to transparency in public procurement.

All over the world, the internet has become an important tool for effective information dissemination. Thus, the PPA through the use of its multi-purpose corporate website has provided an authentic portal for information on tender notices, general opportunities and contract awards in public procurement. It also has a database of suppliers, contractors and consultants and a record of average prices to guide the decisions



of Evaluation Panels and Entity Tender Committees as far as contract awards for common-use items are concerned. Considering the wealth of information hosted on the website, it attracts well over an average of 70,000 patrons annually.

Currently the site has introduced a number of new features such as the Procurement Practitioners Toolbox which readily makes available Standard Tender Documents, Procurement Manuals etc for quick referencing and the Procurement Forum- a virtual chat room that seeks to build a community of people who contribute to discussions on public procurement periodically.

Additionally, news items and several administrative guidelines and alerts are frequently issued via the website to apprise patrons on new developments.

Its expected that the website will continue to serve as an effective conduit for public procurement information sharing and further enhance our commitment to transparency and accountability in Ghana's Public Procurement.

Rhoda Appiah
Principal Public Affairs Officer
PPA



Online Activities

List of entities that have submitted their 2015 Procurement Plans online As At April 30 , 2015

- | | |
|--|---|
| 1. Accra Polytechnic | 50. Ghana Institute of Management And Public Administration |
| 2. Agona West Municipal Assembly | 51. Ghana Investment Fund For Electronic Communications |
| 3. Ahantaman Senior High School | 52. Ghana Investment Promotion Council |
| 4. Akim Oda Government Hospital | 53. Ghana Library Board |
| 5. Akuse Government Hospital | 54. Ghana National Fire Service |
| 6. Akwapim North District | 55. Ghana National Petroleum Corporation |
| 7. Akwapim South Municipal Assembly | 56. Ghana Police Service |
| 8. Assesewa Hospital | 57. Ghana Ports And Harbours Authority |
| 9. Atebubu College Of Education | 58. Ghana Railway Development Authority |
| 10. Atua Government Hospital | 59. Ghana Reinsurance Company Ltd |
| 11. Bank of Ghana | 60. Ghana Revenue Authority |
| 12. Begoro Hospital | 61. Ghana School of Law |
| 13. Bolgatanga Municipal Assembly | 62. Ghana Standards Authority |
| 14. Bolgatanga Polytechnic | 63. Ghana Statistical Service |
| 15. Bulk Oil Storage and Transportation | 64. Ghana Tourist Board |
| 16. Central- Regional Co-ordinating Council | 65. Ghana Water Company Limited |
| 17. Christ The King Catholic School | 66. Ghana-India Kofi Annan Center of Excellence |
| 18. Controller And Accountant General Dept | 67. Grains And Legumes Development Board |
| 19. Copyright Administration | 68. Ho Municipal Assembly |
| 20. Council for Scientific and Industrial Research | 69. Ho Polytechnic |
| 21. Council of State | 70. Holy Child College of Education |
| 22. Daboase Senior High Technical School | 71. Institute of Local Government Studies |
| 23. Dadease Agriculture Senior High School | 72. Internal Audit Agency |
| 24. Department Of Urban Roads | 73. Jasikan District Assembly |
| 25. District Assembly Common fund | 74. Jukwa Senior High School |
| 26. Driver and Vehicle Licensing Authority | 75. Keta Business Senior High School |
| 27. East Akim Municipal Assembly | 76. Keta Senior High School |
| 28. Economic and Organised Crime Office | 77. Ketu District Hospital |
| 29. Ejisu Senior High School | 78. Ketu North District Assembly |
| 30. Encyclopaedia Africa Project | 79. Koforidua General Hospital |
| 31. Energy Commission | 80. Komenda/ Edina/ Eguafu /Abirem District Assembly |
| 32. Environmental Protection Agency | 81. Komfo Anokye Teaching Hospital |
| 33. Export Development and Investment Fund | 82. Korle bu Teaching Hospital |
| 34. Fanteakwa District Assembly | 83. Krachi West District Hospital |
| 35. Foods and Drugs Board | 84. Kumasi Polytechnic |
| 36. Forestry Commission | 85. Kwaebibirem District Health Directorate |
| 37. Ga South Municipal Assembly | 86. Kwaebirem District Assembly |
| 38. Ghana Academy of Arts And Sciences | 87. Kwahu West District Assembly |
| 39. Ghana Airports Company Limited | 88. Ledzokuku-Krowor Municipal Assembly |
| 40. Ghana Broadcasting Corporation | 89. LEKMA Hospital |
| 41. Ghana Civil Aviation Authority | 90. Local Government Service Secretariat |
| 42. Ghana Cocoa Board | 91. Management Development And Productivity Institute |
| 43. Ghana Cocoa Board - Quality Control Division | 92. Mankessim Senior High Technical School |
| 44. Ghana College of Physicians and Surgeons | 93. Margaret Mary Senior High School |
| 45. Ghana Cylinder Manufacturing Company Limited | 94. Minerals Commission |
| 46. Ghana Education Service | 95. Ministry of Chieftaincy and Traditional Affairs |
| 47. Ghana Grid Company Ltd. | 96. MINISTRY OF COMMUNICATION |
| 48. Ghana Immigration Service | 97. MINISTRY OF EDUCATION |
| 49. Ghana Institute of Journalism | |



98. Ministry of Employment and Labour Relations
99. Ministry of Energy and Petroleum
100. Ministry of Environment Science and Technology
101. Ministry of Fisheries and Aquaculture Development
102. MINISTRY OF FOREIGN AFFAIRS AND REGIONAL INTEGRATION
103. MINISTRY OF HEALTH
104. MINISTRY OF ROADS AND HIGHWAYS
105. Ministry of Tourism Culture and Creative Arts
106. Ministry of Gender, Children and Social Protection
107. Mpohor District Assembly
108. Mpohor Senior High School
109. Municipal Health Administration-Nsawam Adoagyiri
110. Namong Senior High School
111. Narcotics Control Board
112. National Board for Professional And Technical Examinations
113. National Commission For Civic Education
114. National Commission on Culture
115. National Communication Authority
116. National Development Planning Commission
117. National Film and Television Institute
118. National Health Insurance Authority
119. National Identification Authority
120. National Lottery Authority
121. National Petroleum Authority
122. National Population Council
123. National Service Secretariat
124. National Vocational Training Institute
125. New Abirem Government Hospital
126. New Juaben Municipal Assembly
127. New Tafo Hospital
128. Non Formal Education Division
129. Nsawam Government Hospital
130. Nurses and Midwifery Training College - Sekondi
131. Nursing and Midwifery Council of Ghana
132. Office of the Head of Civil Service
133. Office of the Regional Health Directorate – Brong Ahafo Region
134. Office of the Regional Health Directorate – Eastern Region
135. Office of the Regional Health Directorate – Northern Region
136. Office of the Regional Health Directorate – Upper West Region
137. Peki Senior High Technical School
138. Peki College of Education
139. Petroleum Commission
140. Pharmacy Council
141. Potsin T.I. Ahmadiyya Senior High School
142. Precious Minerals Marketing Corporation
143. Prempeh College
144. Presby College of Education - Akropong
145. Prestea-Huni Valley District Assembly
146. Psychiatric Nursing Training School

147. Public Procurement Authority
148. Public Utilities Regulatory Commission
149. Registrar Generals Department
150. S.D.A. College Of Education Asokore
151. Savannah Accelerated Development Authority
152. School of Allied Health Sciences
153. School of Anesthesia - Ridge Regional Hospital
154. School of Medicine and Dentistry
155. SIC Life Company Limited
156. Social Security and National Insurance Trust (SSNIT)
157. Sogakope District Hospital
158. St. Augustine's College
159. St. Johns Senior High School
160. St. Joseph's College Of Education
161. St. Monica Training College
162. St. Theresas Hospital - Nandom
163. Students Loan Trust Fund
164. Suhum Municipal Assembly
165. Sunyani Polytechnic
166. Takoradi Polytechnic
167. Tamale Metropolitan Assembly
168. Tamale Polytechnic
169. Tamale College Of Education
170. Tarkwa Nsuaem Municipal Assembly
171. Tema Development Corporation
172. Tema Metropolitan Assembly
173. Tetteh Quarshie Memorial Hospital
174. University For Development Studies
175. University Ghana School of Pharmacy
176. University Of Cape Coast (UCC)
177. University of Energy and Natural Resource
178. University Of Ghana (UG)
179. University of Ghana Business School (UGBS)
180. University of Health and Allied Sciences
181. University of Mines -Tarkwa
182. University of Professional Studies Accra
183. University Of Science And Technology (KNUST)
184. University Practice Senior High School
185. Upper Denkyira East Municipal Assembly
186. Uthman Bin Afan Senior High School
187. Volta Regional Hospital
188. Volta River Authority
189. Wa General Hospital
190. Wa Polytechnic
191. West African Examination Council
192. West Mamprusi District Assembly
193. Yendi District Hospital
194. Yendi Municipal Assembly



PROMOTING TRANSPARENCY THROUGH THE USE OF PUBLIC PROCUREMENT AUTHORITY'S WEBSITE

The object of the Public Procurement Authority is to harmonise the processes of public procurement in the public service to secure a judicious, economic and efficient use of state resources in public procurement and ensure that the public procurement is carried out in a fair, **transparent** and non-discriminatory manner.

“Transparency is a characteristic of governments, companies, organizations and individuals that are open in the clear disclosure of information, rules, plans, processes and actions”. Transparency International

Investopedia explains “Transparency” as such - Transparency helps to prevent the corruption that inevitably occurs when a select few have access to important information allowing them to use it for their personal gain.

Classically, Transparency is when *“much is known by many”*

The immediacy and accessibility of internet makes it an ideal medium for transparency. Although there are possible risks, where people use it as a medium for letting wrong information get into the wrong hands, there are several benefits of increased transparency through the use of the internet to make information relevant, accessible, timely and accurate.

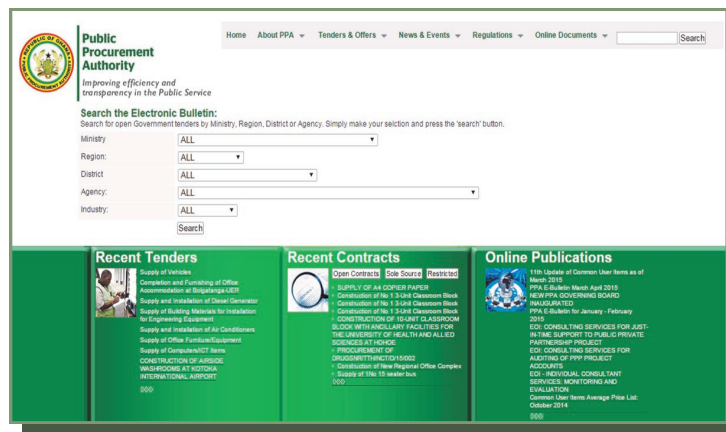
To achieve the object of PPA as stated above, the Authority has sought to use its website www.ppaghana.org through the internet to provide timely, accurate and accessible information for the use of all its stakeholders.

Those stakeholders include local and International Service Providers, Procurement Practitioners, Civil Society organizations / Media, Academics and the general public.

INFORMATION FOR USE BY SERVICE PROVIDERS

From our website, service providers have access to;

- ⇒ Information on general opportunities throughout the year. These opportunities include goods, works, services, that the government entities are



likely to procure in the year. This information readies them for the launch and the response to the real tenders.

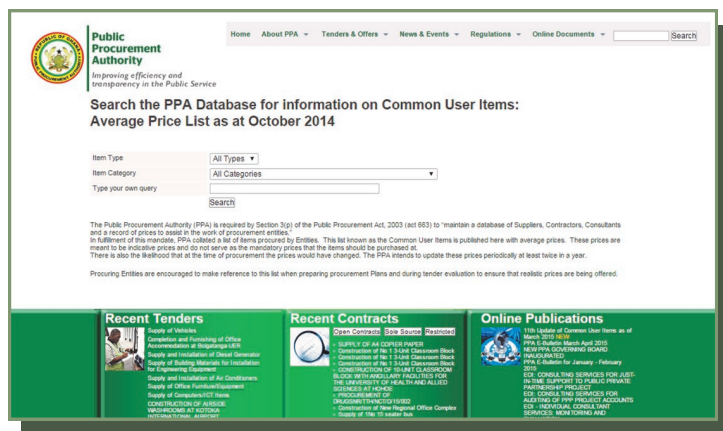
- ⇒ Information pertaining to contract awards (sole source, Restricted tenders Open tenders) are available on the website for their scrutiny and any action that might result from the availability of such transparent information
- ⇒ Information pertaining to Guidelines and policies of the PPA for their Guidance
- ⇒ Information pertaining to latest tenders available for their attentions and response.



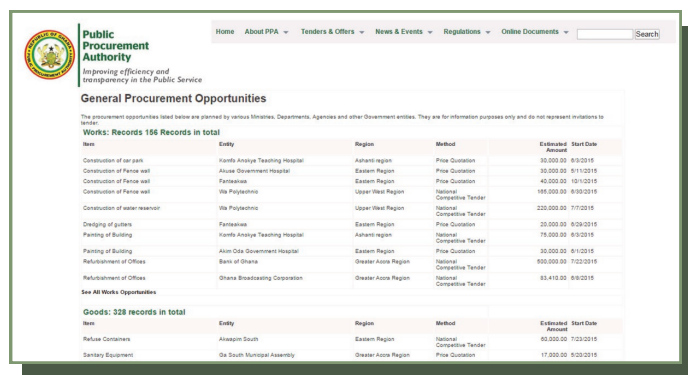
- ⇒ Information pertaining to average price of common user items to guide them in their price related response to tenders.
- ⇒ Corporate Information and links to other procurement related sites.

INFORMATION FOR USE BY GOVERNMENT PROCUREMENT PRACTITIONERS

From our website, government procurement practitioners have access to:



- ⇒ All policy guidelines for their guidance
- ⇒ Medium to launch tenders and also publish information on contract awards
- ⇒ Average price data base on common use items for their guidance for procurement
- ⇒ Planning and evaluations of tenders
- ⇒ Information on standard tender documents for their use
- ⇒ Corporate Information and links to other procurement related sites.



INFORMATION FOR USE BY MEDIA AND CIVIL SOCIETY ORGANIZATION

From our website, Civil Society Organizations have access to;

- ⇒ All information pertaining to contract awards (sole source, Restricted Tender, Open Tender)

- ⇒ Information pertaining to procurement Plans
- ⇒ Information pertaining to resolved appeals and complaint cases.
- ⇒ Information on general opportunities throughout the year. These opportunities include goods, works, services, that the government entities are likely to procure in the year.

INFORMATION FOR USE BY ACADEMICIANS

From our website, Academicians have access to;

- ⇒ The Complete Public Procurement Act, 2003. (ACT663).
- ⇒ Articles and documents to help in their Academic studies/Research

INFORMATION FOR USE BY THE GENERAL PUBLIC

From our website, the General public have access to;

- ⇒ All of the above information that the other stakeholders will be interested in.

CONCLUSION

Transparency which can be equated to Accountability, is the bedrock of good Governance. Good governance associated with a country or an Institution gives the entity a good standing in the league of good standing in the area of good governance. Therefore for an entity like the Public Procurement Authority, whose object includes ensuring transparency in the process of public procurement, we hope to enhance the content on our website www.ppaghana.org to make it the portal (in the absence of an e-government procurement portal) of choice for every stakeholder to access reliable, timely and accurate procurement information.

Mrs. Emelia Nortey
Director— MIS
PPA

THE NEW FACE OF PPA WEBSITE: STEP BY STEP NAVIGATION

Introduction

In June, 2006, the Public Procurement Authority launched its website (www.ppaghana.org), to support activities of the authority to disseminate procurement information, and as promote transparency in public procurement. The website offered procurement practitioners the platform to publish tender notices and related contract awards on the website. It also served as the platform for the regulator to

Having used the website for the past eight years, the Authority found it necessary to re-launch the website in August, 2014. The major objective was to give it a

more attractive look, effective navigation for easy read of information. It also provides additional information and tools to aid both procurement practitioners and service providers in their procurement activities. Information has also been re-categorized and grouped with the aim of reducing movement whiles providing rich contents with each selection.

This short piece is an attempt to provide a guide for users to navigate the website.

The Home Page of the website has three main areas, see Fig 1.

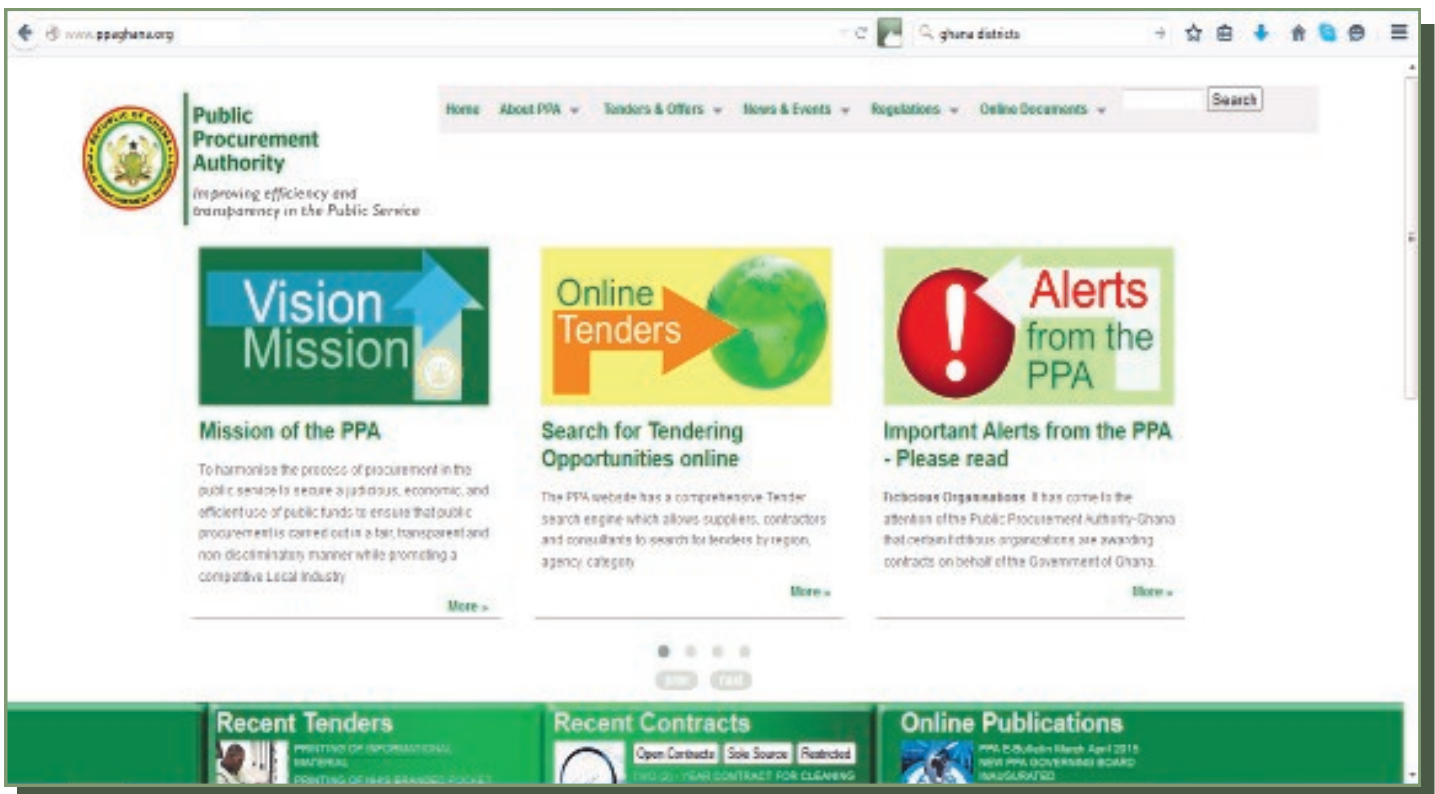


Fig. 1: The Home Page of the new PPA Website with scrolling sections, drop down menu and footer

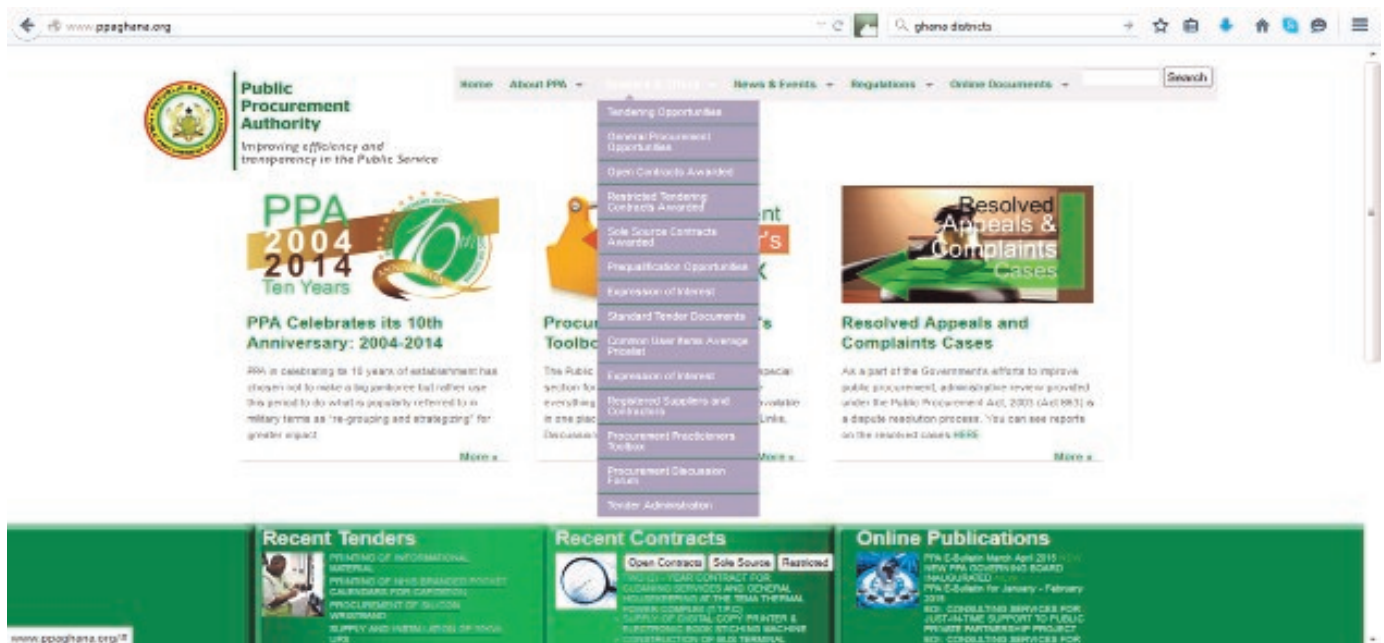


Fig. 2: The Tenders and Offers Menu

The Menu Bar

The Menu Bar has six main items, with a number of sub-menus within each item. See Fig 2

The About PPA item on the Main Menu provides corporate information on PPA. Users can also download a copy Act 663. Tenders and Contracts have options which allow users to view details of published tenders and contracts by entities. It also has the Tender Administration option, which enables registered users to publish tenders and contracts for their respective enti-

ties. Users can download useful information such as Policies, Standard Tender Documents and others from the Online Documents menu.

The Tools and Informational area also gives information on Recent Tenders and Contracts and other Publications such as the e-Bulletin. See Fig 3.

This area also has links to other useful information such as

⇒ Latest News – current news from PPA



Fig. 3: The PPA footer which appears on all pages

- ⇒ Practitioners Toolbox – Group area for Procurement practitioners to access all necessary information and also get the views of others through the Public Procurement Discussion Forum
- ⇒ Common User Average Price List – contains list of prices for common user items.
- ⇒ Online Procurement Planning – links users to the Online Procurement Planning System for submitting an entities procurement plan
- ⇒ Procurement Humour

Recent Tenders provide link to recently published tenders by entities. A user or interested service provides clicks the link to see details of the tender. Similarly, the Recent Contracts segment, categorized to Open Contracts, Sole Source and Restricted contracts provides link to recently published contract award notice

by entities as per each category. A user should click a category to see recent contracts published in that category.

Conclusion

PPA will continue to use technology to makes its website easy to navigate. It will enhance the website with reliable and authentic information to promote transparency on the public procurement landscape. We will therefore appreciate your feedback on enhancing the website by sending any such information to info@ppaghana.org.

Thomas K. Bondzi

Principal IT Officer

PPA

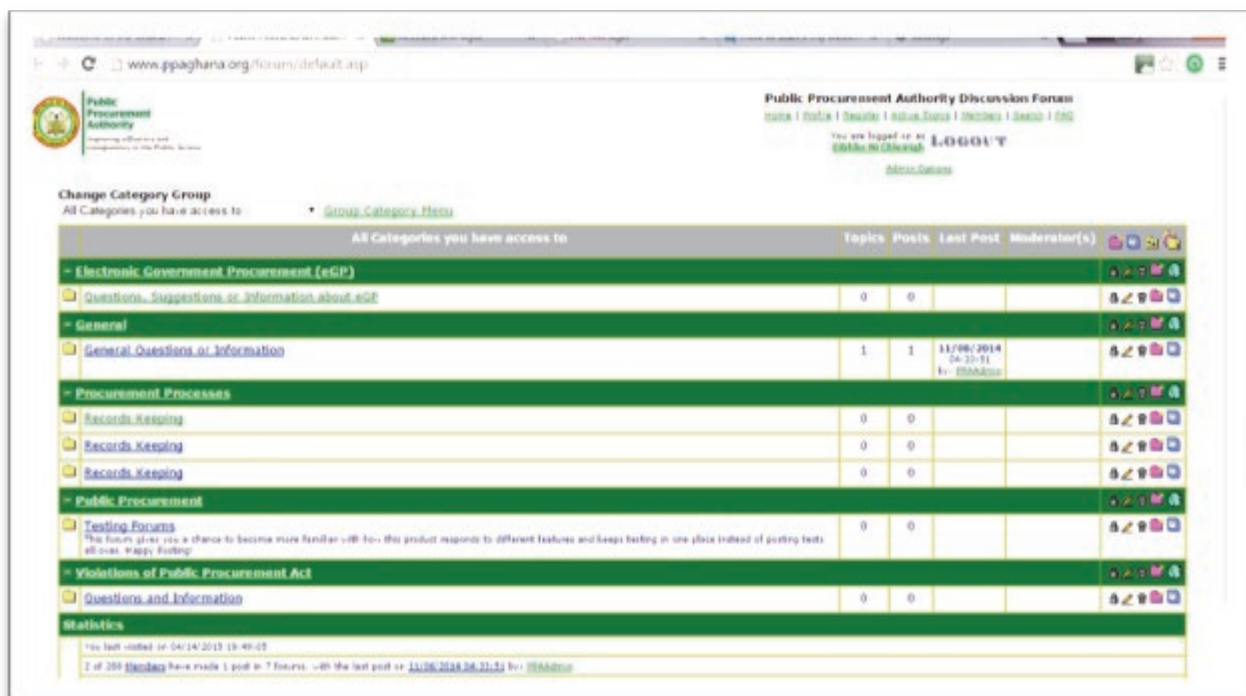


HOW TO USE THE PUBLIC PROCUREMENT DISCUSSION FORUM

From the PPA Home Page please see the link under the Tenders and Offers menu



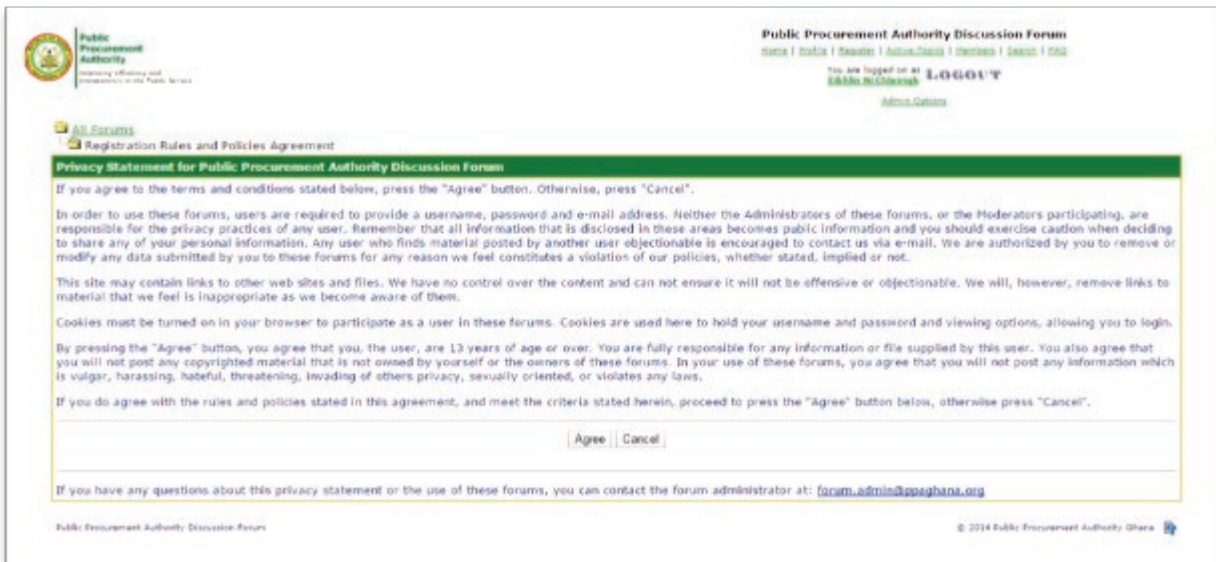
Once you have clicked the link the Public Procurement Forum will open in a new window. If you have registered you will see the latest discussions; if you have not yet registered you will be asked to do so.



How to register on the PPA Forum:

On the top right hand side of the PPA Forum Screen you will see the link to register. Click on that to begin the process.

First you will be asked to agree to the PPA Policy and Procedures for the forum. Click 'Agree' to proceed



Next you put in your information. All fields marked with the red asterisk are compulsory. The rest are optional

All Fields marked with * are required
To complete your registration, you need to have a valid e-mail address.

Contact Info	Basics
* E-mail Address:	* User Name:
* E-mail Address Again:	* Password:
Allow Forum Members to Send you E-Mail?: Yes ▼	* Password Again:
AIM:	First Name:
ICQ:	Last Name:
MSN:	Country: ▼
Yahoo!:	Signature:
* HTML is OFF * Forum Code is ON	
Preview	
Signature checkbox checked by default?: Yes ▼	
Back To Forum <input type="submit" value="Submit"/>	

When you are ready press submit

Your registration will be reviewed by the PPA Administrators and you will get an email to ensure you are authenticated. Once that is done you will be able to take part in the forum.

Taking part in a discussion

The screenshot shows the 'Public Procurement Authority Discussion Forum' interface. At the top, there's a navigation bar with links like 'Home', 'Contact Us', 'Register', 'Active Topics', 'Members', 'Search', and 'FAQ'. Below this, a sidebar on the left contains 'All Forums' and 'General Questions or Information'. The main content area displays a table of forum topics. The first topic is 'Has Public Procurement made a difference?' by 'Gourabena', with 0 replies, last posted on 11/06/2014. A 'New Topic' button is visible above the table. Below the table, there are filters for 'Showing topic 1 of 1, sorted by last post time' and a 'Jump To: Select Forum' dropdown. The footer includes the PPA logo and copyright information for 2014.

Click on the discussion you would like to take part in and then click on 'New Topic'

You will see the following screen: You can enter the Subject line of your message then the body. You are able to format it and even put in emoticons. Before you post your message you can click 'Preview' to see what it looks like. When you are happy with your contribution you can 'Post New Topic'

Screensize:	800 x 600
Format Mode:	Basic
Format:	
	Font <input type="text"/> Size <input type="text"/> Color <input type="text"/>
Subject:	A New Subject
Message:	<p>Here is the text of your message</p> <p> <input type="checkbox"/> HTML is OFF <input checked="" type="checkbox"/> Forum Code is ON </p> <p> </p> <p> <input checked="" type="checkbox"/> Check here to include your profile signature. <input type="checkbox"/> Check here to lock the topic after this post. </p> <p> <input type="button" value="Post New Topic"/> <input type="button" value="Preview"/> </p>

Reply to a discussion

If a topic has already been started you can choose: Reply to topic

[Welcome to the Ghana](#) /
 [Public Procurement](#) /
 [Account Manager](#) /
 [File Manager](#) /
 [How to use](#)

[www.ppaghana.org/forum/topic.asp?TOPIC_ID=2](#)

Public Procurement Authority
 Improving efficiency and transparency in the Public Service

[All Forums](#)
[General](#)
[General Questions or Information](#)
[Has Public Procurement made a difference?](#)

Author	Topic
Ewurabena Ghana 1 Posts	Posted - 10/30/2014 : 02:52:51 PPA is 10 years old, with everything going on do you think that the Public Procurement Proc
PPAAdmin 1 Posts	Posted - 11/06/2014 : 04:33:51 So what do new members think about this topic - Has the Procurement Act helped make Pul

[New Topic](#)
[Reply to Topic](#)
[Send Topic to a Friend](#)
[Printer Friendly](#)

Public Procurement Authority Discussion Forum

Thomas K. Bondzi
 Principal IT Officer
 PPA

Tendering and Contract Information for Periods Indicated

[Tendering Opportunities for May - Jun 2015](#)

[Contracts Awarded for Jan - Dec 2015](#)

[Restricted Tender Awards Jan - Dec 2015](#)

[Expression of Interest Requests May - Jun 2015](#)

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



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