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Date: 29.07.2025 07:50 AM

0416054TSCM**SUPPLY CHAIN MANAGEMENT LEVEL 5****BUS/CU/SC/CR/04/5**

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Participate in Procurement Contract Management**July/August 2025**

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

W R I T T E N A S S E S S M E N T

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Date: 29.07.2025 07:50 AM

Time: 3 HOURS

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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 student booklet
6. Do not write on the question paper

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This paper consists of FOUR (4) printed pages

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**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. As a procurement officer with overseeing the execution of a multi-supplier contract. Name **FOUR** monitoring tools you would develop to support contract execution. (4 Marks)
2. During a quarterly audit, it was discovered that some contracts lack performance monitoring schedules. Identifying **FOUR** risks of not having a contract monitoring schedule in place. (4 Marks)
3. An ICT equipment tender has been awarded, but the terms are ambiguous. State **FOUR** consequences of having unclear procurement specifications. (4 Marks)
4. Vendors are evaluated based on contract delivery, as a supervisor of contract management List **FOUR** evaluation criteria you would use to justify their relevance. (4 Marks)
5. A compliant supplier has complained of delays in payments for the goods delivered to an organization. List **FOUR** reasons why timely vendor payment is crucial in procurement contract management. (4 Marks)
6. You are a technical expert helping in preparation of specification of certain items. State **FOUR** characteristics that a good specification item should contain. (4 Marks)
7. Your team is tasked with evaluating supplier performance after contract implementation. List **FOUR** components that a vendor contract program should contain. (4 Marks)
8. An ongoing contract can fall behind schedule and face non-performance concerns. State **FOUR** ways in which you may resolve the concerns. (4 Marks)
9. Vendor incentive schemes are crucial in enhancing buyer-supplier relationships, you have been tasked to develop an incentive scheme for vendor incentive schemes you will develop. (4 Marks)
10. A bid evaluation committee has been accused of favoritism in selecting a vendor to award a contract. State **FOUR** pre vendor evaluation to safeguard procurement integrity. (4 Marks)

SECTION B (60 MARKS)**Attempt question ELEVEN (11) and any other TWO (2) questions in this section.****Read the and answer question Eleven (11)**

You are the procurement officer in charge of overseeing a 6-month contract for construction materials awarded to AITANA enterprise. After two months, the supplier delivers substandard materials and misses delivery deadlines therefore going against the terms and conditions of the contract you entered into with the supplier. The project manager is concerned that continued delay will affect construction timelines and disrupt the operations of the company.

11.

a) As a contract manager Explain FIVE ways you would use monitoring tools and schedules to assess the supplier's performance. (10 Marks)

b) Discuss FIVE steps you would take to address the substandard deliveries and missed deadlines. (10 Marks)

12.

a) You are helping the user department prepare a tender for specialized machinery. They are unsure about the technical specifications required. Explain FIVE ways you would assist them in drafting clear and appropriate specifications. (10 Marks)

b) There has been a miscommunication regarding the specifications of goods requested. Explain FIVE ways in which poor specifications can result in procurement disputes or supplier non-performance. (10 Marks)

13.

a) You are part of a vendor evaluation committee for a framework contract for office supplies. Explain FIVE key vendor evaluation criteria you would recommend to be used. (10 Marks)

b) A department dealing with specialized products intends to acquire a supplier for its goods. It has been proposed that they be involved in the supplier evaluation process.

Explain FIVE benefits of involving user departments in the vendor evaluation process. (10 Marks)

14.

- a) Your team is reviewing contract records and notices that no formal contract performance.. Explain FIVE steps involved in preparing a vendor contract progress report. (10 Marks)

- b) The contract management process requires adherence to relevant laws and regulations. Explain FIVE ways of how ethical behavior should be promoted throughout the contract management process. (10 Marks)

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