



## E-Bulletin



Theme for 2019: "Effective Public Procurement as a key driver to achieving the Ghana Beyond Aid Agenda"

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  
A b i - m o n t h l y p u b l i c a t i o n

### Did you Know?

That Suppliers, Contractors and Consultants who wish to tender for Government Contracts are to register at the PPA with valid documents as per Suppliers qualification requirements of section 22 of Act 663 as amended.

## PPA UNVEILS SUPPLIER'S REGISTRATION PORTAL



### Suppliers, Contractors and Consultants

The Public Procurement Authority (PPA) on Monday, 11th June, 2018 unveiled the Supplier's Registration Portal; to ensure higher level of information, publicity and transparency on public procurement issues. In view of this, all Suppliers, Contractors and Consultants interested in government tenders must as a matter of law, register with valid documents as per supplier qualification requirements of Section 22(3) of Act 663 as amended.

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## FIVE COMPANIES BARRED FROM PUBLIC PROCUREMENT

The Zambia Public Procurement Authority (ZPPA) has with immediate effect suspended five companies from participating in public procurement for a year. The five companies which includes Habitech Limited, Gifdon Entreprise, Lonch Properties and General Dealers Limited all based in Lusaka, Zambia

have been suspended for submitting forged documents in response to tenders.

According to ZPPA Principal Public Relations Officer Joe Chipandwe, the suspension is pursuant to section 65 of the Public Procurement Act No. 12 Of 2008

**Story continues on Page-8**

## PPA'S ONLINE SUPPLIERS PORTAL: A DRIVING FORCE IN PUBLIC PROCUREMENT

### EDITORIAL

The private sector's role in the development and promotion of public procurement is very critical. It is the major producer and supplier of goods and services to government.

For this reason, the government for past couple of years through the Public Procurement Authority (PPA) has introduced new initiatives to the public procurement sphere. All these are done with the objective of increasing transparency, fairness and efficiency in the public procurement processes and activities in Ghana

One of such initiative is the Online Supplier Registration Portal. This web application is to provide both service providers (Suppliers, Consultants and Contractors) and public entities a central database platform for public procurement activities.

This edition focuses on the PPA Supplier Registration Portal, highlighting the registration, payment and querying process.

The use of the portal to service providers offers numerous benefits such as, it offers a one-stop registration for purpose of public procurement in the country. This initiative has eliminated multiple registrations at various entities thereby reducing the cost of doing business in Ghana.

There is also the ease of registering on the web based portal as it offers the service provider the ability to register from anywhere at any time. No need to travel to offices of public entity to register one's business.

Another enormous benefit is that Suppliers, Contractors and Consultants are made visible to all public entities. Once a service provider completes the registration process, its details are made available and accessible to all public entities.

On the other hand, for public entities the PPA Suppliers Portal is very useful in accessing a categorized wide range of service providers' information.

Registering with PPA as a service provider is also a mandatory requirement for a service provider to participate in tendering activities on the Ghana Electronic Procurement System (GHANEPS).

Both service providers and public entities should embrace this initiative as it will go a long way to reduce the cost of doing business in Ghana and make information easily accessible to public entities

**Thomas K. Bondzi**  
**Head, IT Support Services**

## PPA UNVEILS SUPPLIER'S REGISTRATION PORTAL (CONT.)



**Continued from page –1**

The registration could be done on the newly developed Centralised Supplier Registration Portal available on [www.ppaghana.org](http://www.ppaghana.org) at an initial registration fee of GH¢300 and \$200 for local and foreign firms respectively. Currently payments can be made at the National Investment Bank (NIB) and Zenith Bank. Speaking during the launch of the portal in Accra, Mr. AB Adjei, Chief Executive Officer, PPA, said: "We wish to assure the Public that these documentations will be taken through rigorous vetting process for verification and validation to establish their credibility to engage in Government of Ghana tenders and execute contracts."

The registration process would bring about a number of benefits, such as procuring entities having the necessary assurances that these service providers enlisted on the PPA database are credible

and worthy of transacting business with government. They would have to rely on this database for the selection of service providers for Single Source, Restricted Tendering and Request for Quotations procurement methods.

To the private sector operators, Suppliers would also be relieved of the burden of multiple registrations at various procuring entities, which eventually increases their cost of doing business. Prior to the Introduction of this policy, Suppliers had to move from one Public Entity to the other throughout the length and breath of Ghana in order register.

The supplier registration process would serve as a strategic initiative to prepare the nation for the soon to be rolled of e-GP System. Upon the take-off of the e-procurement system, Suppliers not captured on the PPA's database would not be migrated onto this e-GP platform.



## PPA UNVEILS SUPPLIER'S REGISTRATION PORTAL (CONT.)



This comprehensive database will provide Government with the requisite information that would assist in policy formulation.

The following mandatory documents are required as attachment to the registration application – for limited liability Company the requirements are Business Registration Certificates (including certificate of incorporation, Form 3 and Form 4). For a Sole Proprietor, the requirements are Business Registration Certificate and Form A. However, each of the above categories would have to attach a valid Value Added Tax (VAT) Registration Certificate as well as a valid Social Security and National Insurance Trust (SSNIT) number. Contractors are also required to include the Ministry of Works and Housing Certificate, and Ministry of Roads and Highways Certificate and Labour

Certificate (where applicable).

So far, this policy has recorded a massive endorsement from Service Providers throughout the country. This is evident from the fact that our offices continue to welcome numerous Service Providers who visit the PPA's offices to register. Till date, the total number of Suppliers, Consultants and Contractors registered on the portal so far stands at 10,805.

It is important to note that, Companies would be issued with certificates after successful registration and that companies which do not register with the PPA's Centralised Database would not be considered eligible in Ghana's Public Procurement Process.

**David Sebastian Damoah**  
**Snr. Officer-Corporate Affairs**

## QUICK GUIDE ON HOW TO SUCCESSFULLY REGISTER ON THE PPA'S SUPPLIERS PORTAL

A simple registration with the PPA makes Suppliers, Contractors and Consultants eligible to do business with any Government entity nationwide. No need for multiple registrations at various entities. Below is a guide on how to successfully register on the PPA's Suppliers Portal.

### STEP 1:

Access PPA's website at [www.ppaghana.org](http://www.ppaghana.org)

### STEP 2:

Click on 'New PPA Supplier Portal launched' icon.

### STEP 3:

On the PPA Suppliers Screen, go to "Click here to create an Account". A Supplier Account form opens for you to fill in. Save the information when done.

### STEP 4:

Log in using your Username and Password created in Step 3. Your account opens. Please take note of the Six-digit number at the top left corner. This unique number will be your organization's number on the Portal.

### STEP 5:

Please make payment of **GH¢ 300** and **\$200** for local and foreign firms respectively at Any NIB, Zenith Bank or via VISA MasterCard.

Remember to include your suppliers number as reference during the payment process. Your subscription to the Portal is made active after payment is done.

### STEP 6:

Proceed to log in to your account with your Username and Password and com-

plete the following;

- Company information
- Directors.
- Business references and
- Select business activities

### STEP 7:

Upload required documents as PDF (Registration Certificate, Certificate of Incorporation, Forms A, 3, and 4, Commencement Certificate, Labour Certificate, VAT Certificate, Ministry of Works and Housing Certificate, and Ministry of Roads and Highways Certificate **where applicable**).

### STEP 8:

Your Account Status is '**Completed**' when all the information has been provided and required documents uploaded.

### STEP 9:

You can make changes to existing information by logging in to your account and identify the category you want to effect changes.

### STEP 10:

A supplier's application will be validated. An SMS is sent to the supplier when the application is approved.

Track your Application at any time through our website or helplines (**0552565494/0505846550**) to know the status of your application.

### STEP 11:

A certificate is issued **ONLY** after successful validation.

**EDWINA SAFEER BOAFO**  
**CAPACITY DEVELOPMENT OFFICER**

## PUBLIC PROCUREMENT PRACTITIONERS IN GHANA TO BE CERTIFIED AND LICENCED



The Public Procurement Authority, Ghana and Commerce Edge, South Africa signed a Memorandum of Understanding (MoU) to provide Certification and Licensing Program for all public procurement practitioners in the country at a Press Conference held on Friday, 15<sup>th</sup> February 2019 at the African Regent Hotel in Accra, Ghana.

Mr. AB Adjei, the Chief Executive of PPA indicated that this collaboration seeks to strengthen the implementation of Section 3 (k) of the Public Procurement Act, 2003 (Act 663) as amended which enjoins the PPA to "develop, promote and support training and professional development of persons s" engaged in public

procurement and ensure adherence by the trained persons to ethical standards.

He also said that this partnership with Commerce Edge would be centred on the broader perspective supply chain management so as to bring all industry players within the various chain of activities that complements the effective management of the supply chain function. According to him, "procurement is certainly a major component of the chain of activities within the Supply Chain framework but we will be unable to attain the full benefits of its functionality until we align it with other equally essential components of the supply chain namely-Stores and Inventory Control; Transport and Distribution; Pro-



## PUBLIC PROCUREMENT PRACTITIONERS IN GHANA TO BE CERTIFIED AND LICENCED

curement/Production Planning and Contract Management".

Some of the highlights of the MoU include (in broad terms), the Development of a formal local supply chain qualification for Ghana; Certification of Local Practitioners; Work based integration programmes integration of online platforms; Procurement and Supply Competency Assessment Tools, Short courses and Work-based integration; Publication of Procurement Journals and the organisation of an annual West Africa Procurement & Enterprise Development Summit.

Mr. Adjei intimated that the three (3) recognised Procurement and Supply Chain professional bodies namely- The Chartered Institute of Supply Chain Management (CISCM), Chartered Institute of Procurement and Supply (CIPS), Ghana Branch and the Ghana Institute of Procurement and Supply (GIPS) would be actively involved in this collaboration and would be strongly represented in all certification and Competency assessment programmes.

**Rhoda E. Appiah**  
**Chief Manager, Corporate and Facilities**  
**Management**



## Online Procurement Plan Submissions As At March, 2019

1. Accra Technical University
2. Ada District Hospital
3. Adidome District Hospital
4. Afadzato south District Assembly
5. Agona West Manucipal Assembly
6. Ahantaman Senior High School
7. Akatsi District Hospital
8. Akatsi North District Assembly
9. Akim Oda Government Hospital
10. Akuse Government Hospital
11. Akyemansa District Assembly
12. Asamankese Government Hospital
13. Asokore Mampong Municipal
14. Asonomaso district Hospital
15. Assin South District Assembly
16. Bank of Ghana
17. Bibiani/Anhwiaso/Bekwai District Assembly
18. Birim Central Municipal Assembly
19. Birim South District Assembly
20. Bolgatanga Municipal Assembly
21. Bolgatanga Polytechnic
22. Bui Power Authority
23. Bulk Oil Storage and Transportation
24. Cape Coast Nursing and Midwifery Training College
25. Centre for Plant Medicine Research - Mampong
26. Community Health Nursing Training School - Akim Oda
27. Controller And Accountant General Dept
28. Council for Scientific and Industrial Research
29. Council of State
30. Department Of Urban Roads
31. Dormaa Municipal Assembly
32. Driver and Vehicle Licensing Authority (DVLA)
33. Ear Nose And Throat Training School
34. East Akim Municipal Assemby
35. Economic and Organised Crime Office
36. Effiduase District Hospital
37. Ekumfi District Assembly
38. Electoral Commission
39. Energy Commission
40. Environmental Protection Agency
41. Fair Wages And Salaries Commission
42. Forestry Commission
43. Ga South Municipal Assembly
44. Gaming Commission of Ghana
45. Ghana Airports Company Limited
46. Ghana Atomic Energy Commission
47. Ghana Audit Service
48. Ghana Book Development Council
49. Ghana Broadcasting Corporation
50. Ghana Civil Aviation Authority
51. Ghana Cocoa Board
52. Ghana Cocoa Board - Quality Control Division
53. Ghana College of Physicians and Surgeons
54. Ghana Education Service
55. Ghana Education Trust Fund (GETFUND)
56. Ghana Export Promotion Council
57. Ghana Geological Survey Authority
58. Ghana Grid Co. Ltd. (GRIDCO)
59. Ghana Health Service
60. Ghana Highway Authority
61. Ghana Institute of Journalism (GIJ)
62. Ghana Institute of Management And Public Administration
63. Ghana Investment Fund for Electronic Communication
64. Ghana Investment Promotion Centre
65. Ghana Law School
66. Ghana Library Board
67. Ghana Metrological Agency
68. Ghana National Petroleum Corporation
69. Ghana Police Service
70. Ghana Reinsurance Company Ltd
71. Ghana Standards Authority
72. Ghana Technology University College
73. Ghana Tourist Board
74. Ghana Water Company Limited
75. Ghana-India Kofi Annan Center of Excellence
76. Gomoa West District Assembly
77. Grains And Legumes Development Board
78. Ho Polyclinic
79. Ho Technical University
80. Jaman South (Jaman ) District Assembly
81. Kade Government Hospital
82. Kadjebi District Assembly
83. Keta District Hospital
84. Ketu South District Assembly
85. Ketu South Municipal Hospital
86. Kintampo South District Assembly
87. Koforidua Technical University
88. Komenda Edina Eguafo Abirem Municipal Assembly
89. Konongo District Hospital
90. Konongo OdumaseSenior High School.
91. Korle- Bu Teaching Hospital
92. Krachi East District Assembly
93. Krachi West District Assembly
94. Krachi West District Hospital
95. Kumasi Metropolitan Assembly
96. Kwaebiirem District Assembly
97. Kwahu Afram Plains South District Assembly
98. Kwahu Government Hospital
99. Kwame Nkrumah University Of Science And Technology (KNUST)
100. Lambusie-Karni District Assembly
101. Maamobi General Hospital
102. Mampong Municipal Assembly
103. Methodist College of Education - Akim Oda



- 104.Metro Mass Transport Ltd
- 105.Minerals Development Fund
- 106.Ministry for the Interior
- 107.Ministry of Education
- 108.Ministry of Employment and Labour Relations
- 109.Ministry of Finance
- 110.Ministry of Food and Agriculture
- 111.Ministry Of Foreign Affairs And Regional Integration
- 112.Ministry of Inner-City and Zongo Development
- 113.Ministry of Justice And Attorney General
- 114.Ministry of Local Government and Rural Development
- 115.Ministry of Railways Development
- 116.Ministry of Roads and Highways
- 117.Ministry of Sanitation and Water Resources
- 118.Ministry of Special Development Initiative
- 119.Ministry of Trade and Industry
- 120.Ministry of Works and Housing
- 121.Ministry Of Youth And Sports
- 122.Nadowli District Hospital
- 123.National Accreditation Board
- 124.National Board for Professional And Technical Examinations
- 125.National Board for Small Scale Industries
- 126.National Commission for Civic Education
- 127.National Development Planning Commission
- 128.National Film and Television Institute
- 129.National Identification Authority
- 130.National Information Technology Agency (NITA)
- 131.National Insurance Commission
- 132.National Lotteries Authority
- 133.National Petroleum Authority
- 134.National Road Safety Commission
- 135.National Service Secretariat
- 136.National Theatre of Ghana
- 137.National Youth Authority
- 138.New Edubiase District Hospital
- 139.North Gonja District Assembly
- 140.North Tongu District Assembly
- 141.Northern Electricity Distribution Company (NEDCo)
- 142.Nsawam Government Hospital
- 143.Nurses and Midwifery Training College - Sekondi
- 144.Nursing and Midwifery Training College - Twifo Praso
- 145.Nursing Training College - Wa
- 146.Obuasi Government Hospital
- 147.Obuasi Municipal Assembly
- 148.Office of Administrator of Stool Lands
- 149.Office of President
- 150.Office of the Head of Civil Service
- 151.Office of the Regional Health Directorate – Brong Ahafo Region
- 152.Office of the Regional Health Directorate – Eastern Region
- 153.Office of the Regional Health Directorate – Greater Accra Region
- 154.Office of the Regional Health Directorate – Upper West Region
- 155.Office of the Regional Health Directorate – Western
- 156.Peki Government Hospital
- 157.Prestea Huni Valley District Assembly
- 158.Public Procurement Authority
- 159.Public Utilities Regulatory Commission
- 160.Registrar Generals Department
- 161.Ridge Hospital
- 162.S.D.A.Senior High School.
- 163.Salga District Hospital
- 164.School of Anesthesia - Ridge Regional Hospital
- 165.SDA Nursing and Midwifery Training School
- 166.Securities and Exchange Commission
- 167.Sene Dist. Hospital
- 168.Sene East District Assembly
- 169.Shama District Assembly
- 170.SimmsSenior High School
- 171.Sissala East (Sissala) District Assembly
- 172.Sogakope District Hospital
- 173.South Dayi District Assembly
- 174.St. Joseph College Of Education-Bechem
- 175.St. Monicas College of Education
- 176.St. Therasas College of Education
- 177.St. Vincent College of Education
- 178.Suaman District Assembly
- 179.Sunyani General Hospital
- 180.Sunyani Polytechnic
- 181.Tain District Hospital
- 182.Takoradi Technical University
- 183.Tamale Technical University
- 184.Tano South District Assembly
- 185.Tarkwa Nsuaem Municipal Assembly
- 186.Tema Development Corporation
- 187.Tema Shipyard Ltd
- 188.Tema West Municipal Assembly
- 189.Tepa District Hospital
- 190.University Of Cape Coast (UCC)
- 191.University of Health and Allied Sciences
- 192.University of Professional Studies, Accra
- 193.Upper Denkyira East Municipal Assembly
- 194.Upper West- Regional Co-ordinating Council
- 195.Volta- Regional Coordinating Council
- 196.Volta Regional Hospital
- 197.Volta River Authority
- 198.Wassa Amenfi East District Assembly
- 199.Wassa East District Assembly
- 200.Western- Regional Co-ordinating Council
- 201.Zongo Development Fund

## NEWS AROUND THE WORLD

### FIVE COMPANIES BARRED FROM PUBLIC PROCUREMENT (CONT.)



#### **Continued from page- 1**

According to ZPPA Principal Public Relations Officer Joe Chipandwe, the suspension is pursuant to section 65 of the Public Procurement Act No. 12 Of 2008 and regulation 167 of the Public Procurement Regulations of 2011 which mandates the authority to suspend a supplier/s from participating in public procurement for providing false information in a bid or any other document submitted to a procuring entity in connection with a procurement process or contract,"

He stated that the Authority received reports from procuring entities regarding the suspicious documents submitted by the five companies in response to advertised tenders.

"Following the reports, the authority institut-

ed investigations and held hearings where some directors of the mentioned companies confirmed having submitted forged documents and blamed agents that prepared and submitted bids on their behalf," Chipandwe added.

Controlling officers, Chief Executive Officers of Parastatal and Statutory bodies, Town Clerks as well as Council Secretaries and all procuring entities have been directed not to enter into any new agreements with the named companies for a year.

*Culled from Zambia Reports*



## PHOTOS: SIGNING OF MEMORANDUM OF UNDERSTANDING BETWEEN PPA GHANA & COMMERCE EDGE SOUTH AFRICA



**Board Members, Staff and Guests**



**Board Chairman addressing the audience**



**Minister of State in charge of Procurement –Hon. Adwoa Sarfo**



**A representative of Commerce Edge**



**Signing of the Memorandum of Understanding**



**MoU signed**



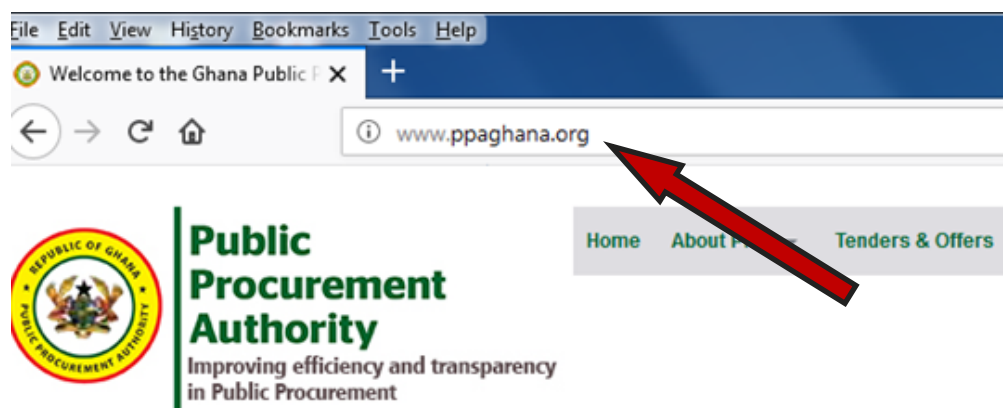
## How to Access Approved Registered Suppliers on PPA'S Centralised Supplier's Portal @ PPA's Website

This Userguide helps to display a list of all approved suppliers in the front end of the PPA supplier portal. You can filter the list by Region, District, Organisation type, Category/ business activity as well as search for individual suppliers with their company names.

Basic details of suppliers like contact number and email address are available in the list.

Entities are advised to login via the Entity portal for more details of approved suppliers.

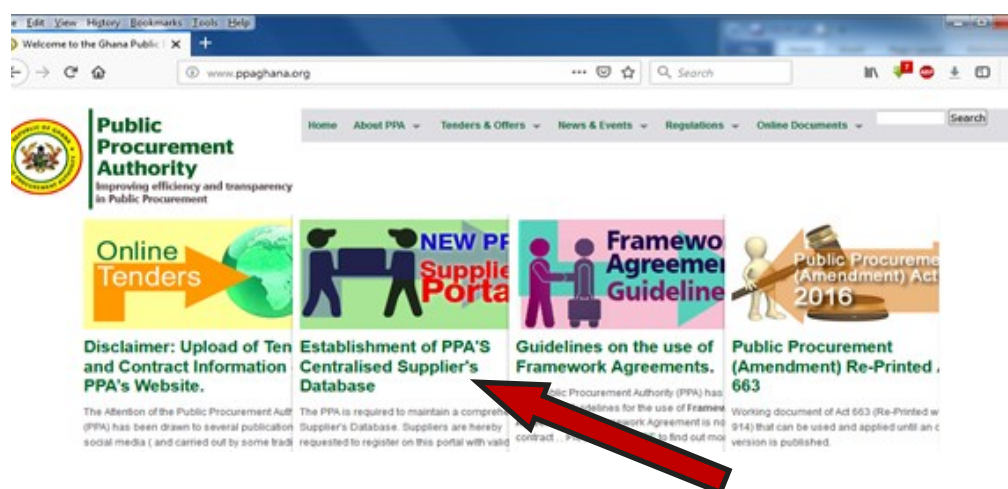
**Step 1a:** Go to the PPA website: [www.ppaghana.org](http://www.ppaghana.org)



**Step1b:** or go directly to the Supplier portal: <https://suppliers.portal.ppa.gov.gh>

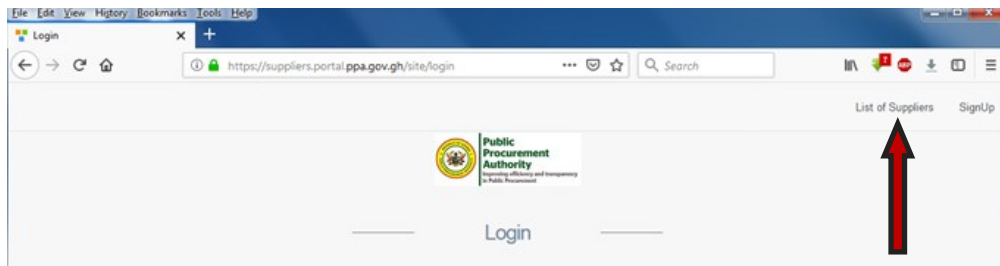
**NB:** continue from step 2 if you used step 1a or step 3 if you used step 1b.

**Step 2:** Click on Establishment of PPA'S Centralised Supplier's Database

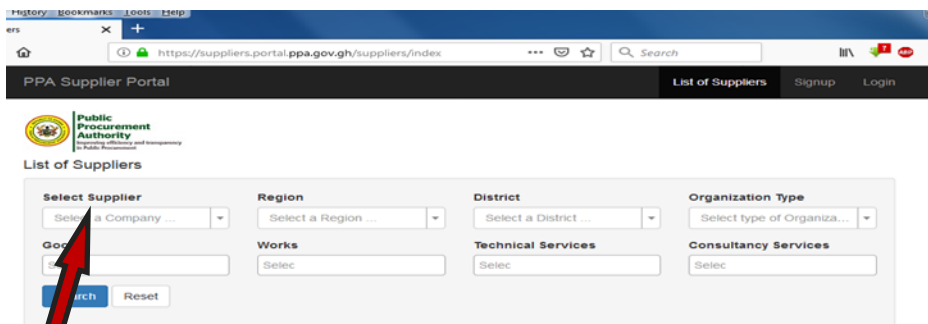


## How to Access Approved Registered Suppliers on PPA'S Centralised Supplier's Portal @ PPA's Website (cont.)

**Step 3:** Click on List of Suppliers to see **all approved suppliers**

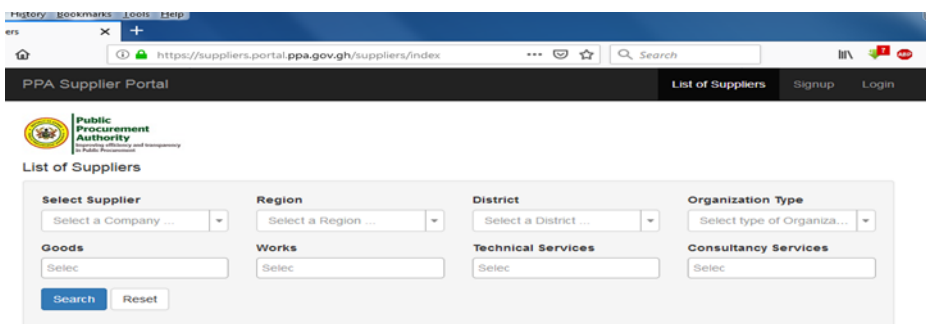


**Step 4:** Search for a Supplier by typing the Name of the Supplier in the **Select Supplier** search field and click on **Search**



NB: If **"No results found"** is displayed, the supplier may be registered but not approved yet.

**Step 5:** You can also search for Supplier by selecting one or a combination of any of the search criteria's.



NB: If **"No results found"** is displayed, the supplier may be registered but not approved yet.



**Register your company on PPA's Centralized Database  
for Suppliers, Contractors and Consultants.**

**No Registration, No Government Contract!**

 **Public Procurement Authority**  
Improving Efficiency and Transparency in Public Procurement

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