

041605T4SCM

SUPPLY CHAIN MANAGEMENT LEVEL 5

BUS/OS/SC/CR/01/5

Procure Organizations Goods and Service

November/December 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. You have been newly recruited as the procurement officer Aitana enterprise, state FOUR roles you are expected to play in this position. (4 Marks)
2. An organization is in the process of preparing a procurement plan for the year 2025/2026 list FOUR contents of the procurement plan. (4 Marks)
3. A company plans to acquire new suppliers for its goods and services, state FOUR sources from which they can obtain information about its potential suppliers. (4 Marks)
4. Procurement department relies on the warehousing department to know when orders should be placed with suppliers. Name any other FOUR areas in which the two departments can relate. (4 Marks)
5. The stores departments want to receive goods from the supplier. Identify FOUR documents required during the receiving of goods in the organization. (4Marks)
6. In the process of receiving and inspecting incoming goods, you have noticed that the technical officer rejected some goods. Identify FOUR reasons that may have led to the rejection. (4 Marks)
7. The user department is the process of preparing specifications for its materials, state FOUR characteristics that a good specification should contain. (4 Marks)
8. A local purchase order is a document containing goods that an organization needs the supplier to supply them. List FOUR contents of a purchase order. (4 Marks)
9. Patelo sons and company wants to acquire goods for its operations, identify FOUR factors it should consider when acquiring these goods. (4 Marks)
10. An inspection committee has been appointed to carry out inspection on recently acquired goods. State FOUR reasons for carrying out the inspection. (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)

The County Health Department plans to acquire essential medical supplies, including gloves, masks, and sanitizers, to support local hospitals. Due to the urgent need caused by a sudden disease outbreak, the department is considering different procurement methods to ensure timely delivery while maintaining accountability.

11.

- a) Explain FIVE methods that the firm may consider to use to acquire their medical supplies. (10 Marks)
- b) Explain FIVE advantages of using the open tendering method to acquire the medical supplies. (10 Marks)

12.

- a) As a public procurement practitioner, you are required to have a clear understanding of public procurement principles to guide your day-to-day operations. Describe FIVE such principles. (10 Marks)
- b) An organization has decided to source for new suppliers for its product. Explain FIVE factors that the organization should consider when sourcing for the new suppliers. (10 Marks)

13.

- a) You have been tasked with an assignment to carry out an orientation to a new staff in the procurement department. Describe FIVE details of a procurement cycle that you will introduce to the new employee. (10Marks)
- b) You have been directed by the chief procurement officer to use 100% inspection method to inspect goods being delivered by Tella company. Identify FIVE reasons that may have led to this directive. (10 Marks)

14.

- a) Timely payment to suppliers in accordance with contract terms is important for effective procurement management. Explain FIVE benefits of making timely payments to suppliers. (10 Marks)
- b) Many organizations have adopted the use of technology such as E-procurement in supply of goods and services. Describe FIVE advantages of adopting E-procurement in the supply of goods and services to an organization. (10 Marks)