



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF THE
DEGREE OF MASTER OF PROCUREMENT & LOGISTICS MANAGEMENT
SECOND SEMESTER 2023/2024
[JANUARY - APRIL, 2024]

MPLM 724: ADMINISTRATION OF PROCUREMENT ACTIVITIES IN
SUPPLY CHAIN MANAGEMENT

STREAM: Y1 S2

TIME: 3 HOURS

DAY: THURSDAY, 9.00 – 12.00 P.M.

DATE: 30/05/2024

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Questions ONE and any other TWO Question.***

QUESTION ONE (30 MARKS)

Case study:

You are hired as a procurement consultant for a public sector organization facing challenges in the administration of its procurement activities. The organization aims to improve its procurement processes to achieve greater efficiency and effectiveness in sourcing goods and services. As part of your role, you are tasked with analyzing the current procurement procedures and recommending strategies for improvement. The public sector organization, tasked with providing essential services to the community, has been experiencing delays and inefficiencies in its procurement activities. The current processes lack clarity and often result in prolonged sourcing cycles, missed deadlines, and budget overruns. Stakeholders have expressed concerns about the lack of transparency and accountability in procurement decisions. Additionally, there have been instances of non-compliance with regulatory requirements, leading to potential legal and financial risks. Based on your understanding of the principles and practices of administration of procurement activities in supply chain management, address the following questions:

- a) Define effective and efficient administration in the context of procurement activities. How can these principles be applied to improve the procurement processes within the public sector organization? **[10marks]**
- b) Explain the pre-contract stages of the sourcing process and identify key areas where the organization can streamline its procedures to enhance efficiency and effectiveness. **[4marks]**
- c) Discuss the administration of the award and post-award stages of the sourcing process. Identify common challenges faced by the organization in these stages and propose strategies to address them. **[8marks]**
- d) Examine the need for approvals in the administration of procurement and supply. **[4marks]**
- e) Evaluate the current approval processes within the organization and suggest ways to enhance transparency, accountability, and efficiency in decision-making. **[4marks]**

QUESTION TWO

- a) Discuss the steps involved in forming agreements with suppliers and how they contribute to effective procurement administration. **[8 marks]**
- b) Discuss how the specifications, key performance indicators (KPIs), and contract terms contribute to effective pre-contract administration? **[12 marks]**

QUESTION THREE

- a) Discuss the key components of tender award documentation in the post-award stage of procurement administration. **[12 marks]**
- b) Explain the concept of delegated authority for contracts and how different levels of authority impact procurement administration. **[8 marks]**

QUESTION FOUR

- a) Discuss how effective administration practices in procurement contribute to overall supply chain management performance. Provide examples to support your argument. **[10marks]**
- b) Analyze the use of requests for quotations (RFQs) or invitations to tender (ITT) in the sourcing process. How do organizations select the appropriate method? Provide examples. **[10marks]**

QUESTION FIVE

- a) You are the procurement manager of a manufacturing company tasked with sourcing raw materials for a new product line. The CEO has emphasized the need for cost-effectiveness and timely delivery. Develop a procurement administration plan covering pre-contract, award, and post-award stages. **[12marks]**
- b) Discuss strategies for ensuring an efficient approval process in procurement administration. How can organizations streamline their approval workflows to minimize delays? **[8marks]**