

**DIPLOMA IN PROJECT MANAGEMENT LEVEL 6 YEAR ONE TERM TWO  
PROCURE ORGANIZATIONS' GOODS, WORKS AND SERVICES**

**BUS/CU/PM/CC/01/6/A**

**SECTION A (40MARKS)**

*Answer all the questions in this section*

1. Define the following terms as used in procurement: (3marks)
  - Goods
  - Services
  - Works
2. Explain why organizations buy goods, works and services. (5marks)
3. Elaborate the relationship between the procurement department and other functions of the organization.(5marks)
4. What is the meaning of procurement plan in project management? (3marks)
5. Enumerate the functions of procurement management. (5marks)
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. (5marks)
9. Name TWO reasons for prequalifying suppliers. (2marks)
10. What is procurement evaluation? (2marks)

## **SECTION B (60 MARKS)**

*Answer Any Three Questions in this section*

**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. (10marks)

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

**12.**

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

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

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

**13.**

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

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

**14.**

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

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. (8marks)

