



**Riara School of Business**  
*Nurturing business innovators*

**SEPTEMBER-DECEMBER 2023 SEMESTER EXAMINATIONS**

**EXAMINATION FOR DIPLOMA IN BUSINESS ADMINISTRATION**

**RPB 011: PROCUREMENT PRACTICE AND TECHNIQUES**

**DATE: 27<sup>TH</sup> NOVEMBER 2023**  
**HOURS**

**TIME: 2**

**GENERAL INSTRUCTIONS:**

- i. Students are **NOT** permitted to write on the examination paper during reading time.
- ii. This is a closed book examination. Text book/Reference books/notes are not permitted.

**SPECIAL INSTRUCTIONS**

1. Write your REGISTRATION NO. Clearly on the answer booklet(s).
2. Answer Question One and ANY other TWO questions.
3. Questions in all sections should be answered in answer booklet(s)
4. PLEASE start the answer to EACH question on a NEW PAGE.
5. For the questions, write the number of the question on the answer booklet(s) in the order you answered.
6. Write on both sides of each leaf and indicate number of each question at the top of each page.
7. Write the answers in a paragraph form unless stated otherwise.
8. Marks allocated to each question are shown at the end of the question.
9. All rough work must be done on the answer booklet and crossed through!
10. Use supplementary pages only when you have exhausted those in this book.

11. Fasten the supplementary pages to the inside back cover of this booklet.

**QUESTION ONE: COMPULSORY (30 MARKS)**

- a) Distinguish the terms purchasing management and procurement management  
(4 marks)
- b) Outline key stages a procurement cycle of a public procuring entity/institution.  
(10 marks)
- c) Procurement's role among others is to review the specifications to satisfy the user department, statutory and regulatory requirements as specified in the Request for Quotations/ Proposals; discuss FOUR (4) characteristics that specifications should have.  
(8 marks)
- d) Explain any SIX (6) means you would justify in selection and evaluation of your institution's suppliers list  
(8 marks)

**QUESTION TWO:**

- (a) Discuss the benefits and challenges in e-procurement to integrate and streamline procurement processes  
(10 marks)
- (b) Briefly discuss FOUR (4) sourcing policies that can be adopted by a procuring entity  
(10 marks)

**QUESTION THREE:**

- (a) Procurement is a major function within the supply chain and facilitates in value addition of the chain. Using examples, discuss the relationships between procurement with the following functional departments of an organization:-
- i. Finance and accounting department. (2 marks)
  - ii. Information communication and technology department. (2 marks)
  - iii. Production department (2 marks)
  - iv. Marketing department (2 marks)
  - v. Transport department (2 marks)

(b) Importance of documentation in the procurement process is critical in supporting payment to suppliers. Explain FIVE (5) documents applied in a procurement process. **(10 marks)**

**QUESTION FOUR:**

(a) Evaluate FOUR (4) unethical activities that compromise the equity, fairness and competitiveness of procurement processes; **(10 marks)**

(b) Explain FIVE (5) procurement procedures used by public institutions **(10 marks)**