

041605T4SCM

SUPPLY CHAIN MANAGEMENT LEVEL 5

BUS /OS/SC/CR/01/5/B

Procure Organizations Goods and Services

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESMENT

Time:3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Attempt **ALL** questions in section A.
3. Attempt question **ELEVEN** (11) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate attempt booklet
6. Do not write on the question paper

This paper consists of THREE (3) printed pages

**Candidates should check the question paper to ascertain that all pages are printed as
indicated and that no questions are missing**

SECTION A (40 MARKS)

Attempt ALL the questions in this section.

1. The Public Procurement Asset Disposal Act 2015 is a key aspect in procurement process in an organization. List FOUR functions of the procurement Act. (4 Marks)
2. Maina a wholesale merchandiser that deals with bread supply in Kitengela has noticed reduction in customer order. List FOUR ways he can deal with customer retention in the organization. (4 Marks)
3. A budget is formal statement of financial resources set aside by an organization to carry out specific activities. State FOUR features of a good procurement bid. (4 Marks)
4. A procurement organization policy defines what the procurer wants and what the supplier desires. Name FOUR characteristics of a good procurement specification. (4 Marks)
5. Karanja a milk vendor in Bofu secondary in the recent past has been using electronic fund transfer as a method of receiving payment. Give FOUR merits of using this method. (4 Marks)
6. A good is a tangible commodity that can be procured by a public entity. List FOUR categories of goods. (4 Marks)
7. Negotiation plays a key role in circumstances under which parties may fail to negotiate. (4 Marks)
8. Bomu hospital has been receiving goods from suppliers and were strict on the aspect of inspection of goods. List FOUR aspects to consider when receiving the goods. (4 Marks)
9. Suppliers are a vital component in the procurement cycle. Name FOUR ways of identifying potential suppliers in a business entity. (4 Marks)
10. Joan a storekeeper at Kilele logistics company is mandated to take part in issuing of goods to user departments. List FOUR methods she can use to issue goods. (4 Marks)

SECTION B (60 MARKS)

Attempt question ELEVEN (11) and any other TWO (2) questions in this section.

Read the case study below and answer question Eleven (11)

11. Sue company, a mid-sized firm in the human consultancy sector, required a bulk purchase of office supplies including computers, printers, ink cartridges and stationery for their new station. The procurement process was initiated to ensure availability of these items while adhering to budget constraints and compliance with Public Procurement Act requirements to be observed by the procurement officer and ensure timely payment of the vendors after inspection and signing for goods received.
- a) Discuss FIVE advantages on vendor payment follow up to the organization. (10 Marks)
 - b) Explain FIVE benefits of inspection of goods before signing and acceptance of supplied goods to an organization. (10 Marks)
- 12.
- a) Mr. Kamau a procurement officer at Mzuri company Limited has been tasked to outsource goods for the organization. Discuss FIVE methods of procurement that he can use in this process.
 - b) Pre-qualification in most organizations is done at the beginning of each financial year. Explain FIVE merits of prequalifying the vendors. (10 Marks)
- 13.
- a) Dola limited company has invited several tenderers to supply raw materials to its organization. Explain FIVE key details to be included in invitation to tender. (10 Marks)
 - b) Delivery documents are a key aspect of standard operating procedure that should be observed by an organization. Discuss FIVE important documents used in delivery of goods. (10 Marks)
- 14.
- a) To ensure there is efficiency and effectiveness in a public entity managers are advised to uphold the principles of good public relations. Discuss FIVE relationships between the procurement and finance department. (10 Marks)
 - b) Procurement planning plays a key role in the procurement process. Discuss FIVE consequences an entity may incur due to poor procurement planning. (10 Marks)