



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY

MODULE: Inventory Management

PAPER NO: 543/23/M02

DURATION: 3 hours

JUNE 2026 EXAMINATION

REQUIREMENTS

Scientific calculator

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. Each question carries 20 marks.**

This paper consists of 3 printed pages.

QUESTION 1

Describe any five (5) objectives of stores management.

(20 marks)

QUESTION 2

Explain any five (5) elements of inventory management.

(20 marks)

QUESTION 3

Suggest ten (10) factors to be considered when choosing a warehouse location.

(20 marks)

QUESTION 4

Describe any five (5) safety, health and environmental measure that define a good working environment.

(20 marks)

QUESTION 5

Evaluate any five (5) effects of double handling to an organisation.

(20 marks)

QUESTION 6

a) Network analysis

(10 marks)

b) Decision trees

(10 marks)

QUESTION 7

Explain any five (5) benefits of an automated warehouse.

(20 marks)

QUESTION 8

Use the following information to answer the question below.

March purchased 100 units @ \$16 each
September purchased 220 units @ \$19 each
December issued 130 units

From the above figures calculate the closing inventory that would be shown using:

- a) FIFO (7 marks)
- b) LIFO (7 marks)
- c) AVCO (6 marks)

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NATIONAL DIPLOMA

**IN
PURCHASING AND SUPPLY MANAGEMENT**

MODULE: Legal Aspect of Purchasing

PAPER NO: 543/23/M05

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. All questions carries equal marks.**

This paper consists of 2 printed pages.

QUESTION 1

Identify and explain any five (5) duties of a:-

- a) Buyer (10 marks)
- b) Seller (10 marks)

QUESTION 2

Identify and explain any four (4) sources of law in Zimbabwe. (20 marks)

QUESTION 3

Briefly explain how partnership is formed and terminated. (20 marks)

QUESTION 4

Elaborate any five (5) essentials of a valid contract. (20 marks)

QUESTION 5

Write explanatory notes on the following:

- a) Promissory notes (5 marks)
- b) Bill of exchange (5 marks)
- c) Liens (5 marks)
- d) Mortgage (5 marks)

QUESTION 6

Explain any five (5) obligations of the following parties in the contract of employment. (20 marks)

QUESTION 7

Elaborate in five (5) methods of acquiring ownership. (20 marks)

QUESTION 8

Evaluate any five (5) factors that warrant termination of contract of agency. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

SUBJECT: Strategic Procurement

PAPER NO: 543/23/M07

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1) Answer any five (5) questions.
- 2) Each question carries equal marks.

This paper consists of 3 printed pages.

QUESTION 1

Identify and assess any five (5) potential risks in procuring materials for a new infrastructure project. (20 marks)

QUESTION 2

Describe how SWOT analysis can be applied to the procurement function. (20 marks)

QUESTION 3

Evaluate any five (5) types of procurement risks. (20 marks)

QUESTION 4

Examine any five (5) common payment strategies for goods and services. (20 marks)

QUESTION 5

Elaborate on the following procurement models:

- | | |
|-----------------------|-----------|
| a) Blanket orders | (4 marks) |
| b) Standing orders | (4 marks) |
| c) Low value orders | (4 marks) |
| d) Pareto analysis | (4 marks) |
| e) Terms of contracts | (4 marks) |

QUESTION 6

Examine the PESTEL factors as applicable to procurement activities. (20 marks)

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| b) Standing orders | (4 marks) |
| c) Low value orders | (4 marks) |
| d) Pareto analysis | (4 marks) |
| e) Terms of contracts | (4 marks) |

QUESTION 6

Examine the PESTEL factors as applicable to procurement activities. (20 marks)

QUESTION 7

Critically examine how strategic purchasing can assist organisation to be cost effective. (20 marks)

QUESTION 8

Examine any ten (10) advantages of centralized purchasing. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Public Procurement

PAPER NO: 543/23/M06

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five (5) questions.
2. All questions carry equal marks.

This paper consists of 2 printed pages.

QUESTION 1

Explain the steps taken in the submission of bids. (20 marks)

QUESTION 2

Detail the importance of procurement rules and regulations according to the PPDPA Act Chapter 22:23. (20 marks)

QUESTION 3

Discuss any five (5) reasons why procurement planning is important. (20 marks)

QUESTION 4

Explain any five (5) major reforms brought by the enactment of the Public Procurement and Disposal of Public Assets Act PPDPA) (Chapter 22:23).

(20 marks)

QUESTION 5

Elaborate the Code of Conduct for Public Sector procurement professionals in Zimbabwe. (20 marks)

QUESTION 6

Write brief notes on the following:

a) Disposal committee. (10 marks)

b) Special Procurement Overview Committee (SPOC). (10 marks)

QUESTION 7

Explain the factors that determine the selection of a procurement method. (20 marks)

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IN

PURCHASING AND SUPPLY

MODULE: Procurement Negotiation

PAPER NO: 543/23/M08

DURATION: 3 Hours

NOVEMBER / DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five (5) questions.
2. All questions carry equal marks.

This paper consists of 2 printed pages.

QUESTION 1

Identify and explain three (3) phases of negotiation process.

(20 marks)

QUESTION 2

Explain any four (4) personalities of negotiations and how they influence the desired negotiation outcome.

(20 marks)

QUESTION 3

Briefly explain five (5) importances of cultural dimensions in procurement negotiation.

(20 marks)

QUESTION 4

Using Thomas – Kilman's model of conflict management / handler styles any five (5) approaches to negotiation.

(20 marks)

QUESTION 5

Discuss any sources of power that can significantly impact on the negotiation process in procurement.

(20 marks)

QUESTION 6

Evaluate the Rapport Matrix by Reynolds in relationship building.

(20 marks)

QUESTION 7

Identify and explain any ten (10) questioning techniques that can be used in Procurement Negotiation.

(20 marks)

QUESTION 8

Explain five (5) benefits accrued by having BATNA in negotiation.

(20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

**SUBJECT: Logistics and Distribution Management PAPER NO: 543/23/M04
543/15/S09**

DURATION: 3 Hours

NOVEMBER / DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. All questions carry equal marks.**

This paper consists of 2 printed pages.

QUESTION 1

Evaluate factors affecting selection of transport mode in logistics and distribution. (20 marks)

QUESTION 2

Examine the contents of a VUCA (Volatility, Uncertainty, Complexity, and Ambiguity) environment in logistics and distribution. (20 marks)

QUESTION 3

Explain any five (5) principles of logistics and distribution management. (20 marks)

QUESTION 4

Evaluate any five (5) benefits of ICT in logistics and distribution management. (20 marks)

QUESTION 5

Explain any five (5) activities in logistics and distribution. (20 marks)

QUESTION 6

Elaborate on any five (5) advantages and five (5) disadvantages of benchmarking in logistics and distribution. (20 marks)

QUESTION 7

Justify any five (5) roles of government in logistics and distribution management. (20 marks)

QUESTION 8

Explain any five (5) elements of transport in logistics and distribution management. (20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

**MODULE: Industrial and Service Procurement PAPER NO: 543/23/M10
543/15/S03**

DURATION: 3 Hours

NOVEMBER / DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. Each question carries 20 marks.**

QUESTION 1

Explain any five (5) factors that are considered when buying capital equipment.
(20 marks)

QUESTION 2

Discuss any five (5) reasons why firms may outsource services. (20 marks)

QUESTION 3

Procurement department plays a greater role in the acquisition of capital equipment. Justify. (20 marks)

QUESTION 4

Procurement of services poses some challenges to procurement officers. Support the above statement. (20 marks)

QUESTION 5

Explain the advantages and disadvantages of leasing capital equipment.
(20 marks)

QUESTION 6

Suggest four (4) ways of guarding against commodity price fluctuations.
(20 marks)

QUESTION 7

Outline five (5) costs included in the calculation of whole life costing in capital equipment purchases.
(20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Management of Organisational Assets

PAPER NO: 543/23/M03

DURATION: 3 Hours

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five (5) questions.
2. All questions carry equal marks.

This paper consists of 3 printed pages.

QUESTION 1

Discuss any four (4) key strategies used by organisations to attract and recruit top talent for their work. (20 marks)

QUESTION 2

Explain any five (5) essential elements of a contract of employment. (20 marks)

QUESTION 3

Explain any five (5) internal control systems that can be used to ensure security of assets. (20 marks)

QUESTION 4

Elaborate on how organisations can maintain asset registers. (20 marks)

QUESTION 5

Discuss any five (5) external recruitment sources available to the organisation. (20 marks)

QUESTION 6

Justify the importance of skilled manpower in an organisation. (20 marks)

QUESTION 7

Identify and explain any five types of safety drills.

(20 marks)

QUESTION 8

Explain asset management process.

(20 marks)

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