



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

JULY/AUGUST 2022 EDITION

PPA e-BULLETIN



THEME:

PROCUREMENT PLAN

Inside this edition

Procurement Plan: Importance
of Planning, Challenges and
Solutions

PPA Kicks Off Capacity Building
Training Programmes

Email: Info@ppa.gov.gh

Website: www.ppa.gov.gh



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

e-Bulletin

Theme for July-August 2022: Procurement Plan

In this Edition

- ◆ *Procurement Plan:
Importance of
planning,
challenges and
Solutions- Pg. 2, 7
& 8*
- ◆ *Online
Procurement
Submissions–
Pg. 3, 4 & 5*
- ◆ *Editorial - Pg. 6*
- ◆ *Our Letters -
Pg. 9*

PROCUREMENT PLAN: IMPORTANCE OF PLANNING, CHALLENGES AND SOLUTIONS



“If you fail to plan, you plan to fail” – Benjamin Franklin

Planning is an essential part of our lives. Planning involves preparing earlier, what is to be done, when and how it should be done. Planning helps one to take a glance into the future and decide ahead the way to achieve a particular objective.

If planning is such an integral part of our being, then its importance in organizations cannot be overemphasized. Procurement plays an important role in achieving organizational goals and objectives. The procurement activities of every organization must therefore be planned to maximize resources. To ensure that procurement of goods, works, technical and consultancy services are to be undertaken to achieve the objectives of any entity, there is the need to establish that resources are in place to conduct the stipulated mandate.

To achieve this, the Public Procurement Act, 663 as amended requires all entities to prepare an annual Procurement Plan. The Act 663 as amended also enjoins these entities to publish their procurement plans on the Public Procurement Authority (PPA) e-Planning portal.

Continued on Pg. 7

GHANEPS PROCUREMENT PLAN SUBMISSIONS AS AT 4TH NOVEMBER, 2022

1	Ablekuma North Municipal Assembly	54	Bui Power Authority
2	Abuakwa South Municipal Assembly	55	Bureau Of Ghana Languages
3	Abura Dunkwa District Hospital	56	Cape Coast Metropolitan Assembly
4	Accra Metropolitan Assembly	57	Cape Coast Teaching Hospital
5	Accra Psychiatric Hospital	58	Central Regional Co-Ordinating Council
6	Accra School Of Hygiene Korle Bu	59	Central Regional Health Directorate
7	Accra Technical University	60	Centre For Plant Medicine Research
8	Achimota Hospital	61	Coastal Development Authority
9	Ada College Of Education	62	College Of Community Health Nursing Winneba
10	Adabraka Polyclinic	63	Commission On Human Right And Administrative Justice
11	Afigya Kwabra North District Assembly	64	Community Water And Sanitation Agency
12	Afigya-Kwabre South District Assembly	65	Controller And Accountant General Department
13	Agona East District Assembly	66	Council For Scientific And Industrial Research
14	Agona West Municipal Assembly	67	Csir-Soil Research Institute
15	Ahafo Ano South-West District Assembly	68	Dambai College Of Education
16	Ahafo Ano-North Municipal Assembly	69	Data Protection Commission
17	Ahanta West Municipal Assembly	70	Department Of Social Welfare
18	Ajumako District Hospital	71	District Hospital Begoro
19	Ajumako Enyan Essiam District Assembly	72	Dormaa Central Municipal Assembly
20	Akenten Appiah-Menka University Of Skills Training And Entrepreneurial Development	73	Dunkwa-On-Offin Government Hospital
21	Akuapem South Municipal Assembly	74	Eastern Regional Co-Ordinating Council
22	Akuse Government Hospital	75	Eastern Regional Health Directorate
23	Allied Health Professions Council	76	Eastern Regional Hospital
24	Amansie Central District Assembly	77	Economic And Organised Crime Office
25	Amansie South District Assembly	78	Effia-Kwesimintsim Municipal Assembly
26	Amansie West District Assembly	79	Ejisu Government Hospital
27	Ankaful Psychiatric Hospital	80	Ejura Government Hospital
28	Anloga District Assembly	81	Ekumfi District Assembly
29	Asamankese Government Hospital	82	Electoral Commission Of Ghana
30	Asante Akim Central Municipal Assembly	83	Energy Commission
31	Asesewa Government Hospital	84	Environmental Protection Agency
32	Ashanti Regional Co-Ordinating Council	85	Ewim Polyclinic
33	Asikuma Odoben Brakwa District Assembly	86	Fair Wages And Salaries Commission
34	Asokore Mampong Municipal Assembly	87	Fanteakwa South District Assembly
35	Asokwa Municipal Assembly	88	Financial Intelligence Centre
36	Asonomanso Government Hospital	89	Food And Drugs Authority
37	Assin Foso Municipal Assembly	90	Forestry Commission
38	Assin North District Assembly	91	Foso College Of Education
39	Assin South District Assembly	92	Ga Central Municipal Assembly
40	Atiwa East District Assembly	93	Ga South Municipal Assembly
41	Atiwa West District Assembly	94	Ghana Academy Of Arts And Sciences
42	Atua Government Hospital	95	Ghana Aids Commission
43	Atwima Kwanwoma District Assembly	96	Ghana Airports Company Limited
44	Atwima Nwabiagya Municipal Assembly	97	Ghana Atomic Energy Commission
45	Atwima Nwabiagya North District Assembly	98	Ghana Broadcasting Corporation
46	Audit Service	99	Ghana Civil Aviation Authority
47	Awutu Senya East Municipal Assembly	100	Ghana Cocoa Board
48	Ayawaso North Municipal Assembly	101	Ghana Communication Technology University
49	Bank Of Ghana	102	Ghana Copyright Office
50	Bekwai Municipal Assembly	103	Ghana Cylinder Manufacturing Company
51	Bekwai Municipal Hospital	104	Ghana Deposit Protection Corporation
52	Birim South District Assembly	105	Ghana Education Service (Hq)
53	Bosome Freho District Assembly	106	Ghana Education Trust Fund
		107	Ghana Enterprise Agency

GHANEPS PROCUREMENT PLAN SUBMISSIONS AS AT 4TH NOVEMBER, 2022

108	Ghana Export Promotion Authority	162	La General Hospital
109	Ghana Free Zones Authority	163	Lands Commission
110	Ghana Grid Company Limited	164	Ledzokuku Munical Assembly
111	Ghana Health Service - Hq	165	Mampong Government Hospital
112	Ghana Highway Authority	166	Management Development And Productivity Institute
113	Ghana Institute Of Journalism	167	Manhyia District Hospital
114	Ghana Institute Of Languages	168	Maternal And Child Health Hospital
115	Ghana Integrated Aluminium Development Corporation	169	Methodist College Of Education
116	Ghana Integrated Iron And Steel Development Corporation	170	Metro Mass Transit Limited
117	Ghana Investment Promotion Centre	171	Ministry Of Chieftaincy And Religious Affairs
118	Ghana Library Authority	172	Ministry Of Communications
119	Ghana Meteorological Agency	173	Ministry Of Defence
120	Ghana National Gas Company Limited	174	Ministry Of Education
121	Ghana National Petroleum Coporation	175	Ministry Of Environment Science Technology And Innovation
122	Ghana National Service Scheme	176	Ministry Of Finance
123	Ghana Prisons Service	177	Ministry Of Food And Agriculture
124	Ghana Reinsurance Plc	178	Ministry Of Gender Children And Social Protection
125	Ghana School Of Law	179	Ministry Of Health Headquarters
126	Ghana Shippers' Authority	180	Ministry Of Information
127	Ghana Statistical Service	181	Ministry Of Lands And Natural Resources
128	Ghana Tourism Authority	182	Ministry Of The Interior
129	Ghana-India Kofi Annan Centre Of Excellence In Ict	183	Ministry Of Tourism Arts And Culture
130	Gomoa East District Assembly	184	Ministry Of Works And Housing
131	Gomoa Potsin Polyclinic	185	Ministry Of Youth And Sports
132	Gomoa West District Assembly	186	National Commission For Civic Education
133	Greater Accra Regional Hospital	187	National Commission On Culture
134	Ho Municipal Assembly	188	National Communications Authority
135	Ho Technical University	189	National Film And Television Institute
136	Hohoe Municipal Assembly	190	National Identification Authority
137	Hohoe Municipal Hospital	191	National Information Technology Agency
138	Institute Of Local Government Studies	192	National Insurance Commission
139	Internal Audit Agency	193	National Labour Commission
140	Jaman North District Assembly	194	National Pensions Regulatory Authority
141	Juaben Municipal Assembly	195	National Petroleum Authority
142	Kade Government Hospital	196	National Schools Inspectorate Authority
143	Kadjebi District Assembly	197	National Vocational Training Institute
144	Ketu South Municipal Hospital	198	New Abirem Government Hospital
145	Koforidua Technical University	199	New Juaben North Municipal Assembly
146	Komenda Edina Eguafo Abrem Municipal Assembly	200	New Juaben South Municipal Assembly
147	Komfo Anokye Teaching Hospital	201	Nkawie Toase Government Hospital
148	Korle-Bu Teaching Hospital	202	Nkwanta North District Assembly
149	Krachi East Municipal Assembly	203	North East Regional Coordinating Council
150	Krachi West Municipal Assembly	204	Northern Electricity Distribution Company Limited
151	Kumasi Metropolitan Assembly	205	Nsawam Adoagyiri Municipal Asssembly
152	Kumasi South Hospital	206	Nsawam Government Hospital
153	Kumasi Technical University	207	Nuclear Regulatory Authority
154	Kwabre East Municipal Assembly	208	Nurses Training College (Pantang)
155	Kwadaso Municipal Assembly	209	Nursing And Midwifery Council Of Ghana
156	Kwahu Afram Plains North District Assembly	210	Nursing And Midwifery Training College Asankrangwa
157	Kwahu Afram Plains South District Assembly	211	Nursing And Midwifery Training College Bole
158	Kwahu East District Assembly	212	Nursing And Midwifery Training College Cape Coast
159	Kwahu Government Hospital Atibie	213	Nursing And Midwifery Training College Dunkwa-On-Offin
160	Kwame Nkrumah University Of Science And Technology	214	Nursing And Midwifery Training College Fomena
161	Kwesimintsim Government Hospital	215	Nursing And Midwifery Training College Koforidua

GHANEPS PROCUREMENT PLAN SUBMISSIONS AS AT 4TH NOVEMBER, 2022

216	Nursing And Midwifery Training College Korle Bu	268	University Of Ghana
217	Nursing And Midwifery Training College Mampong - Ashanti	269	University Of Ghana - College Of Education
218	Nursing And Midwifery Training College Sekondi	270	University Of Ghana - College Of Humanities
219	Nursing And Midwifery Training College- Tarkwa	271	University Of Ghana-College Of Basic And Applied Sciences
220	Nursing And Midwifery Training College Teshie	271	University Of Ghana-College Of Health Sciences
221	Nursing And Midwifery Training College Twifo Praso	273	University Of Mines And Technology
222	Obuasi Government Hospital	274	University Of Professional Studies Accra
223	Obuasi Municipal Assembly	275	Upper Denkyira East Municipal Assembly
224	Oda Government Hospital	276	Upper Denkyira West District Assmebly
225	Office Of The Administration Of Stool Lands	277	Upper Manya Krobo District Assembly
226	Office Of The Head Of The Local Government Services	278	Upper West Akim District Assembly
227	Office Of The Regional Health Directorate Tamale	279	Volta Regional Coordinating Council
228	Offinso College Of Education	280	Wassa Akropong Government Hospital
229	Offinso Municipal Assembly	281	Wassa Amenfi Central District Assembly
230	Old Tafo Municipal Assembly	282	Wassa East District Assembly
231	Oti Regional Co-Ordinating Council	283	Water Resources Commission
232	Pharmacy Council	284	Weija-Gbawe Municipal Hospital
233	Presby Women College Of Education- Aburi	285	Wenchi Municipal Assembly
234	Presbyterian College Of Education- Akropong	286	Wesley College Of Education
235	Pru East District Assembly	287	Western Regional Coordinating Council
236	Psychiatric Nurses Training College Ankafu	288	Winneba Municipal Hospital
237	Public Health Nurses' School		
238	Public Procurement Authority		
239	Public Utilities Regulatory Commission		
240	Quality Control Company Limited		
241	Regional Health Directorate Ghana Health Service		
242	Registrar General Department		
243	Right To Information Commission		
244	Saltpond Municipal Hospital		
245	School Of Dispensing Optics		
246	Sda Nursing And Midwifery Training College-Agona Asamang		
247	Securities And Exchange Commission		
248	Sekyeri Afram Plains District Assembly		
249	Sekyeri East District Assembly		
250	Sekyeri Kumawu District Assembly		
251	Shai-Osudoku District Hospital		
252	Sic Life Company Limited		
253	Social Security And National Insurance Trust		
254	South Dayi District Assembly		
255	St. Patrick's Nursing And Midwifery Training School		
256	Suame Municipal Assembly		
257	Suhum Government Hospital		
258	Suhum Municipal Assembly		
259	Suntreso Government Hospital		
260	Swedru Municipal Hospital		
261	Takoradi Technical University		
262	Tdc Development Company Limited		
263	Tema General Hospital		
264	Tema Polyclinic		
265	Trauma And Specialist Hospital		
266	Twifo/ Ati Morkwa District Hospital		
267	University Of Education Winneba		

OPEN CONTRACTING DATA STANDARDS

EDITORIAL



“Before anything else, preparation is the key to success.” — Alexander Graham Bell

Welcome to the July/August 2022 edition of the eBulletin. Thank you for your time and dedication towards this newsletter. In this edition, we will be looking at the Procurement Planning, the importance as well as deficiencies and solutions.

Public Procurement refers to the purchase by governments and state-owned enterprises of Goods, Services and Works. At the entity level, procurement departments are responsible for planning what to procure, when to procure and from which source.

To ensure that procurement is done effectively and efficiently, the process starts with identifying and defining the entity needs and planning to ensure that needs are met in a timely manner, in the right quantities and at best prices from the best suppliers of the Goods, Works or Services.

Procurement Planning is important. Effective planning can lead to cutting costs, managing risks, and ensuring transparency and predictability. A procurement plan helps an organization avoid surprises and last-minute considerations. A procurement plan can be developed for specific need, project or for several needs or projects for one or many entities. The Act 663 as amended mandates entities to publish their procurement plans on the PPA website.

In order to ensure that the procuring entities plan effectively, efficiently and uniformly, the Public Procurement Authority has introduced the PPA web-based applications tools for entities to prepare and upload their procurement plan. With these web-based applications, procurement planning is much more effective. The web-based application for entities to use in submitting their procurement plans is on the Ghana Electronic Procurement System (GHANEPS).

GHANEPS is a web-based, collaborative system developed to facilitate public procurement processes in Ghana. The system supports key procurement processes including preparation and submission/uploading of the procurement plan. With tools such as the GHANEPS, planning is made efficient, effective and increases the transparency of the procurement process.

Planning is key and its importance cannot be overemphasized.

“Plan your work for today and every day, then work your plan.” — Margaret Thatcher

Keep Reading.

Written by Marian Oteng

Officer - Corporate Affairs and Facilities Management

PROCUREMENT PLAN: IMPORTANCE OF PLANNING, CHALLENGES AND SOLUTIONS

Starts from Pg. 2 Procurement Planning is the first stage of the Procurement Cycle, and it is crucial for the efficient use of budget allocations of entities.

What then is procurement planning? Procurement Planning is the process of deciding what to buy, how, when and from what source. A good procurement plan will describe the process in the identification and selection of suppliers/contractors and consultants.

IMPORTANCE OF PROCUREMENT PLANNING

- Procurement Plan helps in identifying the requirements to be procured over a period. The procurement plan is prepared annually, therefore when prepared well, it affords an entity to forecast its annual procurement requirements which makes the acquisition of goods, works technical and/or consultancy services easier.
- Additionally, the Procurement Plan permits the consolidation of like items under one contract or the separation of needs into individual Lots to achieve economy of scale.
- It is very important to highlight that timelines to carry out a procurement activity are outlined in the Procurement Plan, thereby giving an insight into the period a procurement activity will kick start.
- The nature of the procurement activity and requirements will enable the entity to decide beforehand whether external expertise will be needed for effective execution of the procurement process.
- The Procurement Plan allows the entity to compare the planned procurement activity with the actual procurement activity thereby serving as an effective monitoring tool.
- Procurement Plan when published enhances transparency and regularity of the procurement processes of an entity

CHALLENGES AND SOLUTIONS

Despite the vital role played by Procurement Planning in an entity, certain factors hinder its smooth implementation

Entities procuring without making recourse to the Procurement Plan

The Procurement Plan has become a decorative object on the desk of most Procurement Officers. Since the preparation of the Procurement Plan is a requirement under Section 21 of the Act 663 as amended, most procurement officers prepare the plan only to fulfil this requirement. Entities prepare well-defined plans and leave it on the shelves or the desk. Procurement activities are carried out outside the stipulated requirements stated in the plan. This sometimes is because of demands from departments requesting for things they did not plan for. Again, buying outside the procurement plan can result from interference from political leaders. Political leaders may make promises and instruct that procurement activities be carried out to fulfil those promises which were not originally outlined in the procurement plan.

PROCUREMENT PLAN: IMPORTANCE OF PLANNING, CHALLENGES AND SOLUTIONS

Solution:

To curb this, practitioners are advised to update their procurement plan whenever they procure outside the plan. In addition, the identification of needs must be properly done to enable entities stick to the requirements as stated in the plan.

Lack of Funding:

Another factor that hinders the smooth implementation of the procurement plan is lack of funding. Majority of our procurement entities are government subvented. This means that they rely on funding from government to fulfil their procurement objectives. When an entity plans, and the funds are not released on time, those activities cannot be executed. Sometimes, budgeted allocations even when released have been reduced thereby hindering the planned activities of the entity since the method and timelines as outlined in the plan must change.

Solution:

To ensure that entities work effectively and efficiently, government must release funds on time to facilitate the smooth implementation of the procurement plan of entities

Knowledge barrier between user departments and procurement practitioners.

Often, user departments bring in requirements that are not planned for. Most user departments do not know the implication of procuring outside the plan. They think that so far as a need arise to execute their mandate, that need must be acquired. This causes friction between the procurement practitioners and user departments. Some departments are not familiar with the procurement process, often leading to the cancellation of advertisements because of lack of understanding between practitioners and user departments.

Solution:

There is the need for procurement practitioners especially those in large entities to organize sensitization workshop to educate to user departments. User departments must be taken through the procurement process and allowed to ask questions to enhance information sharing.

Lack of experience and knowledge in preparing and submitting procurement plans

Some procurement officers do not know how to prepare a well-defined procurement plan. The PPA has an approved format for the preparation of the Procurement Plan. Some procurement officers lack the technical expertise in conducting need analysis and conducting market survey and this results in the preparation of plans that cannot be effectively implemented.

Solution:

Entities must build the capacity of procurement officers in areas such as procurement processes, rules, and regulations. Entities must also try to retain officers they have trained over the period and gained experience in the

PROCUREMENT PLAN: IMPORTANCE OF PLANNING, CHALLENGES AND SOLUTIONS

procurement process.

In conclusion, procurement planning plays a vital role in the procurement cycle and there must be handled with the importance it deserves. When the planning goes well, implementation and acquisition of goods, works, technical service and consultancy services becomes easier for fulfilling organizational objectives.

Written by Sheila Darkey

Principal Operations Officer

Compliance Monitoring and Evaluation (CM&E)

PPA e-BULLETIN



Public Procurement Authority
Improving Efficiency and
Transparency in Public Procurement

Please submit your
**Questions
Suggestions
Comment**

Via our social Media Handles



Public Procurment Authority, Ghana



PPA_ghana



PPA KICKS OFF CAPACITY BUILDING TRAINING PROGRAMMES



The Public Procurement Authority (PPA) on Tuesday 19th July 2022 started its training programmes in the Eastern Region, Koforidua. The four-day training workshop in Koforidua for procurement practitioners will help the practitioners gain insights in tender preparation and evaluation for goods and technical services.

The training programmes which seek to build the capacity of public officers in public procurement in public entities is scheduled for July-August 2022 and will take place in Accra,

Koforidua, and Tamale. It will cover topics such as Legal Framework of the Public Procurement Act, 2003, Act 663 as amended, Contract Administration for Goods and Technical Services, Contract Administration for Works and Consultancy Services, Effective Tender Preparation and Evaluation of Goods and Technical Services, Sustainable Public Procurement, Public Procurement and Submitting a winning Tender.

Speaking at the opening ceremony, the Chief Executive Officer, Mr Frank Mante stated that this training is needed to build the capacity of officers so they can embark on public procurement efficiently and effectively.

“Whether you are directly involved in procurement or not, I would advise you to attend these trainings to help you gain knowledge on best practices in public procurement to enable you to play a more pivotal role in your organizations” he stated.

Mr. Frank Mante facilitated the first session of the training for participants from entities such as the University of Ghana, Ghana Water Company Limited, Weddi Africa Limited, Ghana Tertiary Education Commission, Environmental Protection Agency, National Development and Planning Commission, Pharmacy Council, Judicial Service of Ghana, and National Health Insurance Authority.

The training is expected to build the capacity of Head of Entities, Management, Entity Tender Committees (ETCs), Regional Tender Committee (RTCs), Central Tender Review Committees (CTRCs), Procurement Practitioners, Auditors, Legal Officers, Finance Officers, Quantity Surveyors, Suppliers, Contractors, Consultants and Service Providers.

WRITTEN BY MARIAN OTENG

OFFICER - CORPORATE AFFAIRS AND FACILITIES MANAGEMENT

Our Letters

- Good job PPA for this eBulletin. This is a resourceful material for students and practitioners - Joseph, Kasoa
- I stumbled on this eBulletin and I am happy I did. I am from Kenya and I am learning a lot - Peter, Kenya
- I am happy to have this resource - Isreal, Koforidua



Public Procurement Authority
Improving Efficiency and
Transparency in Public Procurement

Please submit your
**Questions
Suggestions
Comment**

Via our social Media Handles



Public Procurment Authority, Ghana



PPA_ghana





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

PPA'S WEBSITE COMPROMISED BY HACKERS

Our attention has been drawn to some inappropriate post and links on our official website. We apologize to all our cherished stakeholders for this inconvenience. The issue has been swiftly resolved and the website <https://ppa.gov.gh/> has been restored.

The Authority continues to work with the relevant Cyber Security Agencies to ensure appropriate measures are put in place to prevent future cyber attacks on our official website and in the event that it happens, it will be swiftly resolved.

Once again, we apologize for any inconvenience caused.

Website: <https://ppa.gov.gh/>

EDITORIAL TEAM

*THOMAS K. BONDZI—DEPUTY DIRECTOR, MANAGEMENT
INFORMATION SERVICES (MIS)*

*DAVID S. DAMOAH—HEAD, CORPORATE AFFAIRS AND FACILITIES
MANAGEMENT*

*SHEILA DARKEY—PRINCIPAL OPERATIONS OFFICER, COMPLIANCE
MONITORING & EVALUATION*

*EDWINA J. SAFEE BOAFO—SENIOR OFFICER, CAPACITY
DEVELOPMENT*

*MARIAN OTENG—OFFICER., CORPORATE AFFAIRS AND FACILITIES
MANAGEMENT*

JAMES AMPIAH—GRAPHICS & ILLUSTRATIONIST

PHONE

0302738140-6

0552565494

0505846550

POSTAL ADDRESS

*PMB 30 MINISTRIES
ACCRA*



Public Procurement Authority, Ghana



@PPA_ghana