



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

PURCHASING AND SUPPLY MANAGEMENT

MODULE: Procurement Practice

PAPER NO: 371/22/M02

DURATION: 3 hours

NOVEMBER/DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

QUESTION 1

Explain any ten (10) attributes of a good supplier.

(20 marks)

QUESTION 2

Identify and explain the stages of the negotiation process.

(20 marks)

QUESTION 3

Describe any five (5) essential elements of total quality management.

(20 marks)

QUESTION 4

Procurement plans and budgets are important tools in procurement. Elaborate on the above statement.

(20 marks)

QUESTION 5

a) Explain arbitration as a method of resolving conflicts.

(5 marks)

b) Outline advantages and disadvantages of arbitration.

(15 marks)

QUESTION 6

Outline the contents of a purchasing manual.

(20 marks)

QUESTION 7

Describe any four (4) procurement methods available to a buying organisation.

(20 marks)

QUESTION 8

Explain ten (10) contents of a purchase requisition.

(20 marks)

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