

May-June 2020 Edition

# PPA e-BULLETIN



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- **Construction Of The Infectious Disease Centre-Five (5 Critical Lessons To Be Learnt In Times Of Pandemic)**
- **Guidelines to Public Entities on the conduct of Procurement during the shutdown period as a result of COVID-19**



**Public  
Procurement  
Authority**

*Improving Efficiency and  
Transparency in Public Procurement*

**Website: [www.ppa.gov.gh](http://www.ppa.gov.gh)**

**Email: [info@ppaghana.org](mailto:info@ppaghana.org)**



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# e-Bulletin



*Theme for May-June Edition(2020):Public Procurement in times of a Pandemic*

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## CONSTRUCTION OF THE INFECTIOUS DISEASE CENTRES – FIVE (5) CRITICAL LESSONS TO BE LEARNT IN TIMES OF A PANDEMIC



### *Construction of Ghana's Infectious Disease Centre*

The onset of the novel coronavirus (Covid-19) has disrupted plans and activities of all nations in the world. Presidents with their ministers, medical and related professionals, pharmaceuticals have focused efforts in finding a cure/medication to treat Covid-19. As the number of Covid-19 cases increases, a number of governments have had to come up with solutions to address the increasing number of cases.

With most hospitals reaching their bed capacities coupled with the need to isolate Covid-19 cases, it became necessary that Infectious Disease Centres (IDCs) have to be constructed to accommodate the increasing number of Covid-19 cases.

*Continued on Pg. 7*



## ONLINE PROCUREMENT PLANNING SUBMISSION AS AT 30TH APRIL, 2020

1. Abura/ Asebu/ Kwamankese District Assembly	40. Bolgatanga Polytechnic
2. Academy of Arts and Sciences-Ghana	41. Bono Regional Health Directorate
3. Accra College Of Education	42. Bosomtwe/ Atwima Mponua / Kwanwoma
4. Accra Polytechnic	43. Bulk Oil Storage and Transportation
5. Accra Psychiatric Hospital	44. Cape Coast Metro
6. Achimota Hospital	45. Central Gonja District Assembly
7. Afigya Kwabre North District Assembly	46. Central Regional Health Directorate
8. Agona West Municipal Assembly	47. Centre for Plant Medicine Research - Mampong
9. Ahanta West District Assembly	48. Christ The King Catholic Senior High School
10. Achantaman Senior High School	49. Cocoa Marketing Company (Ghana) Limited
11. Akatsi District Hospital	50. College of Health Sciences
12. Akatsi South District Assembly	51. College of Health Sciences-Bibiani
13. Akim Oda Government Hospital	52. Commission on Human Rights and Administrative Justice
14. Akrofuom District Assembly	53. Community Health Nursing Training School - Akim Oda
15. Akrofuom Senior High Technical School	54. Controller And Accountant General Dept
16. Akuse Government Hospital	55. Copyright Administration
17. Amansie South District Assembly	56. Council for Scientific and Industrial Research
18. Amansie West District Assembly	57. Driver and Vehicle Licensing Authority (DVLA)
19. Ankaful Psychiatric Nursing Training College	58. Dunkwa District Hospital
20. Asamankese Government Hospital	59. Ear Nose And Throat Training School
21. Asamda Nursing Training College	60. Eastern- Regional Co-ordinating Council
22. Asankrangwa Senior High School	61. Economic and Organised Crime Office
23. Asante Akim Central Municipal Assembly	62. Effia Kwesimintsim Municipal Assembly
24. Asante Akim North Municipal Assembly	63. Effutu Municipal Assembly
25. Asante Akim South District Assembly	64. Ejisu Juaben Municipal Assembly
26. Asikuma Odoben Brakwa District Assembly	65. Ejura Government Hospital
27. Asokore Mampong Municipal	66. Ekumfi District Assembly
28. Asonomaso district Hospital	67. Energy Commission
29. Assin South District Assembly	68. Environmental Protection Agency
30. Asuogyaman District Assembly	69. Essikado Government Hospital
31. Awutu Senya District Assembly	70. Essikadu District Hospital
32. Axim Girls Senior High School	71. Fanteakwa North District Assembly
33. Axim Hospital	72. Fanteakwa South District Assembly
34. Ayawaso North Municipal Assembly	73. Fisheries Commission
35. Bank of Ghana	74. Foods and Drugs Authority
36. Bia East District Assembly	75. Forestry Commission
37. Birim North District Assembly	76. Foso College of Education
38. Birim South District Assembly	77. Gaming Commission of Ghana
39. Bole Nursing and Midwifery Training College	78. Ghana Aids Commission

## ONLINE PROCUREMENT PLANNING SUBMISSION AS AT 30TH APRIL, 2020

79. Ghana Airports Company Limited	118. Grains And Legumes Development Board
80. Ghana Atomic Energy Commission	119. Greater Accra- Regional Co-ordinating Council
81. Ghana Audit Service	120. Ho Polyclinic
82. Ghana Book Development Council	121. Ho Technical University
83. Ghana Broadcasting Corporation	122. Hohoe Municipal Assembly
84. Ghana Civil Aviation Authority	123. Holy Trinity Cathedral Senior High School
85. Ghana Cocoa Board	124. Holy Child College Of Education
86. Ghana Cocoa Board - Quality Control Division	125. Information Service Department
87. Ghana College of Nurses and Midwives	126. Internal Audit Agency
88. Ghana College of Physicians and Surgeons	127. Jaman North District Assembly
89. Ghana Cylinder Manufacturing Company Limited	128. Jaman South (Jaman ) District Assembly
90. Ghana Education Service	129. Jasikan District Hospital
91. Ghana Exim Bank	130. Jomoro District Assembly
92. Ghana Export Promotion Authority	131. Kade Government Hospital
93. Ghana Free Zones Board	132. Kedjebe
94. Ghana Geological Survey Authority	133. Keta District Hospital
95. Ghana Grid Co. Ltd. (GRIDCO)	134. Ketu South District Assembly
96. Ghana Institute of Journalism (GIJ)	135. Ketu South Municipal Hospital
97. Ghana Institute of languages	136. Kibi Government Hospital
98. Ghana Institute of Management And Public Administration	137. Kintampo North Municipal Assembly
99. Ghana Investment Fund for Electronic Communication	138. Kintampo South District Assembly
100. Ghana Investment Promotion Centre	139. Koforidua General Hospital
101. Ghana Law School	140. Koforidua Technical University
102. Ghana Library Board	141. Komenda Edina Eguafio Abirem Municipal Assembly
103. Ghana Metrological Agency	142. Komfo Anokye Teaching Hospital
104. Ghana National Fire Service	143. Konongo District Hospital
105. Ghana National Gas Company Limited	144. Korle- Bu Teaching Hospital
106. Ghana National Petroleum Corporation	145. Krachi East District Assembly
107. Ghana Police Service	146. Krachi West District Assembly
108. Ghana Railway Development Authority	147. Krachi West District Hospital
109. Ghana Reinsurance Company Ltd	148. Kumasi High Sch
110. Ghana Shippers Authority	149. Kumasi Metropolitan Assembly
111. Ghana Standards Authority	150. Kumasi Technical University
112. Ghana Statistical Service	151. Kuntanase District Hospital
113. Ghana Technology University College	152. Kwabere East Municipal Assembly
114. Ghana-India Kofi Annan Center of Excellence	153. Kwaebiiirem District Assembly
115. Gomoa	154. Kwahu Afram Plains South District Assembly
116. Gomoa Central District Assembly	155. Kwame Nkrumah University Of Science And Technology (KNUST)
117. Gomoa West District Assembly	

## ONLINE PROCUREMENT PLANNING SUBMISSION AS AT 30TH APRIL, 2020

156. Lambusie-Karni District Assembly  
 157. Lands Commission  
 158. Local Government Service Secretariat  
 159. Maamobi General Hospital  
 160. Mampong General Hospital  
 161. Mampong Municipal Assembly  
 162. Management Development And Productivity Institute  
 163. Methodist College of Education - Akim Oda  
 164. Metro Mass Transport Ltd  
 165. Mfantseman Municipal Assembly  
 166. Midwifery Training School - Goaso  
 167. Minerals Commission  
 168. Ministry for the Interior  
 169. Ministry of Aviation  
 170. Ministry of Communications  
 171. Ministry of Culture And Chieftancy  
 172. Ministry of Defence  
 173. Ministry of Employment and Labour Relations  
 174. Ministry of Environment, Science, Technology and Innovation  
 175. Ministry of Finance  
 176. Ministry Of Fisheries And Aquaculture Development  
 177. Ministry of Food and Agriculture  
 178. Ministry Of Foreign Affairs And Regional Integration  
 179. Ministry of Gender, Children and Social protection  
 180. Ministry of Information  
 181. Ministry of Inner-City and Zongo Development  
 182. Ministry of Justice And Attorney General  
 183. Ministry of Lands and Natural Resources  
 184. Ministry of Planning  
 185. Ministry of Railways Development  
 186. Ministry Of Regional Reorganization and Development  
 187. Ministry of Roads and Highways  
 188. Ministry of Special Development Initiative  
 189. Ministry of Trade and Industry  
 190. Ministry of Transport  
 191. Ministry of Works and Housing  
 192. Mpasatia Senior High Tech. Sch.  
 193. Namong Senior High Technical School

194. Nation Builders Corps  
 195. National Accreditation Board  
 196. National Board for Professional And Technical Examinations  
 197. National Board for Small Scale Industries  
 198. National Commission for Civic Education  
 199. National Council for Curriculum and Assessment  
 200. National Development Planning Commission  
 201. National Identification Authority  
 202. National Information Technology Agency (NITA)  
 203. National Insurance Commission  
 204. National Lotteries Authority  
 205. National Pensions Regulatory Authority  
 206. National Petroleum Authority  
 207. National Road Safety Commission  
 208. National Service Secretariat  
 209. National Sports College  
 210. New Juaben North Municipal Assembly  
 211. New Juaben South Municipal Assembly  
 212. Ngleshie Amanfro Polyclinic  
 213. Nkroful Agric Senior High School  
 214. Nkwanta South District Assembly  
 215. Nsawam Adoagyiri Municipal Assembly  
 216. Nsawam Government Hospital  
 217. Nsawora Edumafua Community Senior High School  
 218. Nurses and Midwifery Training College - Nalerigu  
 219. Nurses and Midwifery Training College - Sekondi  
 220. Nursing and Midwifery Council of Ghana  
 221. Nursing and Midwifery Training College - Asankragwa  
 222. Nursing and Midwifery Training College - Dunkwa  
 223. Nursing and Midwifery Training College - Koforidua  
 224. Nursing and Midwifery Training College - Mampong  
 225. Nursing and Midwifery Training College - Twifo Praso  
 226. Nursing and Midwifery Training College-Kumasi  
 227. Nursing And Midwifery Training College-Tarkwa  
 228. Obuasi Government Hospital  
 229. Obuasi Municipal Assembly  
 230. Office of Administrator of Stool Lands  
 231. Office of President

## ONLINE PROCUREMENT PLANNING SUBMISSION AS AT 30TH APRIL, 2020

232. Office of the Head of Civil Service	270. Suhum Government Hospital
233. Office of the Regional Health Directorate – Ashanti Region	271. Suhum Municipal Assembly
234. Office of the Regional Health Directorate – Eastern Region	272. Suntreso District Hospital
235. Office of the Regional Health Directorate – Greater Accra Region	273. Sunyani Polytechnic
236. Office of the Regional Health Directorate – Upper East Region	274. Takoradi Technical University
237. Offinso College of Education	275. Tamale Central Hospital
238. Oforikrom Municipal Assembly	276. Tamale College of Education
239. Old Tafo Municipal Assembly	277. Tamale Teaching Hospital
240. Opoku Ware Sec.	278. Tamale Technical University
241. Peki College of Education	279. Tamale West Hospital
242. Peki Government Hospital	280. Tano North District Assembly
243. Petroleum Commission - Ghana	281. Tarkwa District Hospital
244. Pharmacy Council	282. Tarkwa Nsuaem Municipal Assembly
245. Planning Demo	283. Tema Development Corporation
246. Prempeh College	284. Tema Shipyard Ltd
247. Prestea Huni Valley District Assembly	285. Tema West Municipal Assembly
248. Pru West District Assembly	286. Tepa District Hospital
249. Registrar Generals Department	287. Tetteh Quarshie Memorial Hospital
250. Ridge Hospital	288. University For Development Studies
251. School of Anaesthesia-KATH	289. University Of Cape Coast (UCC)
252. School of Anesthesia - Ridge Regional Hospital	290. University of Energy and Natural Resources
253. School of Dispensing Optics	291. University Of Ghana (UG)
254. SDA Nursing and Midwifery Training School	292. University of Health and Allied Sciences
255. Securities and Exchange Commission	293. University of Professional Studies, Accra
256. Sekyere South District Assembly	294. Upper Denkyira
257. Sene Dist. Hospital	295. Upper Denkyira East Municipal Assembly
258. Shama District Assembly	296. Upper Denkyira West District Assembly
259. Sissala East (Sissala) District Assembly	297. Upper Manya District Assembly
260. Social Security and National Insurance Trust (SSNIT)	298. Upper West- Regional Co-ordinating Council
261. Sogakope District Hospital	299. Uthman Bin Afan Senior High School
262. South Tongu District Assembly	300. Volta Lake Transport Company Limited
263. St. Joseph College Of Education-Bechem	301. Volta- Regional Coordinating Council
264. St. Monicas College of Education	302. Volta River Authority
265. St. Patricks Nursing and Midwifery Training college	303. Wassa Amenfi East District Assembly
266. St. Therasas College of Education	304. Wassa East District Assembly
267. St. Vincent College of Education	305. Wesley College of Education - Kumasi
268. Suaman District Assembly	306. Western- Regional Co-ordinating Council
269. Suame Municipal Assembly	

## CONSTRUCTION OF THE INFECTIOUS DISEASE CENTRES – FIVE (5) CRITICAL LESSONS TO BE LEARNT IN TIMES OF A PANDEMIC

*Begins on Pg. 2*



*Wuhan Isolation Centre*

construct a 100-bed capacity Infectious Disease Centre at the Ga-East Municipal Hospital in six (6) weeks. Other centers are concurrently being built in the Coastal, Middle and Northern Belt to control the spread of the virus nationwide. This article explores the key lessons that can be learnt in times of pandemics.

Notable amongst such construction is the 1000-bed and 4-000 bed isolation centres built in Wuhan and London respectively to isolate and treat Covid-19 patients. Other centres have been built around the world.

Currently, Ghana is embarking on a project to con-



*London Isolation Centre*



*Construction of Ghana's Infectious Disease Centre*

Another key lesson in procurement is rapid response. In times of emergencies where lives are at stake, there is a need for rapid response in procurement - from planning, evaluation, contract award to delivery. This is to ensure that items and equipment gets to the front line workers and infected patients on time. The use of local manufacturers and suppliers in times of emergencies is another lesson to be learnt. Great opportunities have been paved for local manufacturers in Ghana. For instance, local

### PROCUREMENT

The first lesson to be learnt is the need for guidance for procurement processes, example the construction of these centres within the shortest possible time. Countries invoked the provision of their procurement law that allowed for the acquisition of Goods, Works and Services in cases of emergencies. In Ghana, guidelines for the conduct of procurement was established by the regulator –PPA to ensure that procurement is conducted in time to avoid the spread of disease.



*Construction of Ghana's Infectious Disease Centre*



## CONSTRUCTION OF THE INFECTIOUS DISEASE CENTRES – FIVE (5) CRITICAL LESSONS TO BE LEARNT IN TIMES OF A PANDEMIC



*The 48 Engineers Regiment of the Ghana Armed Forces at work*

manufacturers of Personal Protective Equipment's (PPEs), producers of hand sanitizers and rubbing alcohol among others were called by the government to produce prevention and control items on a large scale to serve the entire population.

### **FUNDING**

Another key lesson is funding. Governments have made funding available for the constructions as well as other activities such as compensation of front line workers, fumigation exercise, feeding of vulnerable during the Lockdown period. However, with one of the impacts of the Covid-19 being strain of economies, governments have to look for alternative sources of funding for these un-budgeted projects. In Ghana, the US government through the USAID, Newmont Ghana, MTN Ghana and other key donors came together to provide funding for the construction and other major activities

### **CONSTRUCTION**

In times of a pandemic, governments call and depend on their best to get the job done in the shortest possible time, as lives are at stake. With their diverse professionalism, experience and discipline, the military has been called to lead such constructions. In Ghana, the 48 Engineers Regiment of the Ghana Armed Forces is leading the construction of isolation centres at the Ga East Hospital and the El-Wak Stadium



## CONSTRUCTION OF THE INFECTIOUS DISEASE CENTRES – FIVE (5) CRITICAL LESSONS TO BE LEARNT IN TIMES OF A PANDEMIC



*Construction of Ghana's Infectious Disease Centre*

### POST-PANDEMIC

These isolation centres are primarily built to contain and treat Covid-19 patients. However, as the pandemic eases or pass, these massive structures will eventually decommissioned for other health related needs.

### HOLISTIC APPROACH TO CONTROL SPREAD OF THE CORONAVIRUS

In all, greatest lesson to be learnt is the collaboration across all sectors and professionals. With this all hands approach, Ghana and indeed other countries have made gains in the control, management and treatment of the Coronavirus. In Ghana, the private sector have made several donations to the COVID-19 fund to help curb the spread. Also there has been the Public Private Partnership (PPP) to assist the government in construction, distribution of food items to the vulnerable during the Lockdown among others. Several other professional have collaborated in projects offering consultancy services, an example is Ghana Institution of Surveyors (GhIS) together with other professional institutions in the Built-Environment are providing free consultancy for the constructions

### CONCLUSION

Governments are using all efforts, knowledge and expertise to address the current pandemic. From the above lessons, it is observed no one person, institution or industry can solve the issues with Coronavirus. All of us should continue to support in any way we can to control and eventually stop the spread of the coronavirus.

***Thomas K. Bondzi***

***Head – MIS***

***PPA***



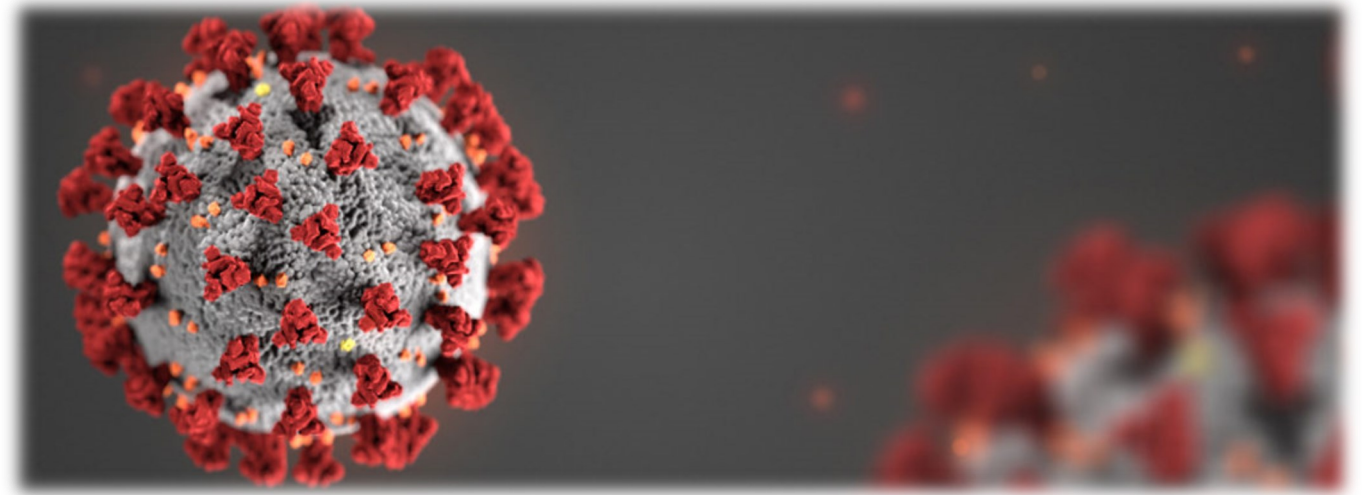
## ADVERTISERS ANNOUNCEMENT

The Public Procurement Authority wishes to bring to the attention of Procurement Entities (PEs) and Service Providers the following very important information:

<b>Annual Assessment of Procurement Activities</b> 	<p>The Public Procurement Authority (PPA) will be undertaking an assessment of the procurement activities of Public Procurement Entities nationwide. This exercise will cover all procurement activities undertaken by the Entities for the period January 1, 2016 to December 31, 2019.</p> <p>All Entities are advised to assemble their records on all procurement transactions undertaken for the period under review to enable the Assessors complete the exercise successfully. The PPA request entities to fully comply with this directive.</p>
<b>Publication of Tender Notices on PPA's website</b> 	<p>Entities are being informed that the cost of publishing tender notices on the PPA's website is now GHC 800.00. All payments should be made by cheque in the name of Public Procurement Authority. Publication of tender notices is a statutory requirement pursuant to Section 47(4) of the Public Procurement Act, 2003 (Act 663) as amended and all entities must comply.</p>
<b>Capacity Development</b> 	<p>Considering the fact that training constitutes a critical part of the implementation of the Public Procurement Act, 2003 (Act 663) as amended, the PPA wishes to entreat Entities who may have challenges in the application of the law to formally request for specialized training. The ultimate objective of the Authority is to promote and support the training and professional development of persons engaged in public procurement and ensure adherence to ethical standards and avoid any possible infractions of the law.</p>
<b>Price Database</b> 	<p>The PPA under Section 3 (p) of Act, 2003 (Act 663) as amended has developed a web-based Price Database to serve as a guide for average prices of common use items on the market. These prices are meant to be only INDICATIVE and not serve as the mandatory prices at which the items are to be procured. Entities may therefore refer to this database in the preparation of their annual procurement plans as well as during tendering evaluation processes.</p>
<b>Enhanced Procurement Planning Tool</b> 	<p>In accordance with Section 21 of Act 663 as amended, the Authority is reminding all Entities to submit their 2020 Procurement Plans latest by 29th May, 2020. It is worth noting, that in accordance with the Public Financial Management Act, budgets of entities will be implemented on the oracle Hyperion software at the Ministry of Finance soon after the passage of the Appropriations Act which will be uploaded onto PPAs online procurement planning software. Failure to submit annual procurement plans in line with approved budget will lead to non-release of funds. Moreover, the Governing Board of the PPA will not consider any applications for the use of Sole Source and Restricted Tendering unless due reference is made to those Packages as captured in their approved procurement plans. Kindly note that these plans must be captured electronically via <a href="http://planning.ppaghana.org">http://planning.ppaghana.org</a></p>
<b>Entities Tender Committee</b> 	<p>In pursuant to section 17 (1) Entities provisions are hereby requested to submit the list of their ETC membership to the PPA by 29th May, 2020 to update our database; Alternatively, Procurement Officers posting their Procurement Plans Using the Procurement Planning software can input their Entity Tender Committee (ETC) membership using the Data Configuration Menu.</p> <p><b>Guidelines for Single Source Procurement and Restricted Tendering</b></p> <p>Section 40 of the Public Procurement Act, 2003 (Act 663) as amended mandates Entities to secure approval from the PPA Governing Board before they adopt the use of a non-open competitive tendering method namely: Single Source Procurement/Restricted Tendering. In order to ensure that these requests satisfy the key provisions in the law, the PPA has issued detailed guidelines (available on <a href="http://www.ppaghana.org">www.ppaghana.org</a>) to assist Entities who may require the use of any of these methods of procurement.</p> <p>Due Diligence Unit has been established by the PPA to support the review process of all applications to determine price reasonableness or other justifications. In view of this:</p> <ul style="list-style-type: none"> <li>• Entities are to note that where budgeted amounts captured in the procurement plan is significantly different from the amounts being applied, such applications in question will not be entertained;</li> <li>• Additionally, all entities requesting for approvals to use Single Source / Restricted Tendering from the PPA should have such request signed by the Head of the Institution.</li> <li>• Entities are to note that any application that does not comply with these administrative instructions will not be considered</li> </ul>

Signed: Ag. CEO

## GUIDELINES TO PUBLIC ENTITIES ON THE CONDUCT OF PROCUREMENT DURING THE SHUTDOWN PERIOD AS A RESULT OF COVID-19



The Public Procurement Authority pursuant to its mandate under Section 3 of the Public Procurement Act 2003 (Act 663) as amended by the Public Procurement (Amendment) Act 2016 (Act 914), and mindful of its oversight responsibilities as the Regulator of Public Procurement in Ghana, hereby provides the following guidelines to aid in the conduct of public procurement during this Shutdown Period as a result of the Covid-19 pandemic.

### **Receipt and Opening of Tenders/Proposals**

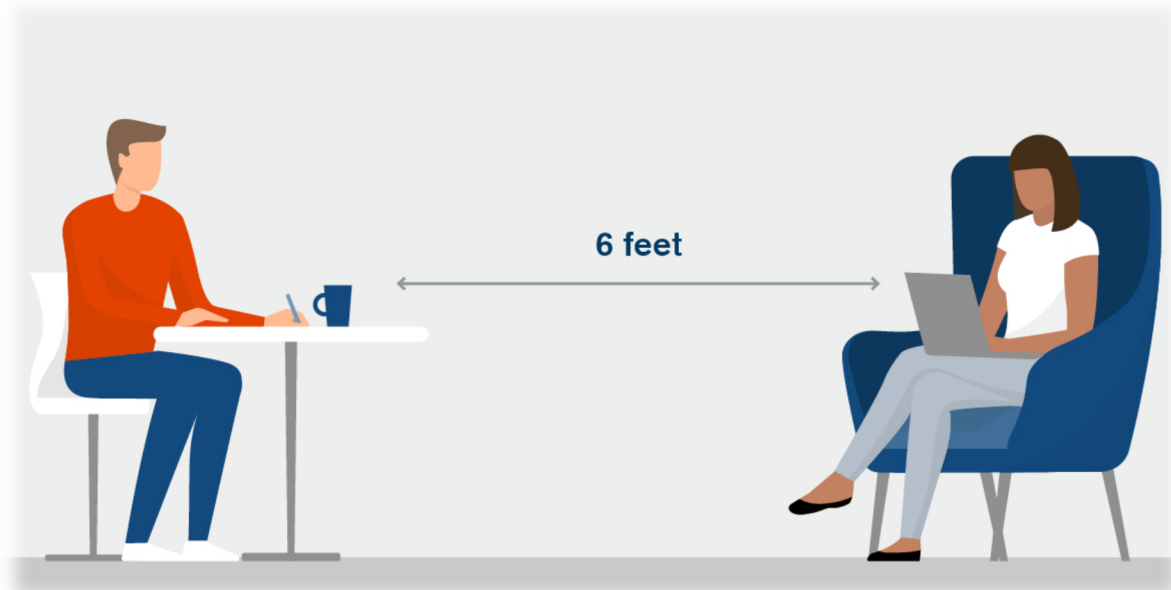
For all Tenders/Proposals for which the submission deadlines fall within the Shutdown Period, Procurement Entities are advised to extend the receipt of such Tenders/Proposals to a further period beyond the shutdown period. Such decisions should be immediately communicated to Tenderers through the publication of Addenda and via email. Confirmation of receipt of such emails should be received from the Tenderers. This should form part of the records of procurement proceedings in line with Section 28 of Act 663 as amended.

However, where due to the urgency of the subject matter of the procurement, the Procurement Entity deems it prudent not to extend the deadline for submission of Tenders/Proposals, the Tenders/ Proposals will have to be opened on the date set as the deadline. Procurement Entities are hereby directed to notify all Tenderers via email of their decision to open such Tenders/Proposals. Procurement Entities are strictly advised to be guided by the social distancing protocols during the opening of Tenders/Proposals and the appropriate logistics provided for such purposes. Procurement Entities are required to take Minutes of the Tender/Proposal Openings which should be shared with Tenderers on the same day of Tender/Proposal Opening.

Procurement Entities are also encouraged to explore video conference options where Tenderers can log in to observe the Tender/Proposal Opening process in order to promote transparency. Procurement Entities that have already enlisted onto the Ghana Electronic Procurement System (GHANEPS) are entreated to use the system for all their procurement activities.



## GUIDELINES TO PUBLIC ENTITIES ON THE CONDUCT OF PROCUREMENT DURING THE SHUTDOWN PERIOD AS A RESULT OF COVID-19



### Pre-tender/Proposal Conferences/Meetings

Procurement Entities are hereby directed to suspend all Pre-tender/Pre-proposal meetings during this Shutdown period. Pre-tender/Pre-proposal meetings scheduled to be held after the Shutdown Period, are to be conducted with full regard to all the social distancing protocols.

### Tender/Proposal Evaluations

For ongoing evaluations of Tenders/Proposals, Procurement Entities are advised to proceed in accordance with the social distancing protocols. Procurement Entities should ensure that the evaluation processes are completed on schedule, bearing in mind the validity periods of the Tenders/Proposals.

Procurement Entities are advised to contact the Authority for clarifications on any other procurement related matters via [email at: info@ppaghana.org](mailto:info@ppaghana.org) or call **0552565494/0505846550**.

**SIGNED**  
**FRANK MANTE**  
**AG. CHIEF EXECUTIVE**

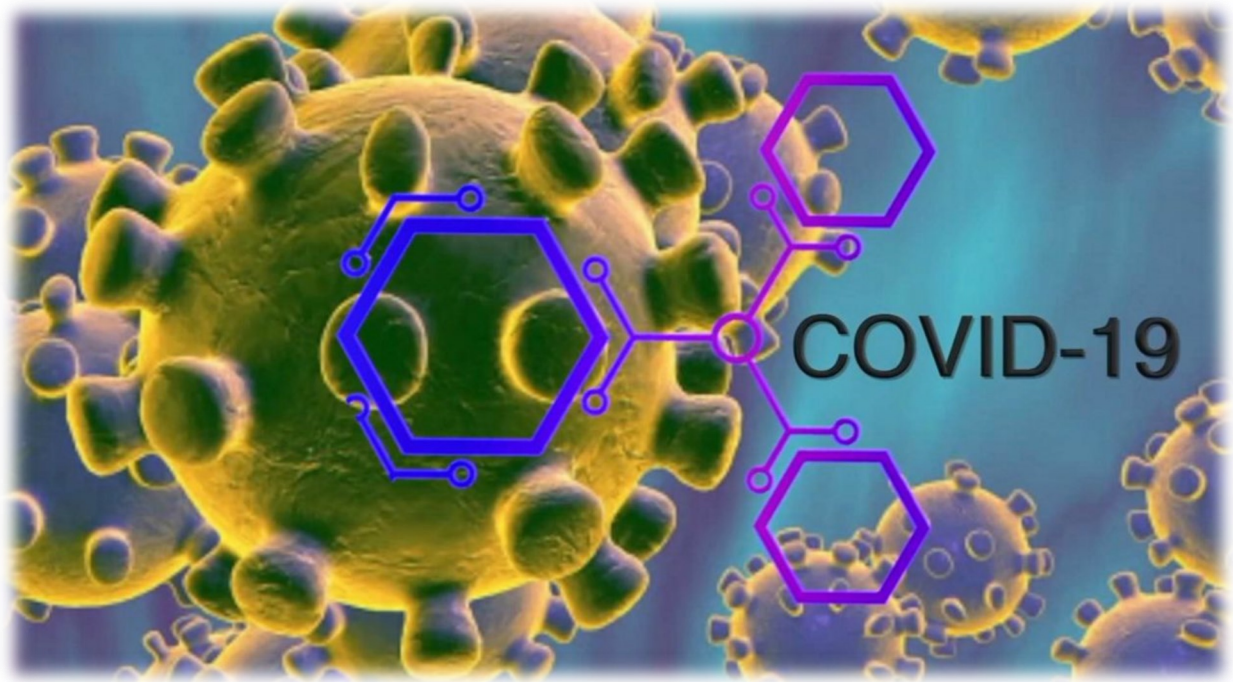
### TO ALL PUBLIC ENTITIES

CC: Chief of Staff  
Office of the President  
Jubilee House

Minister of Finance  
Ministry of Finance  
Ministries- Accra

Minister of State In-charge of Public Procurement  
President Annex  
Accra

## A COUNTRY IN THE MIDST OF COVID-19: CHALLENGES AND OPPORTUNITIES FOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT



### INTRODUCTION:

Covid-19 which is caused by the coronavirus is globally having a negative effect on all transactions and business operations, not only of the poor and undeveloped nations but also on the advanced countries as well. Already as at 15th April 2020, 1,918,138 cases had been reported with 123,126 deaths all over the world. The pandemic is seriously affecting the world economy and changing lives in a negative way that no one possibly ever thought of. Many business organizations across the globe are facing unprecedented disruptions in their supply chains. According to a survey by the Institute for Supply Management, almost 75% of companies south of the Canadian border experienced disruptions in their supply chains as a result of coronavirus related transportation restrictions. The World Health Organization has stated that currently, Covid-19 causes disruptions in supply chains and procurement processes. (Staal, 2020). Ghana imports about 70% of its goods and services from outside the country. The goods range from heavy machinery equipment to low profile products including toothpick. The impact the novel coronavirus has on supply chain and procurement system can therefore not be overemphasized.

### RE-ARRANGEMENT OF EXISTING CONTRACTS AND TENDERING:

It is evident that due to disruption in supply chains across the globe contracts which have been signed already need to be extended as a result of the closed down of many supplier businesses the world over. According to (Linsley, 2020), central to navigating the next 3-6 months successfully will be an accurate assessment of contract obligations and risks, as well as sensitive relationship management and tight control over cash flow. Delivery periods already agreed between the entity and the supplier must be revised to accommodate the possible delay from international supply sources. Similarly, the period for payment for goods/works or services to suppliers can delay in this COVID-19 time as a result of many institutions either closing down their offices or providing a

## A COUNTRY IN THE MIDST OF COVID-19: CHALLENGES AND OPPORTUNITIES FOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT



schedule for their staff to rotate thereby reducing the labour force who are required to process payments and or send documents from one office to the other. With a standard payment term of 30 days after supply or delivery, it is obvious that most organisations cannot meet the payment period originally agreed. It is therefore important that management of such organizations reschedule payment terms for already awarded contracts and negotiate with the suppliers or contractors involved so that it doesn't become a subject

of a legal battle. Organizations which float tenders must also revise and extend their payment periods. On the other hand, if there is a way out, institutions can help small and medium scale businesses to reduce their losses by settling their indebtedness to them earlier than expected.

Also related to the payment period is the tender closing, submission and validity period. In this unordinary times, it may be difficult for tenderers to secure mandatory documents such as bid securities, SSNIT and tax clearance certificates in time to enable them to submit a qualified tender. It is therefore essential that when publishing tenders, the closing of bids, submission and opening must be at least four weeks instead of the minimum two weeks. In a lockdown situation, however, tender closing periods must be extended accordingly. It is also very difficult conducting the evaluation of tenders and other procurement processes leading to the award of a contract by the entity. It is therefore important that the entity also choose extended tender validity periods when publishing tenders or inviting quotations.

### RE-ORGANIZATION OF PROCUREMENT PLANS:

Institutions which have been closed down as a result of the COVID-19 pandemic need to revise their procurement plans. The need for revision is necessitated by the fact that the pandemic may affect the needs of the institution. Some procurements may no longer be needed. Also, the timelines may have changed. Supply chain professionals can take the advice below from Binder Dijker Otte & Co. They proposed that working through COVID-19 will require creative strategies to enable on-the-ground decision-making and provide



leaders with access to up-to-date information. Mitigation plans for crisis-related risks must be practical and accessible, allowing employees to make smart decisions quickly. A multifaceted approach that addresses your organization's specific challenges will help determine the best way of managing the supply chain and ensuring its resilience. In formulating a response strategy, organizations need to consider the following:



## A COUNTRY IN THE MIDST OF COVID-19: CHALLENGES AND OPPORTUNITIES FOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

- Position procurement and sourcing as a strategic tool to mitigate supply chain disruptions
- Identify and implement alternative sourcing strategies for essential products and critical services
- Adapt internal control systems to accommodate process changes
- Assess supplier relationship to improve efficiency and productivity
- Develop a go-forward plan for procurement modernization to address supply chain resilience

### OPPORTUNITIES FOR BUSINESS AND SERVICE TO HUMANITY:



Personnel Protective Equipment (PPEs) are fast becoming short in supply. This is because the global pandemic requires that all countries are shopping for the limited PPEs available on the market. The few ones available on the market are very expensive to buy. For example, hand sanitisers which originally sold at GH¢10.00 before the pandemic now sell at GH¢50.00. The short supply of PPEs in Ghana coupled with the hike in prices of the few supply availability with a huge demand for them is greatly felt because Ghana imports almost everything. This situation

of shortage in supply of PPEs presents us an opportunity to start mass production of some of this equipment locally. Organizations such as our public universities with research laboratories can take the opportunity to produce liquid soaps and hand sanitizers for use by the public. The clothing and Textile departments can also produce nose and face masks for the public to use in fighting the coronavirus. Not only does it offer a business opportunity for such organizations to generate profit, but it also affords the institutions to give these products to their immediate communities as part of their corporate social responsibility strategies. It is refreshing to note that some organizations have started producing hand sanitizers and sharing some free of charge to some communities surrounding them. Others must follow this example. Once the institutions focus on the production of quality PPEs and other essential products, they can be exported to other countries for the country to get foreign exchange. To this end, the government must also channel some of the COVID-19 stimulus packages towards revamping small and medium scale industries to have the capacity for mass scale local production. The commercial banks are also encouraged to make credit facilities available for businesses which may like to access them at reasonable terms.

### RE-THINKING OF SUPPLY SOURCES: A CHANCE FOR MADE IN GHANA GOODS:

I remember those days when we used to rely on the local furniture manufacturing industries, particularly the small scale carpenters in our localities for office furniture such as tables, desks and chairs. Today, we have abandoned all this local furniture for the imported ones mostly from China and Malaysia. When those countries shut down production evidenced by the pandemic period, our supply chains also suffer. Not only are those imported items

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*Locally made furniture*

like furniture more expensive, but most of them are also not durable comparatively. It is time we as supply chain management professionals take a second look at importation of almost everything and help in encouraging the patronage of locally produced goods and services. There is, therefore, the need to diversify our supply chain to ensure a continuous flow of products and services for our operations. The call by many successive governments to switch to the use of made in Ghana goods must be headed to especially in these uncertain times. Whilst championing the patronage of made in Ghana goods going forward, we should also be on the lookout for fake and unscrupulous

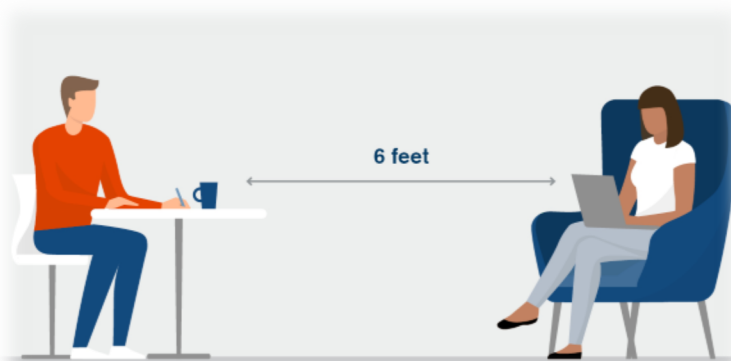
businessmen who may want to take advantage of the situation to enrich themselves. There is the potential for many people to want to sell anything just to raise money. Already, we have cases where people are producing and selling to the unsuspecting public uncertified hand sanitizers. Once the need for Personal Protective Equipment has been on the ascendency but are in short supply, we must be very careful about what we buy from the market.

### **PROCUREMENT METHODS IN TIMES LIKE THIS:**

There have been several discussions on professional and association platforms in Ghana following the UK's directive on procurement in this pandemic time. The UK issued advice to public sector buyers in a Procurement Policy Note (PPN) in which the cabinet office directed that authorities may need to procure goods, services and works with extreme urgency. "In responding to Covid-19, contracting authorities may enter into contracts without competing or advertising the requirements", the PPN said. Some of the discussions concerning the UK's directive presupposes that the PPA should follow suit and perhaps grant public entities in Ghana the permission to engage in single sourcing without prior approval from the authority for essential goods such as PPEs. Although we are not in normal times and as much as the UK's directive enhances the early satisfaction of a need, the granting of such permission may lead to unnecessary abuses. It is therefore incumbent on us as professionals to be innovative and proactive in the use of our already existing procurement procedures.

### **OBSERVANCE OF SOCIAL DISTANCING PROTOCOLS:**

It is very refreshing to note that the Public Procurement Authority has come out with procedures for conducting procurement activities in this pandemic period which include the fact that the date for tender opening can be rescheduled and Procurement Entities are strictly advised to be guided by the social distancing protocols during the opening of Tenders/Proposals, tender evaluation and the



## A COUNTRY IN THE MIDST OF COVID-19: CHALLENGES AND OPPORTUNITIES FOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

appropriate logistics provided for such purposes. The Authority is commended for this step.

### CONCLUSION

COVID-19 is real and its adverse effects on business cannot be underestimated. Entities which are still operating in these times must provide their workers with the basic protective equipment such as nose masks and gloves and also make available hand sanitizers for use by staff.

Procurement staff must take a second look at their procurement activities and revise them when necessary to minimize the disruption the pandemic brings. Our supply sources must also be shifted from a more import dependency to an increase in the patronage of locally made goods. Let us all adhere to the president's directives, in whatever form they may take, and stay home if possible to stay safe. Of course, there will be more to process eventually when COVID-19 is over and we must stay strong for the task ahead.

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Staal A, 2020. *Impact of covid-19 on procurement & supply chains - how will the profession change?* [online] available at [https://www.researchgate.net/post/impact\\_of\\_covid-19\\_on\\_procurement\\_supply\\_chains-how\\_will\\_the\\_profession\\_change](https://www.researchgate.net/post/impact_of_covid-19_on_procurement_supply_chains-how_will_the_profession_change). accessed on 15<sup>th</sup> April, 2020.

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### Written by:

*Nicholas Ampofo*

PREVENTION IS KEY

Prevent the Spread of Coronavirus(COVID-19)



**WASH YOUR HANDS OFTEN**  
with soap & water for at least 20 seconds or use an alcohol-based hand sanitizer.



**AVOID TOUCHING** your eyes, nose, & mouth with unwashed hands.  
**AVOID CLOSE CONTACT** with people who are sick.



**STAY HOME** if you are sick.  
**CLEAN & DISINFECT** frequently touched objects & surfaces.



**COVER YOUR MOUTH & NOSE** with a tissue or your sleeve (not your hands) when coughing or sneezing.



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

website: [www.ppa.gov.gh](http://www.ppa.gov.gh)
Email: [info@ppaghana.org](mailto:info@ppaghana.org)



## PROCUREMENT NEWS AROUND THE WORLD

### PPRA ENFORCES NEW GUIDELINES FOR CONTRATORS



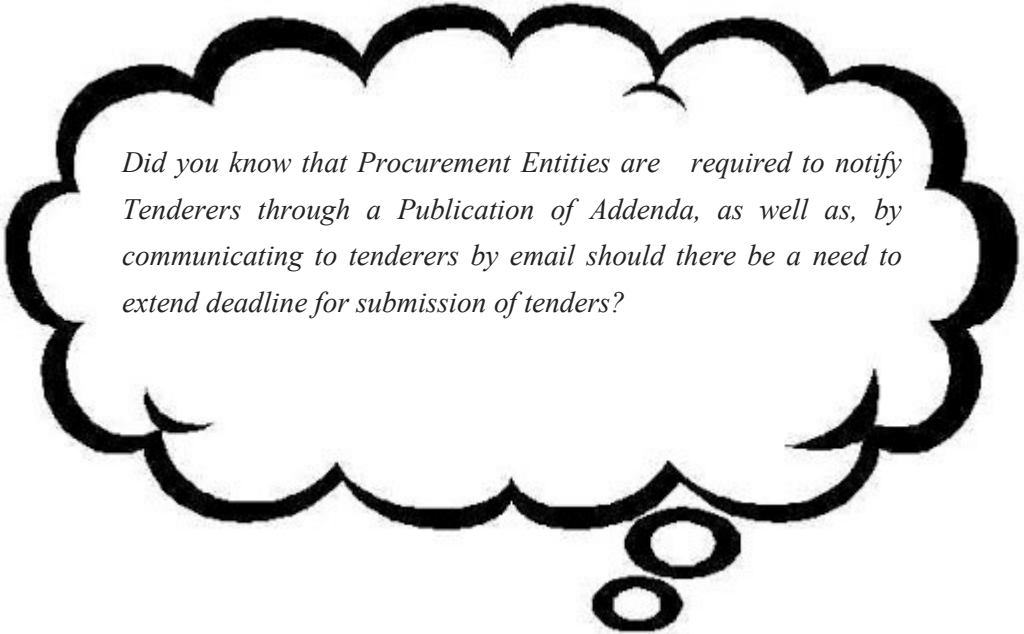
Contractors in Niarobi, Kenya will not be required to physically attend bid opening meetings but instead transact their business online. This is according to the latest guidelines issued by public procurement regulatory authority (PPRA) in a bid to curb the spread of the Coronavirus. The authority has also directed contractors to submit in writing their full compliance with the measures put in place by the government to prevent the spread of COVID 19”, said the Authority’s Director-General, Maurice Juma.

The authority had earlier suspended all face to face meetings in their offices a week after the country announced its first coronavirus case.

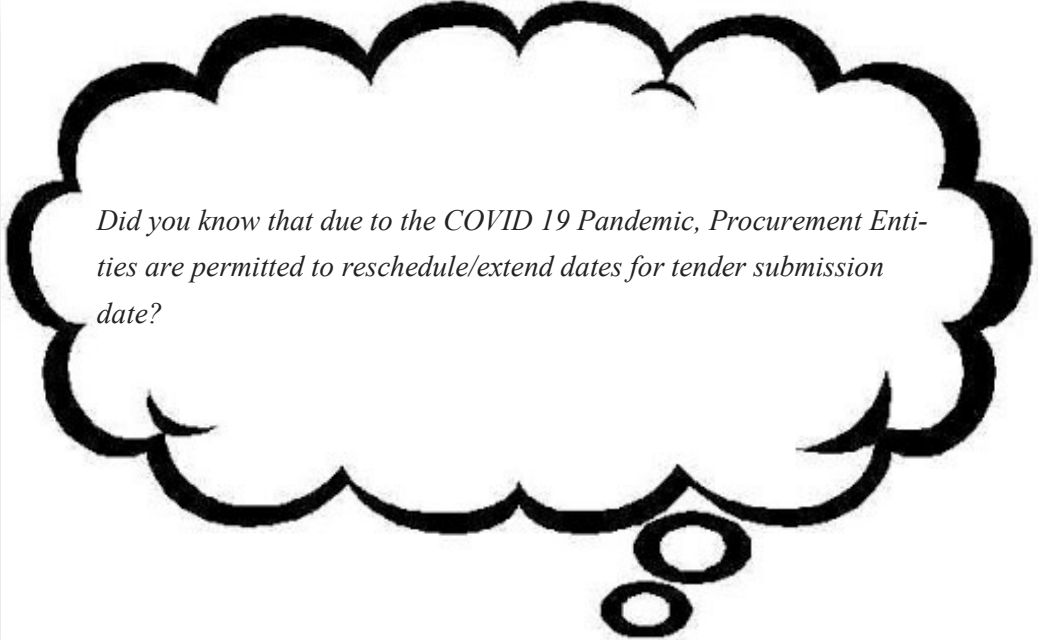
The new set of guidelines will see contractors save on time. In the recent past, PPRA has been struggling to get contractors to transact business electronically even before the onset of the pandemic in a move to curb bribery claims that have marred the public procurement sector.

Curled from: <https://www.standardmedia.co.ke/>

## DID YOU KNOW?



*Did you know that Procurement Entities are required to notify Tenderers through a Publication of Addenda, as well as, by communicating to tenderers by email should there be a need to extend deadline for submission of tenders?*



*Did you know that due to the COVID 19 Pandemic, Procurement Entities are permitted to reschedule/extend dates for tender submission date?*

## Our Letters



⇒ 2020 has been an educative and interesting year for me. Good Job. Keep up the good work

-Alex Tay  
-Nungua, Accra

⇒ Your March/April 2020 Edition was explosive. The interview with the Minister was very informative.

-Peace  
-Ho, Volta Region

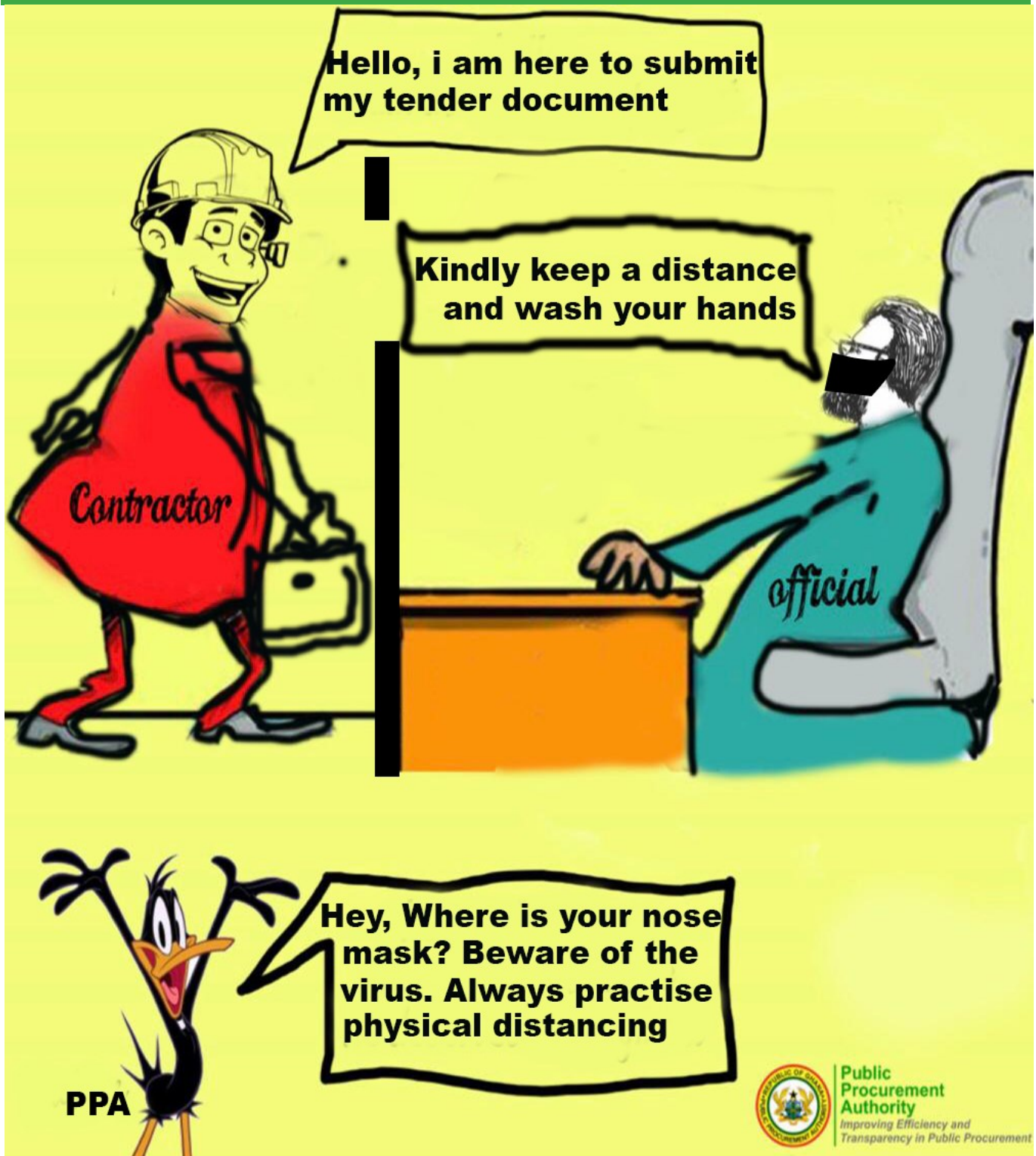
⇒ I would like to suggest that more interviews and hands-on approach in procurement is explored in subsequent Bulletins

-Musa  
-Ashiaman, Accra

***Please submit your letters to our email [info@ppaghana.com](mailto:info@ppaghana.com)***



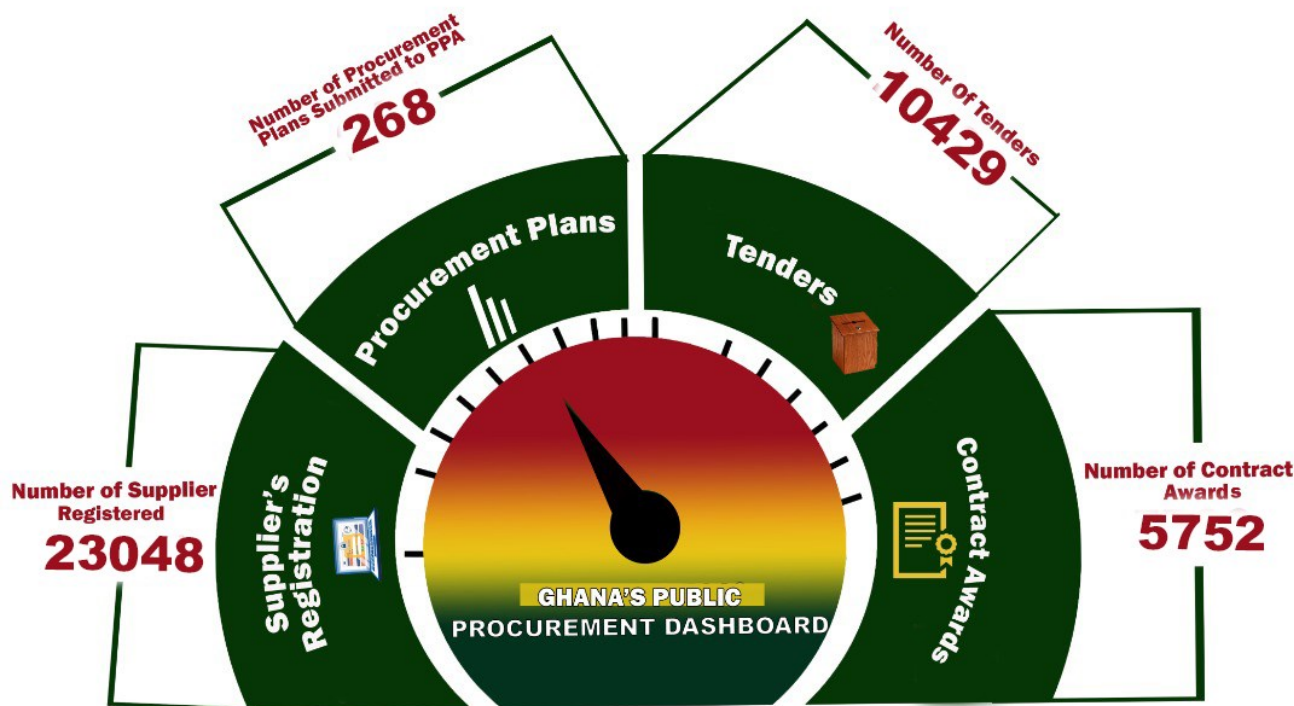
## Procurement Humour



*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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*FACILITIES MANAGEMENT*

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*MARIAN OTENG—ASSISTANT OFFICER, CORPORATE AFFAIRS*

*JAMES AMPIAH—GRAPHICS & ILLUSTRATIONIST*

### PHONE

0302738140-6

0552565494

0505846550

### POSTAL ADDRESS

PMB 30 MINISTRIES

ACCRA



Public Procurement Authority, Ghana



@PPA\_ghana