

**0416054TSCM**

**SUPPLY CHAIN MANAGEMENT LEVEL 5**

**BUS/OS/SC/CR/04/5**

**Participate in Procurement Contracts Management**

**March /April 2026**



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

**WRITTEN ASSESSMENT**

**Time: 2 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 FOUR (4) 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. Procurement contracts help in regulating procurement processes through agreed terms. Identify FOUR benefits of managing procurement contracts. (4 Marks)
2. Organizations must regularly assess their vendors' performance. State FOUR reasons why vendor performance assessment is important in contract management. (4 Marks)
3. A supplier complains about late payment despite meeting delivery deadlines. State FOUR ways this situation might affect the vendor relationship and contract performance. (4 Marks)
4. Maintaining good buyer-supplier relationship is important for business continuity. State FOUR ways in which buyer-supplier relationship can be maintained. (4 Marks)
5. Your supervisor has assigned you to draft a schedule for monitoring ongoing contracts. List FOUR elements of a contract monitoring schedule that you would include in your draft. (4 Marks)
6. Poor vendor performance can jeopardize service delivery. Identify FOUR actions a procurement officer should take when a vendor underperforms. (4 Marks)
7. Poor Contract monitoring can lead to serious contract performance failure. State FOUR possible consequences of poor contract monitoring. (4 Marks)
8. The procurement office is updating its performance evaluation tools. List FOUR performance metrics that should be included in the tools. (4 Marks)
9. You are tasked to prepare specifications for a high-value equipment to be procured. Outline FOUR aspects that must be considered when drafting these specifications. (4 Marks)
10. A supplier failed to meet the agreed upon delivery timelines. As a contract manager, State FOUR reasons that may have caused the delay. (4 Marks)

**SECTION B (60 MARKS)**

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

The Ministry of Education entered into a contract with Fast Tech Ltd for the supply of computers to various institutions. The contract covered delivery schedules, quantities, and general performance expectations. By the third quarter of implementation, progress reports indicated that deliveries were significantly below the planned targets. Follow-up engagements with the supplier did not yield timely responses. Internal assessments further revealed inconsistencies between the original specifications and the actual requirements of the end users within the institutions.

11. As a contract manager in the ministry of education,

- a) Explain FIVE likely causes of poor vendor performance in the contract. (5 Marks)
- b) Describe FIVE areas which you can assess in order to know non-performing suppliers (5 Marks)
- c) Discuss FIVE ways that you can use to address the situation to enhance contract Performance. (10 Marks)

12. Procurement specialists emphasize the importance of maintaining strong relationships with suppliers.

- a) Discuss FIVE characteristics of a healthy buyer supplier relationship. (10 Marks)
- b) For good coordination of procurement contracts, communication is essential. Explain FIVE ways in which effective communication enhances procurement contract performance. (10 Marks)

13. You are managing a procurement contract for the delivery of ICT equipment to public learning institutions across the region.

- a) Discuss FOUR methods used to monitor the progress of a procurement contract. (8 Marks)
- b) Reviewing of the performance of vendors in contract management process is important in achieving organizational objectives. Explain SIX benefits of conducting regular vendor performance reviews during contract execution. (12 Marks)

14. The vendor evaluation committee plays a crucial role in the contract lifecycle.

- a) Explain FIVE roles of a vendor evaluation committee in contract management. (10 Marks)
- b) Clear specifications prevent misunderstandings and ensure quality contract outcomes. Discuss FIVE key considerations when preparing procurement specifications. (10 Marks)