



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Management of Organisational Assets PAPER NO: 543/23/M03

DURATION: 3 Hours

MAY/JUNE 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.



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PAPER NO: 543/23/M03 - MANAGEMENT OF ORGANISATIONAL ASSETS

QUESTION 1

Explain any five (5) important aspects of asset management in an organisation.
(20 marks)

QUESTION 2

Explain safety codes to implement as a SHE manager. (20 marks)

QUESTION 3

Identify and explain any five (5) objectives of human resources administration.
(20 marks)

QUESTION 4

Outline any five (5) documents used in the acquisition of capital assets.
(20 marks)

QUESTION 5

Outline any four (4) types of projects relevant to management of assets.
(20 marks)

QUESTION 6

Define the following key terms:

- a) Asset register. (5 marks)
- b) Asset (5 marks)
- c) Management (5 marks)
- d) Management of organisational assets. (5 marks)

QUESTION 7

Illustrate the key elements of the whole life cycles costing approach when determining the cost of capital assets.
(20 marks)

QUESTION 8

Discuss the strategies to retain skilled-man power. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Principles of Purchasing and Supply

PAPER NO: 543/23/M09

DURATION: 3 hours

MAY/JUNE 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.



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PAPER NO: 543/23/M09 – PRINCIPLES OF PURCHASING AND SUPPLY

QUESTION 1

Explain the five (5) rights of purchasing function. (20 marks)

QUESTION 2

Price is a critical variable in procurement. Identify and expand on any five (5) factors that affect purchasing process. (20 marks)

QUESTION 3

Discuss the three (3) main basic purchasing procedures. (20 marks)

QUESTION 4

Justify the need for having ethics in purchasing. (20 marks)

QUESTION 5

Discuss any ten (10) factors one needs to consider when selecting the right supplier. (20 marks)

QUESTION 6

Identify and discuss any eight (8) costs associated with storage of inventory. (20 marks)

QUESTION 7

Explain any four (4) techniques or tactics of negotiation that are useful to the buyer. (20 marks)



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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Legal Aspects in Procurement PAPER NO: 543/23/M05

DURATION: 3 hours

MAY/JUNE 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

PAPER NO: 543/23/M05-LEGAL ASPECTS IN PROCUREMENT

QUESTION 1

Distinguish between a partnership and a company. (20 marks)

QUESTION 2

Discuss legislation as a source of law in Zimbabwe. (20 marks)

QUESTION 3

Elaborate on eight ways of terminating a contract of agency. (20 marks)

QUESTION 4

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

QUESTION 5

Explain any five (5) principles of negotiable instrument. (20 marks)

QUESTION 6

Discuss any five (5) available methods of resolving conflicts between buyers and suppliers. (20 marks)

QUESTION 7

State and explain five any (5) methods of original acquisition of property. (20 marks)

QUESTION 8

Jakalasi an employee of Jimjam was sent to deliver goods to the customers by Jim jam as that was his job. After taking delivery he met his friend Juluka and they drove to Mbokodo to buy meat and they had few beers. On their way back they were involved in an accident with another car. His friend Juluka was injured. A pedestrian was also injured and was hospitalised.

Advise Jakalasi of his legal position if any, citing relevant cases. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Procurement Negotiation PAPER NO: 543/23/M08

DURATION: 3 Hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five questions.**
- 2. Each question carries equal marks.**

This paper consists of 2 printed pages.

PAPER NO: 543/23/M08 – PROCUREMENT NEGOTIATION

QUESTION 1

Examine any five strategies or tactics that can be used to build relationship with the other party during negotiation. (20 marks)

QUESTION 2

Explain the five Thomas Wilman conflict mode instrument elements.(20 marks)

QUESTION 3

Describe any five significance of SWOT analysis in negotiation. (20 marks)

QUESTION 4

Explain any five components of emotional intelligence. (20 marks)

QUESTION 5

Explain any ten questioning techniques in negotiation. (20 marks)

QUESTION 6

Negotiation needs proper planning to avoid mistakes that can cost parties. Outline any five mistakes of this magnitude. (20 marks)

QUESTION 7

Discuss any five sources of power that can significantly impact the negotiation process in procurement. (20 marks)

QUESTION 8

Explain the following negotiation tactics as they are used in purchasing

- (a) Chicken (5 marks)
- (b) Mother Hubbard (5 marks)
- (c) Russian Front (5 marks)
- (d) Bogey (5 marks)

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IN

**HUMAN RESOURCES MANAGEMENT, PURCHASING AND SUPPLY
MANAGEMENT, TRANSPORT MANAGEMENT AND OFFICE MANAGEMENT**

SUBJECT: Human Resources Management 1 PAPER NO: 526/15/S01

DURATION: 3 Hours

MARCH/APRIL 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.



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PAPER NO: 526/15/S01-HUMAN RESOURCES MANAGEMENT 1

QUESTION 1

Discuss any five (5) functions of human resources management. (20 marks) .

QUESTION 2

Explain any five (5) merits of manpower planning to an organisation. (20 marks)

QUESTION 3

Examine any five (5) factors that necessitate recruitment of new employees in an organisation. (20 marks)

QUESTION 4

Explain the performance appraisal process. (20 marks)

QUESTION 5

Outline five (5) benefits and five (5) limitations of job-evaluation to an organisation. (20 marks)

QUESTION 6

Explain any five (5) factors that influence wage and salary levels in an organisation. (20 marks)

QUESTION 7

Outline any five (5) selection tools used when choosing employees for jobs in organisations. (20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Strategic Procurement

PAPER NO: 543/23/M07

DURATION: 3 Hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five questions.
2. Each question carries equal marks.

This paper consists of 2 printed pages.

PAPER NO: 543/23/M07 – STRATEGIC PROCUREMENT

QUESTION 1

Describe the key components of a procurement model. (20 marks)

QUESTION 2

Explain how a risk mitigation plan can be drawn from procurement risks. (20 marks)

QUESTION 3

Analyse steps of conducting SWOT analysis in purchasing. (20 marks)

QUESTION 4

Identify and explain any five potential risks associated with strategic purchasing. (20 marks)

QUESTION 5

Evaluate any five payment strategies that can be used by the procurement function.

QUESTION 6

Write brief notes on the following:-

- (a) blanket orders (4 marks)
- (b) standing orders (4 marks)
- (c) straight rebuy (4 marks)
- (d) modified rebuy (4 marks)
- (e) New task buying (4 marks)

QUESTION 7

Explain the importance of supplier relationship management in strategic procurement. (20 marks)

QUESTION 8

Examine any five methods of payment. (20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

SUBJECT: Legal Aspects of Procurement

PAPER NO: 543/23/M05

DURATION: 3 hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.

PAPER NO: 543/23/M05 – LEGAL ASPECTS OF PROCUREMENT

QUESTION 1

Elaborate on essential elements of law of partnership. (20 marks)

QUESTION 2

Discuss customary law as source of law in Zimbabwe. (20 marks)

QUESTION 3

Ryan bought five (5) cows from Mr. Innocent on the 5th of December 2022. However Ryan did not have transport to take his animals to his plot. On the 8th of December 2022 the five (5) animals while grazing in Mr. Innocent's plot were struck by lightning and they all died.

Ryan sued Mr. Innocent for the replacement of the five (5) animals.

Advise Ryan on his legal position if any. (20 marks)

QUESTION 4

Explain any four (4) ways of terminating a contract. (20 marks)

QUESTION 5

Write short notes on the following:

- a) Utmost good faith (5 marks)
- b) Vicarious liability (5 marks)
- c) Mortgagee (5 marks)
- d) Enrichment lien (5 marks)

QUESTION 6

Identify and explain four (4) classifications of things in law of property. (20 marks)

PAPER NO: 543/23/M05 – LEGAL ASPECTS OF PROCUREMENT

QUESTION 7

- a) Analyse five (5) rights of a pledger. (10 marks)
- b) Explain five (5) ways of terminating a pledge. (10 marks)

QUESTION 8

Evaluate the duties of an employer and of an employee in the contract of employment. (20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

SUBJECT: Stores and Inventory Management PAPER NO: 543/15/S08

DURATION: 3 Hours

MARCH/APRIL 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.



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PAPER NO: 543/15/S08-STORES AND INVENTORY MANAGEMENT

QUESTION 1

Storehouses and warehouses should be safe guarded premises against fire.
Advise on any five (5) such fire precautions. (20 marks)

QUESTION 2

Justify ten (10) reasons for computerising a stores function. (20 marks)

QUESTION 3

Despite the costs associated with holding stock, many organisations still stock. Justify (20 marks)

QUESTION 4

Examine any five (5) unethical practices to be discouraged in a storage facility. (20 marks)

QUESTION 5

Many organisations experienced survival and growth by providing high customer service levels. Analyse any five (5) key aspects of relevance of the above statement. (20 marks)

QUESTION 6

Critically examine any five (5) activities that a Stores Manager should check on preparing for stocktake. (20 marks)

QUESTION 7

Elaborate on the following:

- | | |
|-------------------------------|-----------|
| a) Stores planning | (5 marks) |
| b) Stores organisation | (5 marks) |
| c) Directing stores function. | (5 marks) |
| d) Stores control | (5 marks) |

PAPER NO: 543/15/S08-STORES AND INVENTORY MANAGEMENT

QUESTION 8

Evaluate the differences between a single and double storey stores buildings.
(20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Management of Organisational Assets PAPER NO: 543/23/M03

DURATION: 3 Hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

QUESTION 1

Explain the asset management process. (20 marks)

QUESTION 2

State and explain any five (5) benefits of Personal Protective Equipment (PPE). (20 marks)

QUESTION 3

Discuss five (5) contents of an asset register. (20 marks)

QUESTION 4

Identify and explain any five (5) roles of effective cash flow management. (20 marks)

QUESTION 5

Explain how internal control systems can improve asset management. (20 marks)

QUESTION 6

Discuss any five (5) key elements of a job description. (20 marks)

QUESTION 7

Explain any five (5) objectives of human resources administration. (20 marks)

QUESTION 8

Explain:

- a) Purpose of health and safety policy. (5 marks)
- b) Contents of a health and safety policy. (15 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Inventory Management

PAPER NO: 543/23/M02

DURATION: 3 Hours

OCT/ NOV 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.

PAPER NO: 543/23/M02 – INVENTORY MANAGEMENT

QUESTION 1

Examine any five (5) equipment used in storage and handling of materials.
(20 marks)

QUESTION 2

Identify and explain any five (5) key elements of stores management.
(20 marks)

QUESTION 3

- a) Define standardisation. (2 marks)
- b) Explain any six (6) benefits of standardisation. (18 marks)

QUESTION 4

Write elaborative notes on:

- a) Network Analysis (10 marks)
- b) Decision trees (10 marks)

QUESTION 5

Explain any five (5) methods of warehouse layout. (20 marks)

QUESTION 6

Examine the importance of benchmarking in an organisation. (20 marks)

QUESTION 7

Explain any five (5) key characteristics of coding. (20 marks)

PAPER NO: 543/23/M02 – INVENTORY MANAGEMENT

QUESTION 8

Evaluate any five (5) effects of new technologies in inventory management.
(20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

**SUBJECT: Industrial and Services and PAPER NO: 543/23/M10
Procurement**

DURATION: 3 hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

PAPER NO: 543/23/M10-INDUSTRIAL AND SERVICES AND PROCUREMENT

QUESTION 1

Distinguish between goods and services. (20 marks)

QUESTION 2

Discuss the processes involved in procurement of a service. (20 marks)

QUESTION 3

Explain any five (5) characteristics of capital goods. (20 marks)

QUESTION 4

Analyse circumstances favouring acquisition of old capital equipment. (20 marks)

QUESTION 5

Describe any five (5) key factors to be considered when evaluating capital equipment decisions. (20 marks)

QUESTION 6

Explain any five (5) advantages and five (5) disadvantages of net present value(NPV). (20 marks)

QUESTION 7

Evaluate methods of buying various commodities. (20 marks)

QUESTION 8

Explain any four (4) methods of price determination in procurement process. (20 marks)

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IN

PURCHASING AND SUPPLY MANAGEMENT

SUBJECT: Public Procurement

PAPER NO: 543/21/S01

543/23/M06

DURATION: 3 hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.



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PAPER NO: 543/21/S01 - PUBLIC PROCUREMENT
543/23/M01 - PUBLIC PROCUREMENT

QUESTION 1

Identify and explain five (5) objectives of Zimbabwe's PPDPA Act (Chapter 22:23)
(20 marks)

QUESTION 2

Analyse any five (5) challenges faced by public procurement practitioners in Zimbabwe.
(20 marks)

QUESTION 3

Explain the following procurement methods:

- a) Competitive bidding (5 marks)
- b) Restricted bidding method (5 marks)
- c) Direct procurement method (5 marks)
- d) Request for quotation method (5 marks)

QUESTION 4

With reference to Zimbabwe, discuss any five (5) general principles of public procurement.
(20 marks)

QUESTION 5

Explain any five (5) aspects that a good procurement contract should address.
(20 marks)

QUESTION 6

Describe any four (4) methods of disposing public assets.
(20 marks)

PAPER NO: 543/21/S01 - PUBLIC PROCUREMENT
543/23/M01 - PUBLIC PROCUREMENT

QUESTION 7

Examine any five (5) powers of an Investigator with reference to Zimbabwe's Public Procurement Regulations. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

**SUBJECT: Principles of Purchasing
and Supply**

**PAPER NO: 543/21/S02
543/23/M09**

DURATION: 3 Hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.

PAPER NO: 543/21/S02 - PRINCIPLES OF PURCHASING AND SUPPLY
543/23/M09 - PRINCIPLES OF PURCHASING AND SUPPLY

QUESTION 1

Purchasing manual is a useful document despite its shortcomings. Discuss.
(20 marks)

QUESTION 2

Explain five (5) steps of the negotiation process. (20 marks)

QUESTION 3

Identify and explain key factors of the Ethical Code Of Chartered Institute of Purchasing and Supply (C.I.P.S). (20 marks)

QUESTION 4

Explain the following purchasing concepts:

- a) Specification (5 marks)
- b) Value analysis (5 marks)
- c) Vendor Appraisal (5 marks)
- d) Straight re-buy (5 marks)

QUESTION 5

Examine any five (5) major factors used to assess supplier's capability.
(20 marks)

QUESTION 6

Discuss any ten (10) factors that determine the right quantity of materials to be purchased in an organisation. (20 marks)

PAPER NO: 543/21/S02 - PRINCIPLES OF PURCHASING AND SUPPLY
543/23/M09 - PRINCIPLES OF PURCHASING AND SUPPLY

QUESTION 7

Explain any five (5) reasons that result in supplier disqualification in a tender process. (20 marks)

QUESTION 8

Examine any five (5) factors that influence purchase price. (20 marks)

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NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY

MODULE: Inventory Management

PAPER NO: 543/23/M02

DURATION: 3 hours

JUNE 2026 EXAMINATION

REQUIREMENTS

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INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.



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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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**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.**

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

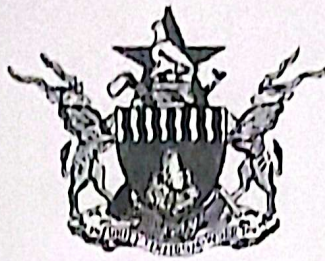
Explain any five (5) obligations of the following parties in the contract of employment. (20 marks)

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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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.

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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)

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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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.

PAPER NO: 543/23/M06 – PUBLIC PROCUREMENT

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)

.../tez



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**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

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.

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)

...../pm



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NATIONAL DIPLOMA

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.**

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)

...../pm



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NATIONAL DIPLOMA

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)

...../pm



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NATIONAL DIPLOMA

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

(20 marks)

Identify and explain any five types of safety drills.

QUESTION 8

(20 marks)

Explain asset management process.

.../tez