



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

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 3 printed pages.

QUESTION 1

Identify and explain any five (5) attributes of a good purchasing manual. (20 marks)

QUESTION 2

Identify and explain any five (5) benefits of preparing a purchase budget. (20 marks)

QUESTION 3

List any four (4) contents of the following documents:

- | | |
|-------------------------|-----------|
| a) Purchase requisition | (4 marks) |
| b) Purchase order | (4 marks) |
| c) Goods received note | (4 marks) |
| d) Delivery note | (4 marks) |
| e) Quotation | (4 marks) |

QUESTION 4

Explain any five duties of:

- | | |
|----------------------------------|------------|
| a) Buyer | |
| b) Seller in a contract of sale. | (20 marks) |

QUESTION 5

- | | |
|---|------------|
| a) Define quality. | (2 marks) |
| b) Elaborate on any six (6) ways of specifying quality. | (18 marks) |

QUESTION 6

Explain the following terms as used in insurance:

- | | |
|-----------------------|-----------|
| a) Utmost good faith | (5 marks) |
| b) Indemnity | (5 marks) |
| c) Insurable interest | (5 marks) |
| d) Proximate cause | (5 marks) |

QUESTION 7

Explain any five (5) advantages of carrying out Cost Benefit Analysis (CBA) for all purchases. (20 marks)

QUESTION 8

Identify and explain any five (5) types of procurement records. (20 marks)

.../jl