



E-Procurement Bulletin



P u b l i c P r o c u r e m e n t A u t h o r i t y

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BUILDING RELEVANT SKILLS FOR PUBLIC PROCUREMENT

Public procurement is a function governed by law to purchase goods, works and services using public funds. The function entails the process of developing specifications, invitation of tenders, evaluation of tenders, award of contract and the management of the various phases of contract administration. No matter how robust the law on procurement is framed, its effective implementation lies on skilled professionals who are trained to apply the law with a great sense of transparency, fairness, accountability and best practice.

With the passage of the Public Procurement Act, 2003 (Act 663), and given the technicalities that lies beneath the practice, there has arisen an apparent need for procurement officers and other functionaries to be trained in order to attain an appreciable level of understanding of the various provisions of the law in order

to contribute effectively to the procurement process. It is in line with this objective that the PPA in conjunction with the Controller and Accountant General and the Internal Audit Agency embarked on a Skills and Training Needs Assessment to appraise itself of the extent of implementation of the public procurement law and the existing capacity gaps. Results for this study informed the development of 25 training modules for the training of various target groups namely: members of Entity Tender Committees, Tender Review Boards, Providers of goods, works and services, Procurement Officers, Personnel of Oversight Institutions, Media, Civil Society and Members of Parliament. Training of these target groups have been classified into short-term, medium-term and long-terms.

In 2007, the Authority embarked on a nationwide short-term training programme which spanned from 1-day courses to 5-day training programmes. Topics treated during these programmes included Procurement Planning, Procurement Structures, the Overview of Act 663 and the

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Online Activities

List of entities that have submitted their 2011 Procurement Plans online As At 31st December, 2010

1. Centre for Scientific Research Into Plant Medicine
2. Effa Nkwanta Regional Hospital
3. Ghana Broadcasting Corporation
4. Ghana Grid Company Ltd.
5. Ghana Police Service
6. Ghana Standards Board
7. National Petroleum Authority
9. Pharmacy Council
- 10 Sunyani Polytechnic

The Authority urges all other entities who have not submitted their plans as yet to emulate the example of the above listed entities and comply accordingly.

Tendering Information for November 2010 and Beyond

[Tendering Opportunities for Jan - Feb 2011](#)

[Contracts Awarded for Jan-Dec 2010](#)

[Restricted Tender Awards Jan-Dec 2010](#)

[Expression of Interest Requests Jan -Feb 2011](#)

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



T E R T I A R Y E D U C A T I O N I N P U B L I C P R O C U R E M E N T I N G H A N A

The Public Procurement Authority embarked on a capacity building project in procurement with assistance from the Millennium Development Authority in July 2008. The project aimed at introducing procurement courses in the nation's tertiary institutions. The main components of the project were:

1. The development of Curricula and Modules by Crown Agents (the Consultants) for three categories of Procurement Training namely the 3-6 months training for Procurement Practitioners currently working in the public sector but without any qualifications in procurement, 15-24 months post-HND course for HND Graduates from our polytechnics desirous of obtaining bachelor's degrees and a 4-Year Bachelor's course with a procurement option for SSCE students wishing to make a career in procurement.
2. An internship programme for polytechnic students studying purchasing and supply currently as well as students studying in tertiary institutions using the developed curricula for its procurement courses;
3. A Career Path to be established for procurement practitioners and professionals who are working in the public sector.

Use of Curricula and Modules by Tertiary Institutions

Subsequently a Stakeholders Workshop was held between 24th and 25th November, 2009) to discuss the Draft Curricula and Modules for all three categories of Procurement Training. Representatives of the Ministry of Education, tertiary institutions and stakeholders like the National Council for Tertiary Education, the National Accreditation Board, and the National Board for Professional & Technician Examinations participated in the Workshop. Participants put forward suggestions towards improving the draft documents.

Early this year, the PPA presented copies of the developed Curricula and Modules to the National Accreditation Board (NAB) to be used as standards for the accreditation of the procurement courses the tertiary institutions might seek accreditation to run.

In March 2010, copies of the developed curricula were handed over to the Ghana Institute of Management & Public Administration (GIMPA), the Catholic Institute of Business & Technology (CIBT), and the Takoradi, Accra, and Koforidua polytechnics at a meeting of representatives of these institutions at Heritage Towers in Accra.

GIMPA and Takoradi polytechnic are using the curricula and modules to run the post-HND and 4-year Bachelors courses in procurement. To date a total of 158 students have enrolled with and are studying procurement in these two institutions.

Other Institutions like the Ghana Telecom University College, Kwame Nkrumah University of Science and Technology, the CIBT, the Koforidua and Kumasi polytechnics, the Central University College, the Methodist University College Ghana will variously start courses for all three categories of the developed curricula in the 2011/2012 academic year.

Internship Programme

In a bid to plug identified capacity gaps in the nation's procurement system, the PPA also instituted an internship programme for second year students of the Takoradi, Koforidua, Accra and Kumasi polytechnics in 2009. To date a total of 817 students have benefitted from this program. Selected students from these schools were attached to procurement and stores departments of various public institutions in order to acquire skills, knowledge and competencies related to various procurement, stores and inventory management processes. PPA hopes to place a further seven hundred (700) students on the upcoming edition of

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Administrative Review Process. To date, about 20,000 participants have received training.

As part of the medium term training, PPA in conjunction with the Millennium Development Authority (MiDA) have contracted a consultant to facilitate the development of appropriate training modules for courses that will be delivered by accredited institutions for varied certifications. The project has been categorized into four main components as follows:

1. **3-6months training** which is an intensive training programme leading to a CIPS Level 4 qualification for personnel with various qualifications but are performing procurement functions in their respective organisation.
2. **10 months training** for products of the polytechnics with a qualification in Higher National Diploma (HND) in Purchasing and Supply who are desirous to build a career in procurement to attain CIPS Level 5 & 6 certificate which will lead to a combined award of both Bachelor of Science Degree and MCIPS.
3. **3-4 Degree** purposely aimed at encouraging universities and other tertiary institutions to offer degree programmes in Procurement and Supply Chain Management courses which will lead to a combined award of Bachelor of Science Degree and the Graduate Diploma final level of the Chartered Institute of Purchasing and Supply. These Graduates will automatically acquire full MCIPS.

4. **Internship programmes** which is designed to provide a hands-on experience in public procurement management for Purchasing & Supply students who are selected and attached to public institutions during their long vacations and encouraged through regular monitoring and financial support system.

It has been observed that a key requirement for attracting and retaining a cadre of procurement professionals in the Public Sector largely depends on the establishment of procurement as a career in the Public service. Thus, PPA in collaboration with the Public Services Commission and other stakeholders are currently defining a procurement career path by streamlining the requirements for entry and promotion in the Public Sector with clear job functions, grades, promotion and salary structure. Consequently, the Authority has developed a Capacity Building Policy that seeks to ensure that functional procurement units are established in each procurement entity and staffed with competent personnel.

It is expected that procurement officers and other public officials will avail themselves of these training programmes so as to be equipped with relevant skills that will aid in the discharge of their duties, as contravention of any provision of the law by their actions or inactions could warrant “a fine not exceeding 1000penalty units or a term of imprisonment not exceeding five years or both”(Section 92, (1) of Act 663). After all, ignorance of the law is no excuse.

Rhoda Ewurabena Appiah

Principal Public Affairs Officer

PPA



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the Internship Programme in 2011.

Establishment of a Career Path for Procurement Professionals and Practitioners

The PPA has since 2006 been working towards professionalizing the procurement functions of the public services. It commissioned a Committee to develop modalities to establish a Career Path for Procurement Professionals and Practitioners in the public services with a view to attracting and retaining manpower into and within the service. Persons graduating from the tertiary institutions aforementioned would fit into the career path to be established by year-end 2011 and could rise from the lowest grade within the public service and rise to a grade equivalent to a Chief Director, for example. It was envisaged that this intervention will create Procurement Classes within the public service such that opportunities for career advancement would be created and sustained as the nation marches on to create a world class procurement system resourced by a well-trained cadre of professionals.

The Ministry of Finance & Economic Planning is to create a Directorate which will be handling the recruitment, placement and training of the Procurement Class to be created in the Civil Service as a result of the establishment of the Career Path proposals. The substantive Director will be the Head of Class for this group.

The Local Government Service and others like the Ghana Health Service will appoint the Head of Class for the Procurement Classes to be created in their services. The Public Service Commission will issue guidelines for the establishment of the procurement classes and the subsequent creation of procurement units in the Services.

CARL LOKKO

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Benefits of e-Procurement to the Private Sector

The public sector is the biggest single buyer in any country. It buys standard goods, complicated equipment, services ranging from cleaning offices to management consulting or mobile telephony, medicines, building of bridges or digging of tunnels and so on. The suppliers of these products and services most often are the private sector. However in many cases private companies consider selling to the public sector more tedious, risky and costly than selling to other private companies. They find it difficult to be sure of getting any contracts and payment is not always ensured. These circumstances make it difficult for small or medium sized enterprises to prepare tenders.

E-procurement can be described as the use of Web/Internet-based technology to support key elements of the procurement process such as: requisition, sourcing, contracting, ordering, invoicing, payment or specification of requirement. It can also be described as the business-to-business purchase and sale of supplies and services over the Internet. Implementation of E-Procurement is therefore expected facilitate the procurement process as a result of automation, simplification & easier information sharing. Introduction of E-Procurement into the Public sector is therefore expected to benefit and enable improvement in the private sector. At the simplest level, for vendors, E-Procurement means easier business and improved transparency in dealing with government.

Additional benefits to the private sector will include;

One stop registration and dealing with government through a single portal. This is expected to increase the number of suppliers, contractors and consultants that registers to deal with government.

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- Constant availability for tendering, the presentation of submissions, written documents and commendations can be performed via telematic registries 24 hours a day.
- Minimizes face-to-face contacts with government officials.
- All the information relating to the procurement process is published on-line on a real time basis.
- Greater knowledge of the competition, by virtue of being able to view opening ceremonies over the internet.
- Accessing tender advertising.
- Reduction of manual work & contract-related papers. Routine administrative processes become simpler after some initial adaptation and training.
- Reduced processing time.
- Submission of tenders is done online, no need to travel to present bids.
- Reduced mail and courier cost.
- Inspection and payment through internet, thus no need to visit government offices.
- Private sector to benefit from government's computing infrastructural backbone.
- High internet penetration for the private sector.
- Adoption of new technologies (e-signature, encryption, e-documents)
- The chance to market and sell your services to other E-Procurement customers.
- New opportunities for SMEs will be formed such as increased participation in supply chain.
- Entire benefits of E-Procurement to the Private Sector cannot be enumerated here. It is expected that the Private Sector will embrace and fully participate in the implementation of E-Procurement in Ghana to realise these and other associated benefits.

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