



OFFICE OF THE DEPUTY CHANCELLOR
ACADEMICS, STUDENT AFFAIRS AND RESEARCH

UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

THIRD YEAR FIRST SEMESTER MAIN EXAMINATION

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: BBM 341

COURSE TITLE: PROCUREMENT PLANNING AND CONTRACT
MANAGEMENT

DATE: 11TH DECEMBER 2023

TIME: 2.00 TO 5.00 P.M

INSTRUCTION TO CANDIDATES

- SEE INSIDE

THIS PAPER CONSISTS OF 3 PRINTED PAGES

PLEASE TURN OVER

MAIN EXAM

BBM 341: PROCUREMENT PLANNING AND CONTRACT MANAGEMENT
STREAM: BBM **DURATION: 3 Hours**

INSTRUCTIONS TO CANDIDATES

- i. Answer Question **ONE** and any other **TWO** questions.*
- ii. Maps and diagrams should be used whenever they serve to illustrate the answer.*
- iii. Do not write on the question paper.*

QUESTION ONE (30 MARKS)

- a) Planning and proper analysis of the manual system must be done before computerization. It will defeat the objectives of automation if a dysfunctional and inefficient paper-based records keeping system is automated. Explain five requirements that need to be available in the manual system before the system can be automated. [10 marks]
- b) Procurement records play a significant role as evidence of purchases of goods and services in both private and public entities. State and explain five Importance of maintaining procurement records [10 marks]
- c) There are various types of threats to the Safety and security of Procurement files and documents. Giving examples, discuss any five such threats [10 marks]

QUESTION TWO (20 MARKS)

- a. Explain the Procurement stage-based records and documentation. [10 marks]
- b. Clearly bring out the manner in which the safety of procurement records could be achieved [10 marks]

QUESTION THREE (20 MARKS)

- a. State any four current weaknesses in the management of procurement records [2 mark]
- b. A record goes through a life cycle consisting of three phases: active or current, semi-current and inactive or non-current phase. Discuss these three phases [6 marks]
- a. Procurement records should be managed within the procurement cycle and within a framework of the records life cycle. Explain. [12marks]

QUESTION FOUR (20 MARKS)

- a) Discuss the key documents in a procurement file [8 marks]
- b) Define the term records management [2 marks]

- c) Clearly explain the main documents that are found in the contract/tender file [10 marks]

QUESTION FIVE (20 MARKS)

- a. Discuss any five common methods of computer security employed to ensure the safety of procurement records [10 marks]
- b. Highlight ten responsibilities of a records management officer [10 marks]