



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 STAKEHOLDERS CAPACITY BUILDING

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Stakeholders are defined as the group without whose support an organisation will cease to exist. Given the extent of impact stakeholders could have on the successful operation of an organisation, it is highly recommended that they are effectively engaged with the provision of accurate and timely information that would guide their decision-making and choices. Indeed, it is believed that when stakeholders are properly engaged, they tend to develop a healthy association with the ideals of an organisation and eventually become advocates who champion their course.

In view of this, the PPA has since its inception found it necessary to develop a capacity development framework that will offer its varied stakeholders effective training on the requirements of Ghana's Public Procurement Act, 2003 (Act 663). To date, over 10, 000 stakeholders made up of Heads of Entities, Procurement Officers, Service Providers, Media, Civil Society Organisations and other Oversight Institutions have received training in Modules such as the Overview of Act 663, Procurement Planning, Procurement Structures, Procurement Methods, Sustainable

Public Procurement etc. *(we share with you in this edition some feedbacks from some of our participants)*

In spite of the success made in our capacity development efforts, it is worth noting that the achievements have not come cheap. The Authority has over the years obtained support from development partners like GTZ, World Bank, SECO, DfID and CIDA in order to organise these training programmes. However, owing to the dwindling support from these partners in recent times, Procurement Entities who call for training are being made to meet the cost half way so as to ensure sustainability of the capacity development process.

Additionally, to bridge the widening capacity gap among procurement practitioners, the Authority with support from the Millennium Development Authority (MiDA) have also developed curricula and modules for degree awarding programmes in Public Procurement among some selected tertiary institutions which is yielding much success.

Rhoda Appiah
Chief Operations Officer- Public Affairs
PPA



Online Activities

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

- | | |
|---|---|
| 1. Accra Academy Senior High School | 56. Ghana Cocoa Board |
| 2. Accra Polytechnic | 57. Ghana Cocoa Board - Quality Control Division |
| 3. Afadzato South District Assembly | 58. Ghana College of Physicians and Surgeons |
| 4. Agona West Municipal Assembly | 59. Ghana Cylinder Manufacturing Company Limited |
| 5. Ahantaman Senior High School | 60. Ghana Education Service |
| 6. Akim Oda Government Hospital | 61. Ghana Free Zones Board |
| 7. Akuse Government Hospital | 62. Ghana Grid Company Ltd. |
| 8. Akwapim North District Assembly | 63. Ghana Immigration Service |
| 9. Akwapim South Municipal Assembly | 64. Ghana Institute of Journalism |
| 10. Assewewa Hospital | 65. Ghana Institute of Management And Public Administration |
| 11. Atebubu College of Education | 66. Ghana Investment Fund For Electronic Communications |
| 12. Atua Government Hospital | 67. Ghana Investment Promotion Council |
| 13. Bank of Ghana | 68. Ghana Library Board |
| 14. Begoro Hospital | 69. Ghana National Fire Service |
| 15. Benkum Senior High School | 70. Ghana National Gas Company |
| 16. Berekum College of Education | 71. Ghana National Petroleum Corporation |
| 17. Bolgatanga Municipal | 72. Ghana Police Service |
| 18. Bolgatanga Polytechnic | 73. Ghana Ports And Harbours Authority |
| 19. Bulk Oil Storage and Transportation | 74. Ghana Railway Development Authority |
| 20. Cape Coast Nursing and Midwifery Training College | 75. Ghana Reinsurance Company Ltd |
| 21. Cape Coast Polytechnic | 76. Ghana Revenue Authority |
| 22. Cape Coast District Hospital | 77. Ghana School of Law |
| 23. Central- Regional Co-ordinating Council | 78. Ghana Standards Authority |
| 24. Centre For National Culture - Western Region | 79. Ghana Statistical Service |
| 25. Centre for Scientific Research Into Plant Medicine | 80. Ghana Tourist Board |
| 26. Christ The King Catholic School | 81. Ghana Water Company Limited |
| 27. Controller And Accountant General Dept | 82. Ghana-India Kofi Annan Center of Excellence |
| 28. Copyright Administration | 83. Grains And Legumes Development Board |
| 29. Council for Law Reporting | 84. Ho Municipal Assembly |
| 30. Council for Scientific and Industrial Research | 85. Ho Polytechnic |
| 31. Council for Technical and Vocational Education and Training | 86. Holy Child College of Education |
| 32. Council of State | 87. Institute of Local Government Studies |
| 33. Dabobase Senior Technical School | 88. Internal Audit Agency |
| 34. Dadease Agriculture Senior High School | 89. Jasikan District Assembly |
| 35. Department Of Urban Roads | 90. Jomoro District Assembly |
| 36. District Assembly Common fund | 91. Judicial Service |
| 37. Driver and Vehicle Licensing Authority | 92. Jukwa Senior High School |
| 38. Dunkwa Senior High Technical School | 93. Keta Business Senior High School |
| 39. East Akim Municipal Assembly | 94. Keta Senior High School |
| 40. Economic and Organised Crime Office | 95. Ketu District Hospital |
| 41. Ejisuman Senior High School | 96. Ketu North District Assembly |
| 42. Encyclopedia Africa Project | 97. Koforidua General Hospital |
| 43. Energy Commission | 98. Komenda/ Edina/ Eguafu /Abirem District Assembly |
| 44. Environmental Protection Agency | 99. Komfo Anokye Teaching Hospital |
| 45. Export Development and Investment Fund | 100. Korle bu Teaching Hospital |
| 46. Fantekwa District Assembly | 101. Krachi West District Hospital |
| 47. Foods and Drugs Authority | 102. Kumasi Polytechnic |
| 48. Forestry Commission | 103. Kwaebibirem District Health Directorate |
| 49. Ga East Municipal Assembly | 104. Kwaebiiirem District Assembly |
| 50. Ga South Municipal Assembly | 105. Kwahu West District Assembly |
| 51. Ghana Academy of Arts And Sciences | 106. Ledzokuku-Krowor Municipal Assembly |
| 52. Ghana Airports Company Limited | 107. LEKMA Hospital |
| 53. Ghana Audit Service | 108. Local Government Service Secretariat |
| 54. Ghana Broadcasting Corporation | 109. Mamprobi Polyclinic |
| 55. Ghana Civil Aviation Authority | 110. Management Development And Productivity Institute |



111. Mankesim Senior High Technical School
112. Margaret Mary High School
113. Metro Mass Transport Ltd
114. Minerals Commission
115. Ministry of Chieftaincy and Traditional Affairs
116. Ministry Of Communication
117. Ministry Of Education
118. Ministry Of Employment And Labour Relations
119. Ministry Of Energy And Petroleum
120. Ministry Of Environment Science And Technology
121. Ministry Of Fisheries And Aquaculture Development
122. Ministry Of Foreign Affairs And Regional Integration
123. Ministry Of Health
124. Ministry Of Local Government And Rural Development
125. Ministry Of Roads And Highways
126. Ministry Of Tourism Culture And Creative Arts
127. Ministry Of Transport
128. Ministry Of Water Resources, Works And Housing
129. Ministry of Women and Children Affairs
130. Ministry of Youth and Sports
131. Mpohor District Assembly
132. Mpohor Senior High School
133. Municipal Health Administration-Nsawam Adoagyiri
134. Namong Senior High School
135. Narcotics Control Board
136. National Accreditation Board
137. National Board for Professional And Technical Examinations
138. National Commission For Civic Education
139. National Commission on Culture
140. National Communication Authority
141. National Development Planning Commission
142. National Film and Television Institute
143. National Health Insurance Authority
144. National Identification Authority
145. National Labour Commission
146. National Lottery Authority
147. National Petroleum Authority
148. National Population Council
149. National Road Safety Commission
150. National Service Secretariat
151. National Sports Authority
152. National Vocational Training Institute
153. New Abirem Government Hospital
154. New Juaben Municipal Assembly
155. New Tafo Hospital
156. Non Formal Education Division
157. North Tongu District Assembly
158. Nsawam Government Hospital
159. Nurses and Midwifery Training College - Sekondi
160. Nursing and Midwifery Council of Ghana
161. Office of the Head of Civil Service
162. Office of the Regional Health Directorate – Brong Ahafo Region
163. Office of the Regional Health Directorate – Eastern Region
164. Office of the Regional Health Directorate – Northern Region
165. Office of the Regional Health Directorate – Upper West Region
166. Offinso College of Education
167. Peki Senior High Technical School
168. Peki Training College
169. Petroleum Commission
170. Pharmacy Council
171. Potsin T.I. Ahmaddiya Senior High School

172. Precious Minerals Marketing Corporation
173. Prempeh College
174. Presby College of Education - Akropong
175. Prestea-Huni Valley District Assembly
176. Psychiatric Nursing Training School
177. Public Procurement Authority
178. Public Utilities Regulatory Commission
179. Registrar Generals Department
180. S.D.A. College of Education Asokore
181. Savannah Accelerated Development Authority
182. School of Allied Health Sciences
183. School of Anesthesia - Ridge Regional Hospital
184. School of Medicine and Dentistry
185. SIC Life Company Limited
186. Social Security and National Insurance Trust (SSNIT)
187. Sogakope District Hospital
188. St. Augustine's College
189. St. Johns Senior High School
190. St. Joseph's College of Education
191. St. Monica Training College
192. St. Theresa's Hospital - Nandom
193. Students Loan Trust Fund
194. Suhum Municipal Assembly
195. Sunyani Polytechnic
196. Takoradi Polytechnic
197. Tamale Metropolitan Assembly
198. Tamale Polytechnic
199. Tamale College of Education
200. Tarkwa Nsuaem Municipal Assembly
201. Tema Development Corporation
202. Tema Metropolitan Assembly
203. Tetteh Quarshie Memorial Hospital
204. University For Development Studies
205. University Ghana School of Pharmacy
206. University Of Cape Coast (UCC)
207. University of Energy and Natural Resource
208. University Of Ghana (UG)
209. University of Ghana Business School (UGBS)
210. University of Health and Allied Sciences
211. University of Mines -Tarkwa
212. University of Professional Studies Accra
213. University Of Science And Technology (KNUST)
214. University Prac. Senior High School
215. Upper Denkyira East Municipal Assembly
216. Uthman Bin Afan Senior High School
217. Volta Lake Transport Company Limited
218. Volta Regional Hospital
219. Volta River Authority
220. Wa General Hospital
221. Wa Polytechnic
222. West African Examination Council
223. West Mamprusi District Assembly
224. Yendi District Hospital
225. Yendi Municipal Assembly
226. Yilo Krobo District Assembly



IMPACT OF PPA'S CAPACITY BUILDING /TRAINING QUESTIONNAIRE FOR PROCUREMENT PRACTITIONERS

The PPA publishes a bi-monthly e-procurement bulletin on its website. The July –August edition will seek to assess the level of its impact of training and capacity building programmes has had on your performance as far as public procurement is concern. Having participated in this training, we will appreciate your time to respond to the following questions.

National Theatre

Q. Name

A. Evelyn Narkie Anikpi

Q. Organization

A. National Theatre of Ghana

Q. Designation

A. Head of Procurement

Q. When did you attend the training programme

A. February, 2015.

Q. Duration

A. 2-3 days

Q. What has been the level of impact of the training programme on your performance?

Q. Appreciation of the Public Procurement Act 663

A. I have a good understanding of the Act and have applied it very well

Understanding of the Appeals & Complaints processes as per Act 663

A. There has never been any complaint hence I have never put it into practice even though I have the knowledge of it.

Tender documentation e.g. Preparation of tender documents

Evaluation and reporting

A. The training has enhanced my skills in terms of evaluation and reporting as per the standard set by the PPA.

Development of Specifications

A. With the knowledge gained I am always able to developed the right specifications with cooperation from the user departments

Procurement planning

A. The training gave me in-depth understanding to how to prepare the procurement plan. This I have been able to do including posting it on PPA's website

Others

A. Made me aware of new developments in the Procurement Act as well new policies being introduced by the PPA

Q. What are your challenges with the implementation of the Public Procurement Act 663

A. The lack of understanding of the Public Procurement Act by the staff and management makes it application or implementation very difficult.

Q. What are some of the areas/content that was not covered under this training but are considered to be essential for the training of procurement Practitioners

A. Application of the procurement method for services and International Competitive Tendering

Q. Any suggestions for the next training-

A. Duration...It should be at least a week so that a lot can be covered

Evelyn Narkie Anikpi
National Theatre of Ghana



Ghana Revenue Authority



Richard Dabri: Ghana

Q. Name

A. Richard Dabri

Q. Organization

A. Ghana Revenue Authority

Q. Designation

A. Chief Revenue Officer-Procurement

Q. When did you attend the training programme

A. 2014

Q. Duration

A. 5 days

Q. What has been the level of impact of the training programme on your performance?

Appreciation of the Public Procurement Act 663

A. Excellent and friendly in its application due to my understanding of the public procurement Act, 2003 (Act 663)

Understanding of the Appeals & Complaints processes as per Act 663

A. Its application has been useful and successful. In 2014, we were able to resolve an issue with a supplier concerning contract award in relations to goods supplied to the my organization

Tender documentation e.g. Preparation of tender documents

Evaluation and reporting

A. Procedures outlined concerning evaluation and reporting as required by the PPA are fol-

lowed to determine the successful bidder

Development of Specifications

A. The development of specifications are done in conjunction with the user departments to meet the standards required

Procurement Planning

A. It is drawn from the budget with further inputs from user departments and management. We are also able to post the plans on PPA's website after sending a hard copy to the PPA.

Others

Q. What are your challenges with the implementation of the Public Procurement Act 663

A. The thresholds for the various procurement methods are very low and would therefore suggest for the amendment of the Public Procurement Act to review the various thresholds.

Q. What are some of the areas/content that was not covered under this training but are considered to be essential for the training of procurement Practitioners

A. I will appreciate it if there is training on areas such as guidelines for the application of sustainable public procurement.

Q. Any suggestions for the next training-

A. Duration ...Two weeks

*Richard Dabri
Ghana Revenue Authority*



QUESTIONNAIRE FOR PROCUREMENT PRACTITIONERS—CONTD.

Road Safety Commission



Joseph Obiri-Yeboah

Q. Organization

National Road Safety Commission

Q. Designation

Ag. Procurement Officer

Q. When did you attend the training programme

15th May, 2014.

Q. Duration Tick

1 day

Q. What has been the level of impact of the training programme on your performance?

Appreciation of the Public Procurement Act 663...it was very educative

I am now abreast with the various provisions of the Procurement Act as I go about my procurement activities with little difficulty.

Understanding of the Appeals & Complaints processes as per Act 663

The training brought to management attention how disputes can be resolved in case it arises. However, we are yet to put it to test since my institution has not encountered one yet.

Tender documentation e.g. Preparation of tender documents

PPA standard tender documents for the various methods of procurement are being used.

Evaluation and reporting

Evaluation is done strictly as indicated in the tender documents

Development of Specifications

Detailed and comprehensive specification are developed and indicated in the tender documents.

Procurement planning

Timely preparation of the procurement plan consistent with the annual budget of the entity. A copy is sent to PPA and also posted on the PPA's website as required by PPA.

Others

Q. What are your challenges with the implementation of the Public Procurement Act 663

I think the threshold for the various procurement methods are very low and therefore it would be better if they are reviewed to meet current trends in the procurement process.

Q. What are some of the areas/content that was not covered under this training but are considered to be essential for the training of procurement Practitioners?

Training in the area of Sustainable Public procurement, contract management as well as framework agreement.

Any suggestions for the next training

2 days or more would be better to cover a lot of areas.

Joseph Obiri-Yeboah

National Road Safety Commission

QUESTIONNAIRE FOR PROCUREMENT PRACTITIONERS—CONTD.

Public Utility Regulatory Commission



Emmanuel K. Kissi-Boateng

Q. Organization

A. *Public Utility Regulatory Commission*

Q. Designation

A. *Director, Finance and Administration*

Q. When did you attend the training programme

A. *2014*

Q. Duration Tick

A. *5 days*

Q. What has been the level of impact of the training programme on your performance?

Appreciation of the Public Procurement Act 663

A. *The program helped me to know that the Act should not be overlooked when undertaking procurement activities in PURC*

Understanding of the Appeals & Complaints processes as per Act 663

Tender documentation e.g. Preparation of tender documents

A. *The program has helped me to know how to use the standard tender documents for our procurements.*

Evaluation and reporting

A. *I know the basic requirement on evaluation and report on the evaluation*

Development of Specifications

Procurement planning

A. *We are now able to develop the procurement plan and also post it on website of the PPA.*

Others

A. *Aware of procurement audit and the functions of the PPA*

Q. What are your challenges with the implementation of the Public Procurement Act 663

A. *Deciding between the different methods of procurement. The use of threshold and its relevance in today's business since the thresholds are very low. Distinguishing procurement of administrative goods and services. Thus routine administrative expenses should be spelt out clearly and made easy to procure for efficient and effective management of entities*

Q. What are some of the areas/content that was not covered under this training but are considered to be essential for the training of procurement Practitioners?

Q. Any suggestions for the next training

A. *Overview of the PPA Act 663 and refresh course on Sustainable Public Procurement*

A. *Duration...One Week*

*Emmanuel Kwadwo Kissi-Boateng
Public Utility Regulatory Commission*



IMPACT OF PPA'S CAPACITY BUILDING /TRAINING QUESTIONNAIRE FOR ENTITY TENDER COMMITTEE

The PPA publishes a bi-monthly e-procurement bulletin on its website. The July –August edition will seek to assess the level of its impact of training and capacity building programmes has had on your performance as far as public procurement is concern. Having participated in this training, we will appreciate your time to respond to the following questions.

National Road Safety Commission

Q. Organization

A. *National Road Safety Commission*

Q. Designation

A. *Director, Research, Monitoring & Evaluation*

Q. When did you attend the training programme

A. *15th May, 2014*

Q. Duration

A. *1 day*

Q. What has been the level of impact of the training programme on your performance?

Appreciation of the Public Procurement Act 663

A. *It was very insightful and has broaden my knowledge as to the various provisions stipulated in the Act.*

Approval of Procurement Plans

A. *Procurement Plans have been timeously Prepared and approved and submitted to PPA*

Quarterly Review of Procurement plan

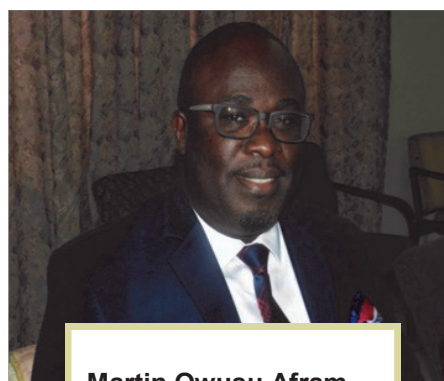
A. *2015 procurement plan has been reviewed. There were, however, no variations*

Approval of Contracts

The Entity Tender Committee continuous to be mindful of the limits of its approving authority

Using of PPA's Average Price Database

A. *This was not brought up during the training programme. It could, however, be useful for value – for-money consideration. We will check on it.*



Martin Owusu Afram

Others

Q. What are your challenges with the implementation of the Public Procurement Act 663

A. *The threshold continuous to appear to be low especially that of the Entity head's approval*

Q. What are some of the areas/content that was not covered under this training which you consider essential for the training of ETC Members.

1. *Sensitization on the Average Price Database*

2. *Sensitization on Sustainable Public Procurement*

Q. Any suggestions for the next training-

A. *The duration for training programme should be at least 2 days or more, so that enough areas could be covered*

*Martin Owusu Afram
National Road Safety Commission*

IMPACT OF PPA's CAPACITY BUILDING /TRAINING QUESTIONNAIRE FOR SERVICE PROVIDER

The PPA publishes a bi-monthly e-procurement bulletin on its website. The July –August edition will seek to assess the level of impact its training and capacity building programmes has had on your performance as far as public procurement is concern. Having participated in our training, we will appreciate your time to respond to the following questions.

VISTA

Q. Name

A. Donald Humphery-Ackomey

Q. Organization

A. VISTA

Q. Designation

A. Partner

Q. When did you attend the training programme

A.

Q. Duration

A. 2-3 days

Q. What has been the level of impact of the training programme on your performance?

Appreciation of the Public Procurement Act 663

A. *It is broad, covers a wide range of topics and therefore needs regular update*

Understanding of the Appeals & Complaints processes as per Act 663.....

Tender documentation e.g Tender security performance bonds

Submission of Responsive Tenders

.....

Understanding of product specification

A. *Give an appreciation of the need to be very specific and accurate to ensure a level playing field for pricing by tenderers*

Others

Q. What are some of the areas/content that were not covered under this training but considered to be essential for Service Providers

A. *Training of evaluators and procurement heads to be intensified to ensure the aim of fairness and transparency is achieved*

Q. Any suggestions for the next training-

A. *Two days is enough to be spelt out for more detailed and comprehensive training.*

Explanation of the marking scheme (Evaluation Report)

*Donald Humphery-Ackomey
VISTA*



QUESTIONNAIRE FOR SERVICE PROVIDER Contd.

PRONET

Q. Name

A. Charles Ebo Manson

Q. Organization

A. Pronet Limited

Q. Designation

A. Chief Executive Officer (CEO)

Q. When did you attend the training programme

A. 6TH and 7TH JUNE, 2013

Q. Duration

A. 2-3 days

Q. What has been the level of impact of the training programme on your performance? **A.** More Awareness To Tender Eligibility And Responsiveness

Appreciation of the Public Procurement Act 663

A. Very Much

Understanding of the Appeals & Complaints processes as per Act 663.....

A. Appreciates But Not Yet Utilised To Evaluate It's Effectiveness

Tender documentation e.g Tender security performance bonds

Submission of Responsive Tenders

.....

Understanding of product specification

.....

Others

Q. What are some of the areas/content that were not covered under this training but considered to be essential for Service Providers

A. The training dwelt more on pre-contract processes and it will be very helpful if another session is held (at least for 3 days) to walk participants through the post-contract process of the procurement cycle with strong emphasis on contract administration for works procurement and the obligations, responsibilities as well as right and privileges of the parties to a contract in respect of the various provisions spelt out in the conditions of contract governing a public procurement.

Q. Any suggestions for the next training-

A. Duration should be Three Days.

*Charles Ebo Manson
Pronet Limited*



Procurement Humour



Tendering and Contract Information for Periods Indicated

[Tendering Opportunities for Jul - Aug 2015](#)

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

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

[Expression of Interest Requests Jul - Aug 2015](#)

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



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