

March-April 2020 Edition

PPA e-BULLETIN



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- Insights with the Hon. Mavis Hawa Koomson
- PPA organises contract administration workshop for consultancy and technical service



**Public
Procurement
Authority**

*Improving Efficiency and
Transparency in Public Procurement*

Website: www.ppa.gov.gh

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

e-Bulletin



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

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GOOD PROCUREMENT = GOOD RESULTS



President Akufo-Addo, Vice President Bawumia and Hon. Mavis Hawa Koomson

President Nana Addo Dankwa Akufo-Addo has commissioned and distributed 307 ambulances recently procured to help augment operations of the National Ambulance Service (NAS). The President commended the Ministry for the adherence to prudent procurement practices which resulted in the realization of this initiative. The new ambulances are to be distributed in all 275 constituencies in Ghana. The programme is under the Ministry of Special Development Initiative christened, “One Constituency, One Ambulance”.

See full story on Pg. 6

ONLINE PROCUREMENT PLAN SUBMISSIONS AS AT 1ST MARCH, 2020

1	Abura/ Asebu/ Kwamankese District Assembly		
2	Academy of Arts and Sciences-Ghana	43	Akim Oda
3	Accra Polytechnic	44	Controller And Accountant General Dept
4	Achimota Hospital	45	Council for Scientific and Industrial Research
5	Afigya Kwabre North District Assembly	46	Driver and Vehicle Licensing Authority (DVLA)
6	Agona West Manucpal Assembly	47	Ear Nose And Throat Training School
7	Akatsi District Hospital	48	Economic and Organised Crime Office
8	Akatsi South District Assembly	49	Effutu Municipal Assembly
9	Akim Oda Government Hospital	50	Ejisu Juaben Municipal Assembly
10	Akrofuom District Assembly	51	Ejura Government Hospital
11	Akrofuom Senior High Technical School	52	Ekumfi District Assembly
12	Akuse Government Hospital	53	Energy Commission
13	Amansie South District Assembly	54	Environmental Protection Agency
14	Amansie West District Assembly	55	Essikado Government Hospital
15	Ankaful Psychiatric Nursing Training College	56	Essikadu District Hospital
16	Asamankese Government Hospital	57	Fanteakwa South District Assembly
17	Asamda Nursing Training College	58	Foods and Drugs Authority
18	Asante Akim Central Municipal Assembly	59	Forestry Commission
19	Asante Akim North Municipal Assembly	60	Foso College of Education
20	Asante Akim South District Assembly	61	Gaming Commission of Ghana
21	Asikuma Odoben Brakwa District Assembly	62	Ghana Aids Commission
22	Asokore Mampong Municipal	63	Ghana Airports Company Limited
23	Asonomaso district Hospital	64	Ghana Atomic Energy Commission
24	Assin South District Assembly	65	Ghana Audit Service
25	Asuogyaman District Assembly	66	Ghana Book Development Council
26	Awutu Senya District Assembly	67	Ghana Broadcasting Corporation
27	Axim Girls Senior High School	68	Ghana Civil Aviation Authority
28	Ayawaso North Municipal Assembly	69	Ghana Cocoa Board - Quality Control Division
29	Bank of Ghana	70	Ghana College of Nurses and Midwives
30	Bia East District Assembly	71	Ghana College of Physicians and Surgeons
31	Birim South District Assembly	72	Ghana Cylinder Manufacturing Company Limited
32	Bole Nursing and Midwifery Training College	73	Ghana Education Service
33	Bolgatanga Polytechnic	74	Ghana Export Promotion Authority
34	Bulk Oil Storage and Transportation	75	Ghana Geological Survey Authority
35	Cape Coast Metro	76	Ghana Grid Co. Ltd. (GRIDCO)
36	Central Regional Health Directorate	77	Ghana Institute of Journalism (GIJ)
37	Centre for Plant Medicine Research - Mampong	78	Ghana Institute of languages
38	Christ The King Catholic Senior High School	79	Ghana Institute of Management And Public Administration
39	Cocoa Marketing Company (Ghana) Limited	80	Ghana Investment Fund for Electronic Communication
40	College of Health Sciences	81	Ghana Investment Promotion Centre
41	Commission on Human Rights and Administrative Justice	82	Ghana Law School
42	Community Health Nursing Training School -	83	Ghana Library Board
			Ghana Metrological Agency

ONLINE PROCUREMENT PLAN SUBMISSIONS AS AT 1ST MARCH, 2020

84	Ghana National Gas Company Limited	126	Lambusie-Karni District Assembly
85	Ghana Police Service	127	Local Government Service Secretariat
86	Ghana Railway Development Authority	128	Mampong General Hospital
87	Ghana Reinsurance Company Ltd	129	Mampong Municipal Assembly
88	Ghana Shippers Authority	130	Methodist College of Education - Akim Oda
89	Ghana Standards Authority	131	Metro Mass Transport Ltd
90	Ghana Technology University College	132	Mfantseman Municipal Assembly
91	Gomoa	133	Midwifery Training School - Goaso
92	Gomoa Central District Assembly	134	Minerals Commission
93	Gomoa West District Assembly	135	Ministry of Aviation
94	Grains And Legumes Development Board	136	Ministry of Culture and Chieftaincy
95	Greater Accra- Regional Co-ordinating Council	137	Ministry of Defence
96	Ho Polyclinic	138	Ministry of Employment and Labour Relations
97	Ho Technical University	139	Ministry of Finance
98	Holy Trinity Cathedral Senior High School	140	Ministry of Food and Agriculture
99	Holy Child College Of Education	141	Ministry Of Foreign Affairs And Regional Integration
100	Information Service Department	142	Ministry of Gender, Children and Social protection
101	Internal Audit Agency	143	Ministry of Information
102	Jaman North District Assembly	144	Ministry of Inner-City and Zongo Development
103	Jaman South (Jaman) District Assembly	145	Ministry of Lands and Natural Resources
104	Jasikan District Hospital	146	Ministry of Planning
105	Jomoro District Assembly	147	Ministry of Railways Development
106	Kade Government Hospital	148	Ministry of Roads and Highways
107	Kedjebi	149	Ministry of Trade and Industry
108	Keta District Hospital	150	Ministry of Transport
109	Ketu South District Assembly	151	Mpasatia Senior High Tech. Sch.
110	Ketu South Municipal Hospital	152	Nation Builders Corps
111	Kintampo North Municipal Assembly	153	National Accreditation Board
112	Kintampo South District Assembly	154	National Board for Small Scale Industries
113	Koforidua General Hospital	155	National Commission for Civic Education
114	Koforidua Technical University	156	National Council for Curriculum and Assessment
115	Komenda Edina Eguafo Abirem Municipal Assembly	157	National Development Planning Commission
116	Komfo Anokye Teaching Hospital	158	National Identification Authority
117	Konongo District Hospital	159	National Information Technology Agency (NITA)
118	Korle- Bu Teaching Hospital	160	National Insurance Commission
119	Krachi East District Assembly	161	National Pensions Regulatory Authority
120	Krachi West District Assembly	162	National Petroleum Authority
121	Krachi West District Hospital	163	National Road Safety Commission
122	Kumasi Metropolitan Assembly	164	National Service Secretariat
123	Kwabere East Municipal Assembly	165	New Juaben South Municipal Assembly
124	Kwaebiiirem District Assembly	166	Nkwanta South District Assembly
125	Kwahu Afram Plains South District Assembly	167	Nsawam Adoagyiri Municipal Assembly

ONLINE PROCUREMENT PLAN SUBMISSIONS AS AT 1ST MARCH, 2020

168	Nsawam Government Hospital	205	Shama District Assembly
169	Nsawora Edumafua Community Senior High School	206	Sissala East (Sissala) District Assembly
170	Nurses and Midwifery Training College - Nalerigu	207	Sogakope District Hospital
171	Nurses and Midwifery Training College - Sekondi	208	South Tongu District Assembly
172	Nursing and Midwifery Council of Ghana	209	St. Monicas College of Education
173	Nursing and Midwifery Training College - Asankragwa	210	St. Patricks Nursing and Midwifery Training college
174	Nursing and Midwifery Training College - Koforidua	211	St. Therasas College of Education
175	Nursing and Midwifery Training College - Mampong	212	St. Vincent College of Education
176	Nursing and Midwifery Training College - Twifo Praso	213	Suaman District Assembly
177	Nursing and Midwifery Training College-Kumasi	214	Suame Municipal Assembly
178	Nursing And Midwifery Training College-Tarkwa	215	Suhum Government Hospital
179	Obuasi Government Hospital	216	Suhum Municipal Assembly
180	Obuasi Municipal Assembly	217	Suntreso District Hospital
181	Office of Administrator of Stool Lands	218	Sunyani Polytechnic
182	Office of President	219	Tamale Central Hospital
183	Office of the Head of Civil Service	220	Tamale College of Education
184	Office of the Regional Health Directorate – Ashanti Region	221	Tamale Teaching Hospital
185	Office of the Regional Health Directorate – Eastern Region	222	Tamale Technical University
186	Office of the Regional Health Directorate – Greater Accra Region	223	Tamale West Hospital
187	Office of the Regional Health Directorate – Upper East Region	224	Tano North District Assembly
188	Offinso College of Education	225	Tarkwa District Hospital
189	Oforikrom Municipal Assembly	226	Tarkwa Nsuaem Municipal Assembly
190	Peki College of Education	227	Tema Development Corporation
191	Peki Government Hospital	228	Tema Shipyard Ltd
192	Petroleum Commission - Ghana	229	Tema West Municipal Assembly
193	Pharmacy Council	230	Tepa District Hospital
194	Planning Demo	231	Tetteh Quarshie Memorial Hospital
195	Prestea Huni Valley District Assembly	232	University Of Cape Coast (UCC)
196	Pru West District Assembly	233	University of Energy and Natural Resources
197	Registrar Generals Department	234	University Of Ghana (UG)
198	School of Anaesthesia-KATH	235	University of Health and Allied Sciences
199	School of Anesthesia - Ridge Regional Hospital	236	University of Professional Studies, Accra
200	School of Dispensing Optics	237	Upper Denkyira
201	SDA Nursing and Midwifery Training School	238	Upper Denkyira East Municipal Assembly
202	Securities and Exchange Commission	239	Upper Denkyira West District Assembly
203	Sekyere South District Assembly	240	Upper West- Regional Co-ordinating Council
204	Sene Dist. Hospital	241	Volta- Regional Coordinating Council
		242	Volta River Authority
		243	Wassa Amenfi East District Assembly
		244	Wassa East District Assembly
		245	Wesley College of Education - Kumasi

GOOD PROCUREMENT = GOOD RESULTS

Continued from Pg. 2



Nana Akufo Addo speaking at the ceremony

Speaking at the ceremony to commission the ambulances in Accra. "Government is committed to ensuring an effective Emergency Medical Service (EMS) to help improve our country's emergency response capabilities," the president said. He added that, the National Ambulance Service Bill which identifies the funding sources of the National Ambulance Service (NAS) was being worked on and will soon be forwarded to Cabinet for consideration.

He said the government has provided a digitized state of the art ambulance dispatch management system integrated with national digital addressing system where all emergency calls will automatically generate the address to enable the control centre to determine the nearest ambulance to dispatch and also allow the ambulance to identify easily any health care facility suitable for the emergency.



Dignitaries at the event



Inspection of Parade

As part of the operations of the National Ambulance Service, 450 Emergency Medical Technicians (EMT) have been trained. According to the Ministry of Health before the commissioning of the 307 ambulances, there were only 55 functioning ambulances in the country.

*Written by David S. Damoah
Snr. Officer-Corporate /FM*

EDITORIAL - WHAT IS NOT INSPECTED CAN NOT BE EXPECTED



The overriding objective for every public procurement system is to deliver efficiency and value for money in the use of public funds while adhering to laws and policies. However, underlying this serious quest is the silent inquisition to know exactly how the mere compliance with all these rules can result in the ultimate realization of the set goals. Hence, the need for us to reflect on key connections between compliance and performance management.

Compliance management is the process by which managers plan, organize, control, and lead activities that ensure adherence to laws and standards. Performance management on the other hand, assesses how these activities and outputs ultimately meet an organization's goals in an effective and efficient manner. It is a warning or diagnosis control system used to keep track of economy, efficiency, effectiveness and efficacy in the long term (Teelken & Smeenk, 2003). In short, it's a graceful way of calling organizations and processes to account (Bruijn, 2007).

After over two decades of procurement reforms in recent times, Ghana seems to have made a number of inroads with respect to getting procurement entities and other functionaries to comply with the requirements of the Public Procurement Act, 2003 (Act 663) as amended. The regulator-Public Procurement Authority (PPA) has also issued several guidelines and manual to aid smooth implementation.

To assess the level of compliance vis a vis the overall performance of the public procurement system in the country, the Authority has since its inception developed the Public Procurement Module of Excellence (PPME) Tool. Some of the baseline performance indicators imbedded in the tool include the assessment of the kind of support, Leadership and Management gives to the procurement function within institutions. Ethics and disputes resolution mechanisms instituted for procurement issues are also assessed. The actual Procurement Processes are also assessed to ascertain their levels of compliance and how they ultimately save on time, cost and deliver value.

EDITORIAL - WHAT IS NOT INSPECTED CAN NOT BE EXPECTED

In our bid to achieve high performance and not just compliance to a set of procurement rules, PPA's assessments has recorded steady progress in critical areas such as procurement planning, public access to procurement information and procurement complaints management. For instance, statistics available indicate that at least 70.1% of public procurement by value is conducted through competitive means contrary to accessions of over reliance on single source and other non-competitive methods. In all, Ghana scored a grade of C+ in the recent Public Expenditure and Financial Accountability (PEFA) 2018 report as compared to the score of C in the 2012 assessment.

In spite of these appreciable improvements in Ghana's procurement performance, it is time we drill deeper and interrogate how all these improvements are yielding real results. For instance, with the increase in the number of procurement plans submitted by entities, we need to assess how realistic these plans are, how have they been integrated into their institutional strategic plans, and what are the extent of variance between estimated and actual value of the procurements?

Furthermore, considering the fact that procurement processes are perceived to be very slow and sometimes blamed for undue delays in project execution, perhaps, its about time the PPA issues guidelines on procurement lead times as is done in other jurisdictions where Open International tenders and Open Domestic tenders would not have to take more than 180 and 121-157 calendar days respectively. This way, it will no more be a matter of just procuring but also doing it in a timeous manner to reap the gains thereof. Contract payments will also have to be done within the prescribed contract period to avoid claims and interests on delayed payments which can erode any gains.

Thus, as we launch into the next decade of public procurement, we can't have business as usual. No Entity should be treated with kick gloves. It is time to push the frontiers of procurement and make everyone involved in it accountable in order to yield its ultimate benefits. After all, what do you get from a pampered cow? Is it not spoilt milk?

To this end, we have chosen to showcase in this thirteen-year edition, a recently executed project (National Ambulance Initiative) which has won the admiration of all Ghanaians and also share with you the findings of a study on Functional Procurement Units conducted by the PPA among 80 selected institutions in the country.

Read on...

Written by Rhoda E. Appiah

Deputy Director - Corporate & Facilities Management

ESTABLISHMENT OF FUNCTIONAL PROCUREMENT UNITS

Section 18 (3) (a) of Act 663 as amended stipulates that “the Head of Entity shall establish within the Procurement Entity, a Procurement Unit staffed with qualified procurement personnel”

According to Sections 19 (1) and (2) of Act 663 as amended, “the Head of a Procurement Entity of each Ministry, Department and Agency and Metropolitan, Municipal and District Assembly, shall establish a Procurement Unit within the Entity which shall be headed and staffed by qualified procurement personnel. The Head of a Procurement Entity shall appoint a Head of Procurement of the Procurement Entity who shall be the Secretary to the Entity Tender Committee.

From these Sections of Act 663 as amended, the following can be deduced:

- the establishment of a Procurement Unit by the Head of Entity;
- Staffing the Units with qualified procurement personnel; and
- the appointment of a qualified procurement person as the Head of Procurement who shall be the Secretary to the Entity Tender Committee.

In August 2019, the Public Procurement Authority (PPA) embarked on a monitoring exercise of some selected Entities in Ghana to determine the functionality of their Procurement Units. The monitoring exercise sought to ascertain that:

1. the selected Entities had established Procurement Units;
2. that these Units were staffed by qualified procurement personnel; and
3. the Unit was headed by a qualified procurement

person who serves as the Secretary to the Entity Tender Committee (ETC).

The study also assessed that these Units were adequately resourced to conduct procurement of Goods, Works and Services (Consultancy and Technical) as well as carry out Contract Management.

The selected Entities included two Ministries, Departments and Agencies (MDA's), thirteen Hospitals, sixty Metropolitan, Municipal and District Assemblies (MMDA's), four Tertiary Institutions and one College.

Operationally, the PPA defines a Functional Procurement Unit as “A Unit established, in accordance with the Public Procurement Act as amended, by the Head of Entity responsible for all tasks and duties that are related to the acquisition of Goods, Consultancy Services, Technical Services and Works and the contract management activities of the Procurement Entity. A Functional Procurement Unit shall be headed and staffed by personnel with relevant professional training in procurement.”

Upon completion of the monitoring exercise, the Findings revealed that 94% of the entities had established Procurement Units while 6% had not. The Exercise revealed that 85% of these selected Entities had an office or office space but only 44% of the entities had adequate space for Procurement Units. Interestingly, the findings showed that only 66% of these Procurement Units have the needed logistics such as office equipment, office furniture and secure filing cabinets to operate.

In relation to the qualification of the head of Procurement Units, Findings revealed that only 45% of them

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PRE-LAUNCH OF 307 AMBULANCES (PHOTO STORY)

Inspection of the ambulances in Turkey, Ankara with the Minister of Special Initiative and Development, Hon Mavis Hawa Koomsom, Deputy Minister of Information, Hon. Dokua, Deputy Minister for Health, Hon. Tina Mensah, CEO for National Ambulance Service, Prof Zachariah, Director General for NADMO, Mr. Eric Nana Agyeman and the Chief Director Ministry of Special Development and Initiative. Below are excerpts:



LAUNCH OF 307 AMBULANCES(PHOTO STORY)



307 ambulances at the Independence Square



President Akufo Addo commissioning the ambulances



The Minister of Special Development and Initiatives delivering a speech at the function



Inspection of the Parade



Inspection of the ambulances

INSIGHTS WITH THE HON. MAVIS HAWA KOOMSON

Following the successful commissioning of the 307 ambulances on Tuesday 28th January, 2020 under the Ministry of Special Development and Initiative (MSDI), the Public Procurement Authority (PPA) interviewed the Minister - Mavis Hawa Koomson to provide procurement insights and perspectives that brought into realization this initiative.

Below are excerpts of the interview:



Hon. Mavis Hawa Koomson - MP for Awutu Senya East and the Minister for Special Development & Initiatives

Q1. Can you tell us about the mandate of this ministry?

The mandate of the ministry is to have oversight responsibilities over the three development authorities namely the Northern Development Authority (NDA), the Middle Belt Development Authority (MBDA); and the Coastal Development Authority (CoDA) and also to see to the implementation of government flagship programs such as the I District, 1 Dam and the 1 Constituency 1 Ambulance Initiatives. The vision of this Ministry is to eradicate poverty at the constituency and local level for the achievement of sustainable development. Currently the ministry is made up of the Minister, the Chief Director, the Policy Planning, Budget, Monitoring and Evaluation Directorate (PBM&E), Finance and Administration Directorate, the

Research, Statistics and Information Management Directorate (RSIM) and the Programmes Coordinating Division (PCD).

Q2. With respect with to this particular initiative, what procurement methods and procedures were used?

The ministry used the Restrictive Tendering Method to procure the 307 ambulances. We were fully committed to the procurement process which includes Planning, Soliciting, Evaluation, Contract Award and Implementation stages. In compliance with the Act 663 we wrote to the PPA in 2018 for approval for the use of the Restrictive Tendering Method and in a month, the approval was given to commence the soliciting and evaluation stages. A report on the evaluation and comparison of tenders was then submitted to the Entity Tender Committee (ETC) for review. It is important to note that the report was also forwarded it to the Central Tender Review Committee (CTRC) to also go through for value for money analysis, considering the threshold of this procurement. The report was concurrently submitted and reviewed by the PPA and the Central Tender Review Committee. Upon approval, the Ministry went ahead to give notice of awards to the selected suppliers for them to commence necessary documentations. The Ministry of Finance facilitated the Letters of Credit (LCs) which was then forwarded to the Controller and Accountants General as well as the Bank of Ghana.

Our Contract Management Team held weekly sit-down meetings with the suppliers to follow up on the processes. We also visited the manufacturers to ascertain the fact that, they were indeed going to manufacture ambulances to our satisfaction.

INSIGHTS WITH THE HON. MAVIS HAWA KOOMSON

Q3. What are some of the Contract Administration procedures that were laid down for the effective delivery?

The main objective of Contract Administration is the successful delivery of the procurement in a timely and economic manner. During this stage, the contract was monitored throughout its implementation. The Ministry in collaboration with Ministry of Finance, Controller and Accountant General Department and the Bank of Ghana established Letters of Credit for the suppliers to facilitate the transaction. These Letters of Credit gave assurance to the manufacturers since they were requesting 50% payment before they begin production. We constantly briefed the Ministry of Information all throughout the process.

The Ministry also organized routine meetings with the suppliers and the National Ambulance Service to discuss the progress of work. The Ministry undertook four (4) different inspection visits to the manufacturer in Turkey to inspect the manufacturing of the ambulances. We went with representatives from the Ministries of Health and Information, the National Ambulance Service, NADMO, PPA and Chairman of the Parliamentary Select Committee on Health. Again, my good-self and the Chief Executive Officer of the

National Ambulance Service visited Daimler in Germany, the manufacturer of Mercedes Benz to negotiate with them to increase the number of chassis they were to deliver monthly to NAS to enable the suppliers meet the delivery deadline.

Q4. Are there any measures put down for effective operation and maintenance for these ambulances?

We understand that efficiency and effectiveness of a machine depletes over some time. In view of this we went into an agreement with the suppliers to service the ambulances. There is also the Servicing and Maintenance Manual as well as Operations Manuals. This is to ensure that the ambulances are properly maintained.



Display of Ambulances at the Independence Square

Q5. What are some of the challenges that the ministry faced in procuring these ambulances?

One of the biggest challenge was with the delay of Letters of Credit (LC) which the suppliers needed take it to the manufacturers to do the manufacturing. There was also the issue of change of banks for the suppliers when the LC was established. Hence the Bank of Ghana was not able to process their LC in time. With time we were able to resolve it and successfully procure the ambulances.



Inspection of the Ambulances

INSIGHTS WITH THE HON. MAVIS HAWA KOOMSON



Hon. Mavis Hawa Koomson speaking at the Commissioning Ceremony

Q6. What are the expected benefits of this initiative?

We had only 55 ambulances in the country, serving a population of over 28 million Ghanaians. This implies that ambulance population ratio was one ambulance to 549,454 population. The provision of additional 307 ambulances means that the ambulance population ration has improved to 1 ambulance to about 82,000 population. This means that pregnant woman who is in labour in the remotest part of the country and has been referred to another health facility can easily get access to ambulance to convey her to the facility. This will help reduce maternal death rate in the country and also bring the service closer to our people.

Written by Marian Abena Oteng

Assistant Officer - Corporate and Facilities Management

ESTABLISHMENT OF FUNCTIONAL PROCUREMENT UNITS

Continued from Pg.6

have a Degree (Bsc/B Tech) in procurement, while 25% have a Master's Degree (Msc/MBA) in procurement 11% have an HND qualification and 19% have other degrees.

Findings on the role of the Head of Procurement Unit at the Entity Tender Committee (ETC) were positive as 93% of the heads attended ETC meetings and played the role of the Secretary to the ETC.

In the area of staffing and training of staff in the Procurement Units, it was revealed that 53% of the selected entities have one Procurement Officer, 28% have 2-3 procurement officers in the Unit, 11% have 3-4 Procurement Officers, 6% have more than 5 Procurement Officers and 1% have no Procurement Officer. Additionally 71% of the staff answered that the number of staff in the Procurement Unit is inadequate given the volume of work carried out. Further monitoring showed that only 53% of Entities organize training for the staff in the Procurement Unit.

The Findings also revealed that only 40% of Procurement Units are involved in the procurement of Goods, Works, Consultancy Services and Technical Service. Further studies revealed that 74% of the Procurement Units are involved in Contract Administration.

The following recommendations were made as a way of addressing the shortcomings identified:

- Formal placement of the Procurement Units on the Organograms of the Entities
- Preparation of Operational Guidelines for the procurement function
- Provision of suitable Office accommodation
- Structured training opportunities for staff with procurement qualifications
- Address the number of staff to reduce the workload on the Units;
- Engage Procurement Officers in all categories of procurement
- Involve Procurement Officers in Contract Management

Written by Eric Victor Appiah

Director - Compliance, Monitoring & Evaluation

PPA ORGANIZES WORKSHOPS ON CONTRACT ADMINISTRATION FOR CONSULTANCY AND TECHNICAL SERVICES



Group Photo with the Participants

The Public The Procurement Authority has again, successfully organized workshops on Contract Administration at Crystal Palm Hotel, Tesano on 18th -21st February, 2020 and 25th -28th February, 2020. In all 110 participants were trained in the first week and another 58 participants trained in the second week. These workshops are further to the Contract Administration workshops on Goods and Works held in the last quarter of 2019. The workshops focused on Consultancy and Technical Services which complete the training in Contract Administration.

Participants were Heads of Institutions, Entity Tender Committees (ETC) members Practitioners, Review Committees, Auditors, Investigators and personnel of Oversight Bodies who are involved in the day to day administration and management of contracts.

Speaking at the opening ceremony, the Acting CEO Mr. Frank Mante emphasized the relevance of Contract Administration in the management of contracts.

“One of the key areas where public institutions and for that matter the governments loses value for money in public procurement is chiefly due to poor contract management”. He therefore urged participants to fully participate in the training workshop.

Topics covered included Principles of Contracting, Nature of Consultancy and Technical Services, Monitoring Contract Performance and Reporting, Managing Contract Variations, Payments and Cost controls in Consultancy and Technical Services, Claims and Disputes Resolution, Issues to note before Termination of Contract, Evalua-

PPA ORGANIZES WORKSHOPS ON CONTRACT ADMINISTRATION FOR CONSULTANCY AND TECHNICAL SERVICES

tion of Contract Performance and Case Studies in Contract. The team of facilitators comprised seasoned Consultants/Practitioners and selected PPA staff including Mr. Frank Mante Ag. CEO, PPA and Vidal Creppy, Director of Capacity and Development, Abraham A. Mensah, Andrew Baafi and Edwina Safee Boafo. The External Consultants included, Messrs. Stephen Tackie, Emmanuel Fianko, N.S.K Appiah, and John McCarthy.



Participants

At the end of the workshop, participants were handed Certificates of Participation. Interactions held with participants indicated that they were impressed with the organization of the training workshops.

Participants recommended PPA to organize more of such workshops to enhance their knowledge and skills in the area of Contract Administration.



AG. CEO of PPA handing over certificate to a participant

Written by Edwina Safee Boafo
Senior Officer Capacity Development

Our Letters



E-Procurement! Yes, we are preparing to get onboard the GHANEPS Flight. I hope all the outstanding issues will be resolved within the shortest possible time to make it user-friendly.

*Nana Yaa Asante
Koforidua*

Dear PPA e-Bulletin Editorial Members, the January-February 2020 e-bulletin had beautiful photographs captured at the 9th Annual Public Forum. Wow, great job done. In future, kindly organize such events in the other Regions as well.

*Mrs. Nancy Yeboah,
Oti Region*

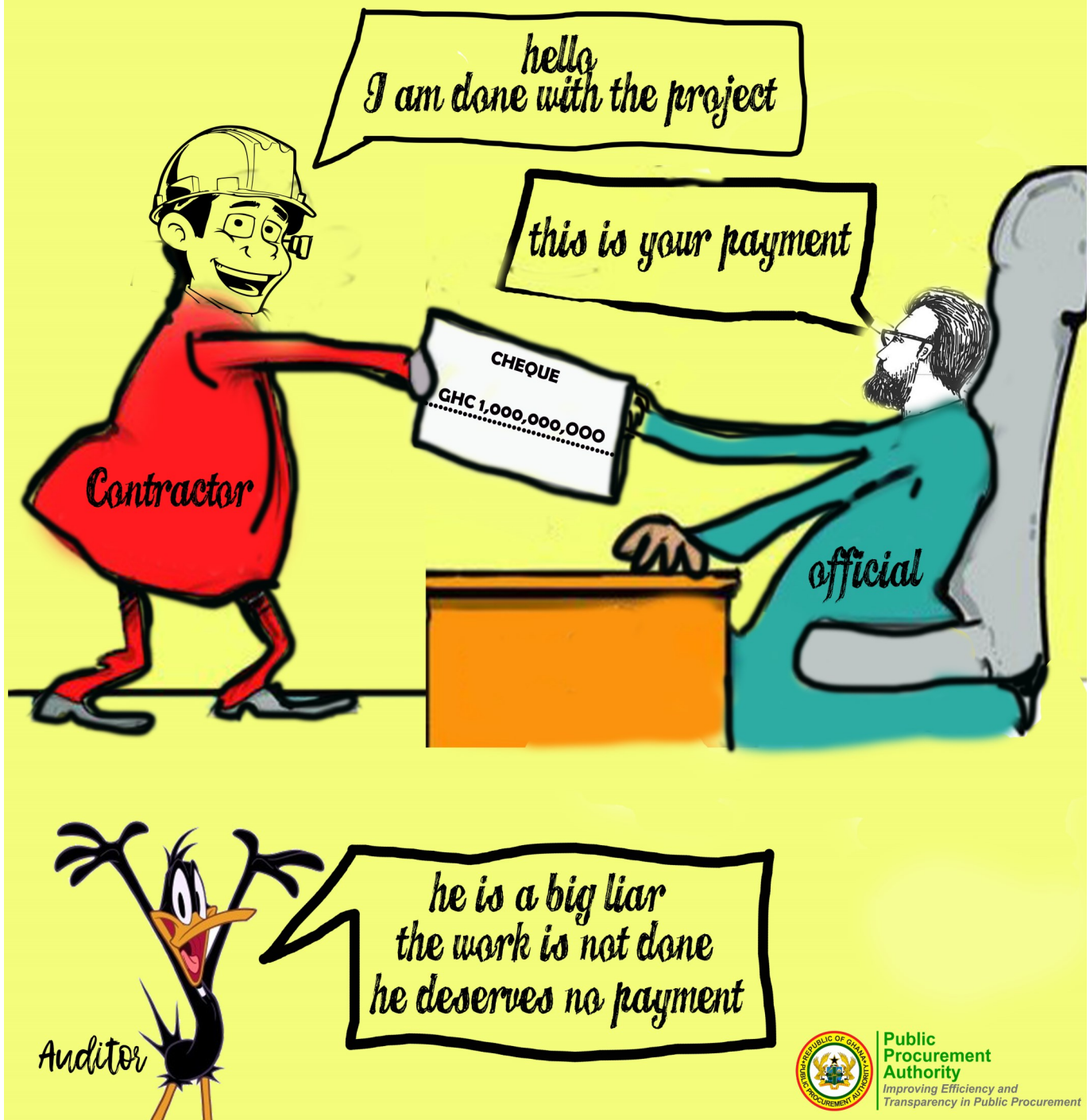
I participated in the Contract Administration Workshop held at the Crystal Palm Hotel. It was well organized and very education. Thank you for the opportunity and I look forward to having another opportunity to attend any other workshop organized by PPA.

Your last edition captured the event very well.

Anonymous, Accra

Please submit your letters to our email info@ppaghana.com

Procurement Humour



By: James Ampiah

GHANA'S PUBLIC PROCUREMENT DASHBOARD

Below is a Snapshot of procurement activities recorded on the PPA website from January 2020 to Date.

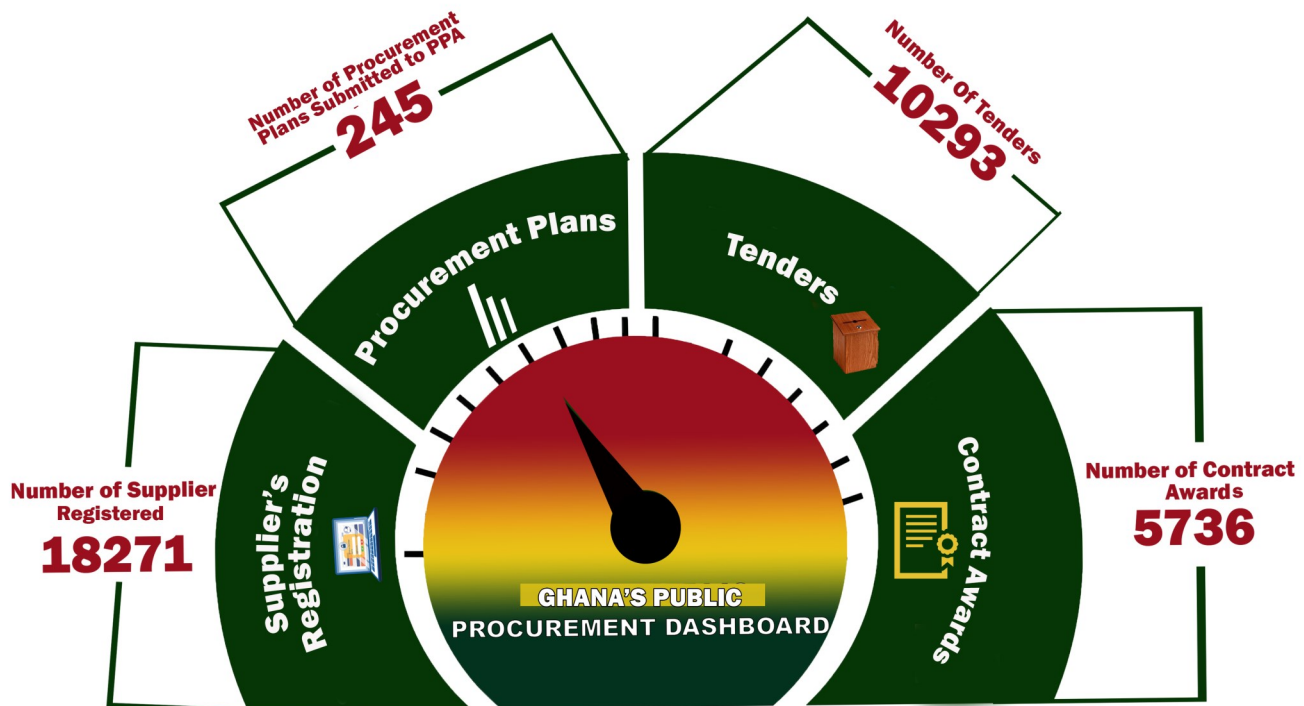


Illustration by: Ampiah James

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EDWINA SAFEE BOAFO—SENIOR OFFICER, CAPACITY DEVELOPMENT

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