



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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UNIVERSITY EXAMINATIONS 2023/2024

DIPLOMA IN PROJECT MANAGEMENT LEVEL 6 YEAR ONE TERM TWO

BUS/CU/PM/CC/01/6/A: MANAGEMENT OF PROCUREMENT OF GOODS, WORKS  
AND SERVICES

DATE: APRIL 2024

TIME: 3 HOURS

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INSTRUCTIONS: Answer Question ONE and any other Three questions.

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## SECTION A (40 MARKS)

1. Define the following terms as used in procurement: (3 Marks)
  - i. Goods
  - ii. Services
  - iii. Works
2. Explain why organizations buy goods, works and services. (5 Marks)
3. Elaborate the relationship between the procurement department and other functions of the organization. (5 Marks)
4. What is the meaning of procurement plan in project management? (3 Marks)
5. Enumerate the functions of procurement management. (5 Marks)
6. What are the steps involved the procurement process? (6 Marks)
7. Highlight the role of stakeholders in the procurement planning process. (4 Marks)
8. Which are the main steps in the preparation of procurement budget. (5 Marks)
9. Name TWO reasons for prequalifying suppliers. (2 Marks)



MUST is ISO 9001:2015 and



ISO/IEC 27001:2013 CERTIFIED

10. What is procurement evaluation? (2 Marks)

**SECTION B – Long Answer Questions – Answer Any Questions. (60 MARKS)**

11. a. Procurement plan can be created for specific technical requirements and projects or for multiple requirements related to different systems. Highlight the components of a successful procurement plan. (10 Marks)

b. Enumerate various types of methods of procurement of Goods, works and services. (10 Marks)

12. a. Describe THREE main types of tenders in procurement? (6 Marks)

b. Enumerate at least five principles of procurement. (10 Marks)

c. Elaborate the various procurement contracts and their components. (4 Marks)

13. a. Discuss five roles that information technology plays in the process of procurement of goods, works and services. (8 Marks)

b. Discuss the SIX rights of purchasing that a procurement/project manager should adhere to when procuring organizational goods. (12 Marks)

14. a. Enumerate the role of stakeholders in the procurement planning process. (5 Marks)

b. Discuss the principles of tendering that should be upheld when procuring goods, works or services in projects. (7 Marks)

c. Discuss various documents used in the procurement process. (8 Marks)

