

Here is a set of 50 multiple-choice interview questions and answers for the position of Procurement and Supplies Officer II at the Tanzania Revenue Authority. These questions cover various aspects of procurement and supplies management, including regulations, procedures, and general knowledge.

## **Procurement and Supplies Officer II Interview Questions and Answers**

### **1. What is the primary function of procurement in an organization?**

- a) To ensure timely delivery of goods and services.
- b) To ensure the best price is paid for goods and services.
- c) To manage vendor relationships.
- d) All of the above.

**Answer:** d) All of the above.

### **2. Which of the following is not a core principle of public procurement?**

- a) Value for money.
- b) Transparency.
- c) Confidentiality.
- d) Efficiency.

**Answer:** c) Confidentiality.

### **3. What does the procurement cycle typically involve?**

- a) Purchase requisition, tendering, award, delivery, payment.
- b) Purchase requisition, procurement planning, payment.
- c) Payment, delivery, vendor evaluation, purchase requisition.
- d) Payment, delivery, purchase order, and supplier negotiation.

**Answer:** a) Purchase requisition, tendering, award, delivery, payment.

### **4. Which of the following is an example of a procurement method?**

- a) Direct procurement.
- b) Open tendering.
- c) Restricted tendering.
- d) All of the above.

**Answer:** d) All of the above.

### **5. What is the purpose of a Request for Proposal (RFP)?**

- a) To evaluate a vendor's capacity.

- b) To invite suppliers to submit detailed proposals.
- c) To compare multiple suppliers' prices.
- d) To request an expression of interest.

**Answer:** b) To invite suppliers to submit detailed proposals.

**6. What document provides the specifications for goods and services needed by an organization?**

- a) Purchase order.
- b) Procurement plan.
- c) Purchase requisition.
- d) Bill of lading.

**Answer:** c) Purchase requisition.

**7. Which of the following is a key consideration when selecting a supplier?**

- a) Cost.
- b) Delivery time.
- c) Quality of goods/services.
- d) All of the above.

**Answer:** d) All of the above.

**8. Which of the following is a risk in procurement?**

- a) Fraud and corruption.
- b) Supplier failure.
- c) Non-compliance with laws.
- d) All of the above.

**Answer:** d) All of the above.

**9. The public procurement process in Tanzania is governed by which act?**

- a) Public Procurement Act 2004.
- b) Public Procurement Act 2010.
- c) Procurement and Supplies Act 2001.
- d) Public Finance Management Act 2015.

**Answer:** b) Public Procurement Act 2010.

**10. Which is not part of the procurement process in public institutions?**

- a) Preparation of procurement plans.

- b) Contract award and signing.
- c) Bidding and evaluation.
- d) Taxation and audits.

**Answer:** d) Taxation and audits.

**11. Which of the following is an example of an unethical procurement practice?**

- a) Conducting an open tender.
- b) Awarding a contract based on favoritism.
- c) Following the procurement rules.
- d) Reviewing bids independently.

**Answer:** b) Awarding a contract based on favoritism.

**12. What does the term “value for money” mean in procurement?**

- a) Getting the lowest price for a product or service.
- b) Getting the highest quality for the lowest price.
- c) Balancing cost, quality, and efficiency.
- d) Ensuring the supplier is a local business.

**Answer:** c) Balancing cost, quality, and efficiency.

**13. In which of the following situations would restricted tendering be used?**

- a) When the goods and services are highly specialized.
- b) When multiple suppliers are available.
- c) For routine office supplies.
- d) When public competition is required.

**Answer:** a) When the goods and services are highly specialized.

**14. Which document must be issued to confirm the terms of a procurement contract?**

- a) Invoice.
- b) Purchase order.
- c) Procurement plan.
- d) Delivery note.

**Answer:** b) Purchase order.

**15. What is the purpose of the tender evaluation process?**

- a) To ensure all tenders are evaluated by the same standards.
- b) To assess the qualifications and bids of suppliers.

- c) To select the best supplier based on value for money.
- d) All of the above.

**Answer:** d) All of the above.

**16. Which of the following is the primary objective of contract management in procurement?**

- a) To ensure compliance with the terms and conditions.
- b) To renegotiate prices with suppliers.
- c) To avoid delays in deliveries.
- d) To prepare reports on procurement activities.

**Answer:** a) To ensure compliance with the terms and conditions.

**17. What is the main purpose of the procurement plan?**

- a) To determine the budget for procurement.
- b) To outline the goods and services needed over a period of time.
- c) To specify the payment terms of suppliers.
- d) To identify the staff responsible for procurement.

**Answer:** b) To outline the goods and services needed over a period of time.

**18. Which of the following factors should be considered when drafting specifications for procurement?**

- a) The specific needs of the organization.
- b) The market conditions.
- c) Legal and regulatory requirements.
- d) All of the above.

**Answer:** d) All of the above.

**19. Which of the following is an advantage of competitive bidding?**

- a) Ensures transparency.
- b) Reduces the risk of corruption.
- c) Encourages fair competition.
- d) All of the above.

**Answer:** d) All of the above.

**20. Which of the following is a common reason for procurement delays?**

- a) Poor planning and forecasting.

- b) Supplier capacity issues.
- c) Regulatory challenges.
- d) All of the above.

**Answer:** d) All of the above.

**21. What is an essential skill for a procurement officer?**

- a) Financial analysis.
- b) Negotiation skills.
- c) Attention to detail.
- d) All of the above.

**Answer:** d) All of the above.

**22. Which of the following is a procurement method that allows for direct negotiations with one supplier?**

- a) Open tendering.
- b) Restricted tendering.
- c) Direct procurement.
- d) Competitive bidding.

**Answer:** c) Direct procurement.

**23. When should a procurement officer consider canceling a tender process?**

- a) When no suitable offers are received.
- b) When there is a significant change in the procurement requirement.
- c) When all bids exceed the allocated budget.
- d) All of the above.

**Answer:** d) All of the above.

**24. What does a procurement officer need to verify before awarding a contract?**

- a) The financial stability of the supplier.
- b) The qualifications and experience of the supplier.
- c) Compliance with procurement regulations.
- d) All of the above.

**Answer:** d) All of the above.

**25. Which of the following is a common challenge in public procurement?**

- a) Lack of transparency.

- b) Supplier non-compliance.
- c) Budget constraints.
- d) All of the above.

**Answer:** d) All of the above.

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**26. What is the role of a procurement officer in ensuring that goods and services are delivered on time?**

- a) To monitor delivery schedules and follow up with suppliers.
- b) To negotiate prices with suppliers.
- c) To handle payment processing.
- d) To create procurement policies.

**Answer:** a) To monitor delivery schedules and follow up with suppliers.

**27. What does “e-procurement” refer to?**

- a) Procurement of goods using electronic payments.
- b) Procurement of goods through online platforms.
- c) A system to ensure environmental sustainability in procurement.
- d) Procurement done by email.

**Answer:** b) Procurement of goods through online platforms.

**28. Which of the following is a benefit of using a centralized procurement system?**

- a) Better control over purchasing decisions.
- b) Reduced procurement costs.
- c) Streamlined procurement processes.
- d) All of the above.

**Answer:** d) All of the above.

**29. What should a procurement officer do if a supplier fails to meet contract specifications?**

- a) Ignore the issue.
- b) Notify the supplier and discuss corrective actions.
- c) Terminate the contract immediately.
- d) Report the supplier to the police.

**Answer:** b) Notify the supplier and discuss corrective actions.

**30. Which document should be reviewed to ensure the correctness of payment to a supplier?**

- a) Purchase requisition.
- b) Invoice.
- c) Supplier contract.
- d) Purchase order.

**Answer:** b) Invoice.

**31. When is a supplier performance evaluation typically conducted?**

- a) At the time of bidding.
- b) At the conclusion of the contract.
- c) Before signing the contract.
- d) During contract execution.

**Answer:** b) At the conclusion of the contract.

**32. What is the role of the procurement officer in managing supplier relationships?**

- a) To negotiate pricing and contract terms.
- b) To assess supplier performance.
- c) To ensure timely delivery and quality.
- d) All of the above.

**Answer:** d) All of the above.

**33. What is a common method of resolving disputes between suppliers and the organization?**

- a) Mediation or arbitration.
- b) Going to court immediately.
- c) Ignoring the issue.
- d) Ending the contract without discussion.

**Answer:** a) Mediation or arbitration.

**34. What does the term “sole-source procurement” refer to?**

- a) Purchasing from a single supplier based on a unique requirement.
- b) Purchasing through a bidding process with multiple suppliers.
- c) Using online platforms to purchase goods.
- d) Making bulk purchases from several suppliers.

**Answer:** a) Purchasing from a single supplier based on a unique requirement.

**35. Why is it important to have a procurement policy?**

- a) To ensure procurement activities are transparent and consistent.
- b) To avoid conflicts of interest.
- c) To guide procurement officers in decision-making.
- d) All of the above.

**Answer:** d) All of the above.

**36. What is a key consideration when preparing a Request for Quotation (RFQ)?**

- a) Ensuring that the supplier can deliver on time.
- b) Specifying the terms of payment and delivery.
- c) Ensuring that the required goods/services are clearly defined.
- d) All of the above.

**Answer:** d) All of the above.

**37. Which of the following is an important criterion for supplier selection?**

- a) Past performance and reliability.
- b) Price competitiveness.
- c) Ability to meet delivery deadlines.
- d) All of the above.

**Answer:** d) All of the above.

**38. Which of the following is a potential challenge of decentralized procurement?**

- a) Lack of uniformity in procurement processes.
- b) Delayed delivery of goods.
- c) Decreased competition among suppliers.
- d) All of the above.

**Answer:** a) Lack of uniformity in procurement processes.

**39. What is the purpose of a procurement audit?**

- a) To assess the effectiveness of procurement policies.
- b) To identify potential savings.
- c) To ensure compliance with procurement rules and regulations.
- d) All of the above.

**Answer:** d) All of the above.

**40. Which of the following is a tool that can improve procurement efficiency?**



- a) Automation software for procurement processes.
- b) Increased manual paperwork.
- c) Reducing the number of suppliers.
- d) Limiting the scope of procurement activities.

**Answer:** a) Automation software for procurement processes.

**41. What does “open tendering” mean in the procurement process?**

- a) Bidding process that is open to all interested suppliers.
- b) A process where suppliers are invited on a selective basis.
- c) Negotiation with a selected supplier.
- d) A process used only for large projects.

**Answer:** a) Bidding process that is open to all interested suppliers.

**42. In procurement, what is a ‘framework agreement’?**

- a) An agreement that sets out the terms for future contracts over a period.
- b) A contract with a single supplier for long-term supply of goods.
- c) A list of approved suppliers.
- d) A document that defines the procurement policies.

**Answer:** a) An agreement that sets out the terms for future contracts over a period.

**43. Which of the following can be a result of poor procurement planning?**

- a) Delayed delivery of goods or services.
- b) Higher costs for goods and services.
- c) Confusion among procurement staff.
- d) All of the above.

**Answer:** d) All of the above.

**44. What is a ‘procurement strategy’?**

- a) A plan for how goods and services will be purchased over time.
- b) A method for negotiating with suppliers.
- c) A set of legal procedures for the procurement process.
- d) A schedule for when purchases will occur.

**Answer:** a) A plan for how goods and services will be purchased over time.

**45. How does a procurement officer ensure compliance with procurement policies?**

- a) By conducting regular training for procurement staff.

- b) By ensuring all purchases are authorized and documented.
- c) By monitoring supplier contracts.
- d) All of the above.

**Answer:** d) All of the above.

**46. What is the best practice for maintaining good supplier relationships?**

- a) Open and honest communication.
- b) Regular supplier performance reviews.
- c) Timely payment for delivered goods and services.
- d) All of the above.

**Answer:** d) All of the above.

**47. Which of the following is a key component of a procurement contract?**

- a) Clear delivery terms.
- b) Payment schedule.
- c) Quality standards for goods and services.
- d) All of the above.

**Answer:** d) All of the above.

**48. What does the term “procurement transparency” refer to?**

- a) Ensuring that all procurement decisions and processes are visible and accessible to stakeholders.
- b) Keeping procurement activities confidential to avoid competition.
- c) Allowing only specific suppliers to participate in procurement processes.
- d) Making procurement policies flexible for negotiation.

**Answer:** a) Ensuring that all procurement decisions and processes are visible and accessible to stakeholders.

**49. What is the best way to ensure that procurement complies with legal requirements?**

- a) Consult with legal experts during the procurement process.
- b) Avoid procurement documentation.
- c) Rely on supplier’s legal department.
- d) Follow procurement processes without reviewing the laws.

**Answer:** a) Consult with legal experts during the procurement process.

**50. What is the role of the procurement officer in managing the procurement budget?**

- a) To ensure that the procurement costs do not exceed the approved budget.
- b) To negotiate lower prices with suppliers to stay within budget.
- c) To allocate funds for various procurement activities.
- d) All of the above.

**Answer:** d) All of the above.

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