

PUBLIC PROCUREMENT AUTHORITY

PRIVATE MAIL BAG 30
MINISTRIES – ACCRA



In case of reply the
Number and date of this
Letter should be quoted.

Our Ref. No. PPA/CEO/03/166/25

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Jith
..... March, 2025

INVITATION TO TRAINING – 2025 1ST AND 2ND QUARTER CALENDER WORKSHOPS

The Public Procurement Act, 2003, Act 663 as amended, requires the Public Procurement Authority (PPA) to provide training as part of the process of building the capacities of Stakeholders involved in public procurement at all levels of the procurement system.

In furtherance of this objective, the Authority is continuing its Specialized Training Workshops on the following key areas:

1. Tender Preparation and Evaluation for Consultancy Services in practice and its application on the Ghana Electronic Procurement System (**GHANEPS**).
2. Tender Preparation and Evaluation for Works in practice and its application on the Ghana Electronic Procurement System (**GHANEPS**)
3. Tender Preparation and Evaluation for Goods in practice and its application on the Ghana Electronic Procurement System (**GHANEPS**).
4. Tender Preparation and Evaluation for Technical Services in practice and its application on the Ghana Electronic Procurement System (**GHANEPS**).
5. Master class procurement on Roles and Responsibilities of Tender Committees
6. Process and Procedures in the Management of Framework Agreements/Contracts.
7. Writing specification, Terms of Reference (TOR) and the development of Bill of Quantities (BOQ) and Technical Services.
8. Public procurement and techniques in submitting a winning tender using the Ghana Electronic Procurement System (GHANEPS).
9. Newly Developed Standardized Procurement Audit Framework (SPAF) for all Procurement Related Audit's in Ghana.

Kindly see the attached Training Calendar for further details:

- a) Course Details
- b) Fees per course for residential and non-residential participants
- c) Date and Venue for each Course

The Authority therefore request your entity to nominate Officers (Procurement Practitioners, Auditors, Legal Officers, Engineers and Quantity Surveyors, Entity Tender Committee Members, Finance Officers) and persons involved at all levels of the procurement processes for the Training programmes.

REGISTRATION

For enquiries and registration, please contact us on **0302964607** or email us at training@ppa.gov.gh.

After registration, cheques should be written in favour of "Public Procurement Authority" and sent to the PPA Office, Accra.

Payment should be made available to the Authority Five (5) days prior to the scheduled commencement date for each training programme.

Kindly indicate the workshop(s) the participant(s) is (are) attending on the pay-in-slip or state all workshops if attending all workshops. ***Participants will be required to provide proof of payment at the commencement of the training programme.***

We look forward to your participation.


FRANK MANTE
CHIEF EXECUTIVE

DISTRIBUTION LIST ATTACHED

DISTRIBUTION LIST

1. National Identification Authority
2. Micro Finance and Small Loans Centre
3. Coastal Development Authority
4. Middle Belt Development Authority
5. Northern Development Authority
6. National Lottery Authority
7. Noguchi Memorial Institute for Medical Research
8. National Health Insurance Authority
9. Ghana Aids Commission
10. Pharmacy Council
11. Ghana Health Service
12. Public Records and Archives Administration Department
13. Ghana National Fire Service
14. Ghana Prisons Services
15. National Disaster Management Organization
16. Narcotics Control Board
17. Ghana Police Service
18. Ghana Immigration Service
19. Economic and Organised Crime Office
20. Office of Administrator of Stool Lands
21. Minerals Commission
22. Forestry Commission
- ✓ 23. Office of the Head of Local Government Services
24. Ghana Highway Authority
25. National Road Safety Commission
26. Ghana Tourism Authority
27. Ghana Free Zones Authority
28. Ghana Export Promotion Authority
29. Ghana Investment Promotion Centre
30. National Board for Small Scale Industries

TRAINING CALENDAR FOR 2025

The Public Procurement Act, 2003, Act 663 as amended requires the **Public Procurement Authority (PPA)** to provide training and build capacity of public officers involved in public procurement at all levels in the public entities. In furtherance to this objective the Authority has outlined training programmes for 2025.

FIRST QUARTER (JANUARY - MARCH)

NO	COURSE TITLE	DAYS	DATE	DEADLINE FOR REGISTRATION	LOCATION
1.	Webinar on Procurement Planning Techniques	1	11 th Feb, 2025	-	Online
2.	Webinar on Posting of Procurement Plan on GHANEPS	1	12 th Feb, 2025	-	Online
3.	Webinar on Procurement Planning Techniques	1	25 th Feb, 2025	-	Online
4.	Webinar on Posting of Procurement Plan on GHANEPS	1	26 th Feb, 2025	-	Online
5.	Tender Preparation and Evaluation for Consultancy Services in practice and its application on the Ghana Electronic Procurement System (GHANEPS)	2	18 th - 19 th March 2025	11 th March 2025	Accra
6.	Tender Preparation and Evaluation for Works in practice and its application on the Ghana Electronic Procurement System (GHANEPS)	2	20 th - 21 st March 2025	11 th March 2025	Accra
7.	Tender Preparation and Evaluation for Goods in practice and its application on the Ghana Electronic Procurement System (GHANEPS)	2	25 th - 26 March 2025	17 th March 2025	Accra
8.	Tender Preparation and Evaluation for Technical Services in practice and its application on the Ghana Electronic Procurement System (GHANEPS)	2	27 th - 28 th March 2025	17 th March 2025	Accra

SECOND QUARTER (APRIL – JUNE)

NO	COURSE TITLE	DAYS	DATE	DEADLINE FOR REGISTRATION	LOCATION
1.	Master class procurement on Roles and Responsibilities of Tender Committees	1	8 th April 2025	2 nd April 2025	Accra
2.	Process and Procedures in the Management of Framework Agreements/Contracts.	2	9 th – 10 th April 2025	2 nd April 2025	Accra
3.	Writing specifications, Terms of Reference (TOR) and the development of Bill of Quantities (BOQ) and Technical Services	3	28 th – 30 th April 2025	21 st April 2025	Accra
4.	Public procurement and techniques of submitting a winning tender using the Ghana Electronic Procurement System (GHANEPS)	2	20 th – 21 st May 2025	13 th May 2025	Accra
5.	Newly Developed Standardized Procurement Audit Framework (SPAF) for all Procurement Related Audit's in Ghana	4	27 th – 30 th May 2025	20 th May 2025	Ho

Course Fees:

NO OF DAYS	NON-RESIDENTIAL	RESIDENTIAL
1	GHC 1,200	
2	GHC 2,800	GHC 4,400
3	GHC 4,200	GHC 6,600
4	GHC 5,600	GHC 9,600

Note: Charges are subject to change in effect due to market conditions

Further information can be obtained through the following:

PPA Website : www.ppa.gov.gh/trainings
 Contact : +233 302 296 4607
 Email : training@ppa.gov.gh