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PROJECT MANAGEMENT LEVEL 6

BUS/OS/PM/CC/01/6/A

MANAGE PROCUREMENT FOR GOODS, WORKS AND SERVICES

July/August 2024



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

WRITTEN ASSESMENT

3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this 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 (40MARKS)

Answer ALL questions in this section.

1. Procurement managers have a duty to develop a procurement plan for all goods and services they acquire throughout the project lifecycle. State FOUR reasons for preparing procurement plan. (4 Marks)
2. Procurement managers have to adhere to the procurement budget when acquiring goods and services for a project in an organization. List FOUR reasons why a procurement manager should adhere to a project procurement budget. (4 Marks)
3. When procuring, a project manager is required to select a tendering method suitable to acquire goods and services for an organization. List FOUR tendering methods used by an organization to acquire goods and services (4 Marks)
4. Procurement management is guided by guidelines and acts of parliament. State FOUR laws and guidelines followed when procuring goods and services. (4 Marks)
5. For Specialized services project managers will advertise for specific individuals and companies to express interest through application for the provision of those services. State FOUR types of information that should be included in the cover page of expression of Interest (4 Marks)
6. Procurement procedures aim to achieve specific objectives in a project organization. State FOUR objectives of adhering to procurement procedures (4 Marks)
7. While preparing procurement budget, there are steps that should be followed. List FOUR steps followed when preparing a procurement budget (4 Marks)
8. Project organizations have adopted the use of technology such as E-procurement in supply of goods and services. Highlight FOUR advantages of adopting E-procurement in the supply of goods and services to an organization. (4 Marks)
9. Procurement managers have to maintain procurement schedule to ensure goods and services are supplied on time. List FOUR components that the procurement schedule contains. (4 Marks)
10. Service providers offering specialized services are required to attach certain documents in the expression of interest application List FOUR supporting documents that should be included in expression of interest for a service provider. (4 Marks)

SECTION B (60 MARKS)

Answer Question 11 (compulsory) and any other two questions

11. In Kenya public procurement is governed by public procurement and disposal act 2015. Procurement managers in Kenya are supposed to adhere to the provisions of the act when ensuring goods and services are supplied. Supply chain managers have a duty to establish a procurement cycle which will guide them in procuring goods and services for that given financial period as per the approved procurement budget. In identifying the budget cycle, procurement department need to come up with procurement plan, which will define all the goods and services to be supplied within that given procurement period. After developing procurement plan, procurement professionals need to determine contract requirements definition and float tenders in order to source goods and services for the organization.

When suppliers respond to tenders and places the bids, the procurement manager has to convene an evaluation committee which will evaluate the tender and select the qualified bidder. When the qualified bidder is identified he/she is awarded a contract to supply goods and services through a letter of offer.

When the qualified bidder is given a letter of offer, he is supposed to accept the terms of contract through notifying procurement manager by signing a letter of acceptance. When this exercise is over and the contract awarded the contract is awarded to the supplier, the suppliers goes ahead to supply goods and services to a project organization. The procurement department has a duty to manage the supply contract to ensure goods and services of specified quality are supplied.

Using the case study above:

- a) Discuss SIX components of the procurement cycle (12 Marks)
- b) Preparation of a procurement budget is among the roles of a procurement project manager. Discuss FOUR factors to consider when coming up with a procurement budget (12 Marks)

12.

- a) During evaluation the most qualified bidder is selected after analysing all the bid documents tendered, and then a procurement report is prepared. Discuss FIVE reasons of preparing a procurement report. (10 Marks)

- b) Bidding process is an activity involving the selection of the most qualified bidder for the supply of goods and services in a project. Discuss FIVE steps in the bidding process. (10 Marks)

13.

- a) Procurement planning is an integral part in procurement of goods and services. Discuss FIVE tasks you will undertake in procurement planning process. (10 Marks)
- b) Project officer need to prepare specifications for goods, services and works to be procured. Discus FIVE reasons for preparation of specifications for goods, works and services. (10 Marks)

14.

- a) Procurement involves a number of activities. Discuss FIVE activities that are carried out in procurement. (10 Marks)
- b) E-procurement platform is used to simplify the procurement process. Discuss FIVE features of e-procurement platform that you would adopt in a project. (10 Marks)

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