



NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Nnamdi Azikiwe Expressway, Plot 91, Cadastral Zone, Jabi, Abuja

Faculty of Agricultural Sciences, Dept. of Agricultural Economics and Extension

POP Exam Question October/November, 2019

PROGRAMME: HOTEL AND CATERING MANAGEMENT

Course Code: ---- HCM 343

Course Title: --- PROCUREMENT AND SUPPLY MANAGEMENT

Credit Unit: ----2

Total Score: ----70 Marks

Time Allowed: - 2 Hrs

Instruction: Answer compulsory question 1 (25 mks) and any three (3) questions (15 mks each)

- 1 a. Describe six (6) functions of a purchasing department. **6mks**
b. Differentiate between Buying and Procurement. **4mks**
c. Analyse five (5) roles of price in purchasing. **5mks**
d. Discuss the four (4) phases of the face to face negotiation processes **10mks**

- 2 a. Explain the under listed key procurement variables as identified by Needle David.
(i) Source Management; (ii) Quantity; (iii) Quality;
(iv) Time and price; (v) Blanket orders (**3mks each**)

- 3 a. Explain the three (3) stages of the standardisation process. **6mk**
b. Identify three (3) benefits and three (3) drawbacks of standardization. **6mks**
c. Enumerate the three (3) basic kinds of materials standards. **3mks**

- 4 a. Briefly discuss five (5) factors a company considers before selecting suppliers. **10mks**
b. Mention five attributes of a Good Supplier according to Peter Baily *et al* (1996). **5mks**

- 5 a. List any six (6) factors to be considered in buying capital equipment. **3mks**
b. State four (4) guidelines for the post – negotiation phase **6mks**
c. Define a budget and enumerate three (3) primary functions of a budget **6mks**

- 6 a. Enumerate five (5) contents of the file of a purchasing department. **5mks**
b. Write out four reasons for purchasing used equipment (4 mks)
c. State six (6) precautions to take before purchasing used equipment. **10mks**