



AMREF INTERNATIONAL TRAINING CENTER

MODULE II

PROJECT MANAGEMENT LEVEL 6

0416 451 11A

PROCURE GOODS, WORKS AND SERVICES

July/August 2026

WRITTEN ASSESSMENT

DATE: 12TH AUGUST 2026

Time: 2 HOURS

START: 9AM

FINISH: 11AM

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this 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)

Answer all questions in this section.

1. Outline FOUR activities involved in conducting a market survey before procurement planning. (4 Marks)
2. The procurement department is reviewing its compliance with legal requirements in purchasing activities. List FOUR Relevant legislations in procurement (4 Marks)
3. Outline FOUR elements that should be included in an Expression of Interest document. (4 Marks)
4. A county government hospital receives procured medical supplies from a supplier. State FOUR documents used during the receipt and recording of the goods. (4 Marks)
5. State FOUR documents used during the receipt and recording of procured goods. (4 Marks)
6. During procurement, submitted bids are evaluated to determine the most responsive and suitable bidder. Highlight FOUR criteria used when evaluating procurement bids. (4 Marks)
7. Procurement reports are prepared for different parties who have an interest in procurement activities and outcomes. Identify FOUR stakeholders who may require procurement reports. (4 Marks)
8. In the procurement pre-qualification stage, both an Expression of Interest (EOI) document and a Request for Qualification (RFQ) document are used to assess potential suppliers. Highlight TWO similarities between them. (4 Marks)
9. Procurement reports rely on information gathered from various sources. Highlight FOUR sources of procurement information used in report preparation. (4 Marks)
10. As a procurement officer in a school, you are tasked with receiving newly delivered furniture from a supplier. Highlight FOUR steps you would follow to receive the furniture. (4 Marks)

SECTION B (60 Marks)

Answer any three questions in this section.

11.

- a) A county government agency has completed bid evaluation for office equipment supply. Before awarding the contract, the procurement committee negotiates with the lowest evaluated bidder on price, terms, and delivery conditions. Discuss FIVE significances of contract negotiations. (10 Marks)

- b) Explain FIVE benefits of updating inventory records after receipt and approval of goods. (10 Marks)

12.

- a) The procurement department of Ruiru Technical College is preparing its annual procurement budget for 2026/2027. Before finalizing the budget, a market survey and analysis is required. Discuss FIVE benefits of conducting a market survey and analysis before preparing a procurement budget (10 Marks)

- b) Organizations may use different sourcing approaches depending on market conditions and procurement objectives. Evaluate FIVE sourcing strategies used in procurement planning. (10 Marks)

13. Supplier selection involves several stages that begin with identifying capable suppliers and end with awarding a contract

- a) Explain the procurement process from the expression of interest stage to contract award. (10 Marks)

- b) Explain FIVE challenges facing procurement in public institutions (10 marks)

14. A procurement officer in a county government is preparing for the tendering process for the construction of a new classroom block. Various documents are being prepared and issued to interested bidders to ensure a fair and transparent procurement process

- a) Describe FIVE contents of bidding documents. (10 Marks)

- b) Explain FIVE benefits of inventory management after procurement of goods (10 Marks)