

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/09/2180/20

Tel: 0302-738140-6

Toll free: 0800 10070

REPUBLIC OF GHANA

Website: www.ppaghana.org
Email: info@ppaghana.org

ADDRESS: GL-126-5328

18
..... September 2020

INVITATION TO SUPPLIERS, CONTRACTORS, CONSULTANTS, AND TECHNICAL SERVICE PROVIDERS TO THE TRAINING WORKSHOP ON THE PREPARATION OF SUCCESSFUL TENDERS BASED ON THE REVISED STANDARD TENDER DOCUMENTS (STDs)

The Public Procurement Act, 2003, Act 663 as amended requires the Public Procurement Authority (PPA) to provide training and build the capacity of Stakeholders (firms and individuals) involved in Public Procurement at all levels of the procurement system.

In furtherance of this objective, the Authority is organizing a Special Training Workshops on the Preparation and submission of Responsive TENDERS/PROPOSALS for all categories of Providers across the Country.

DATES : 6th OCTOBER, 2020 - GOODS
: 7th OCTOBER, 2020 - WORKS
: 8th OCTOBER, 2020 - CONSULTANCY SERVICES
: 9th OCTOBER, 2020 - TECHNICAL SERVICES
VENUE : CRYSTAL PALM HOTEL, TESANO, ACCRA
TIME : 8:30 AM 4:30 PM, EACH DAY

The Training Workshop will give Participants a comprehensive insights into:

1. How to prepare a responsive Tender/Proposal in order to respond to Tender Invitation by Public Entities in Goods, Works, Consultancy Services and Technical Services;
2. Avoid basic mistakes that lead to disqualification during Tender/Proposal Evaluation;
3. Understanding of the Rights, Obligations and Responsibilities of a Service Provider during Tendering Process;
4. The Legal Remedies available to Consultants and Service Providers in case of dissatisfactions regarding a Procurement Process.

Participants will have an opportunity to go through a SIMULATION exercise on how to effectively prepare and respond to **Request for Expression of Interest (REOI)/Request for proposal (RFP) and Tender Invitations** issued by Procurement Entities.

The following will be made available to Participants:

- Revised STDs Invitation Document for the Goods, Works, Consultancy Services and Technical Services;
- Standard Tender Evaluation Template for Goods, Works, Consultancy Services and Technical Services.
- Revised **Templates of types of Contracts.**

The authority will ensure strict adherence Covid-19 safety protocol during the training programme

The Authority is therefore, inviting all private sector providers across the Country to nominate officers involved in the preparation of tender/proposals to attend this workshop.

The registration fee is **GH¢500** per training session for non – residential. For residential there will be an additional charge of **GH¢490** for Standard Room per night (standard rate per person including VAT and other taxes). Participants interested in accommodation are required to make their own reservation with Crystal Palm Hotel. Deadline for registration is **Friday, 25th September, 2020.**

Payment must be made to the following account details: **Account Name:** Public Procurement Authority, **Account Number:** 1018631512232, **Bank:** Bank of Ghana, **Branch:** Head Office-Accra. Kindly indicate the particular workshop(s) the participant(s) is attending on the pay-in-slip or state All Workshops if attending all workshops. ***Proof of payment should be made available to the Authority prior to the training.***

All participants will be given soft copies of the revised STDs, Standard Tender Evaluation Format, seminar pack will include Course Materials, Face Masks and Hand Sanitizers, lunch and refreshments and certificate of participation.

Participants can register by contacting us on **0302964607** or email us at training@ppaghana.org

We look forward to a fruitful training programme.


FRANK MANTE
AG. CHIEF EXECUTIVE

DISTRIBUTION LIST