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**COURSE CODE: BBM 342**

**COURSE TITLE: NEGOTIATION IN PROCUREMENT**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**QUESTION ONE (COMPULSORY)**

1. Negotiation is the process of communicating back and forth for the purpose of reaching a joint

agreement about differing needs or ideas. Discuss the objectives of negotiation in procurement

activities [**10 marks**]

1. Discus main element or Consideration when preparing negotiation [**10 marks]**
2. Explain the circumstances when it would be appropriate to use both the adversarial and collaborative approach during negotiations. **[10 marks]**

**QUESTION TWO**

1. Highlight eight areas or issues that may require the purchasing department to negotiate with
2. its suppliers **[8 marks]**
3. b) Explain the step by step cyclical nature of events in the process of negotiation **[12 marks]**

**QUESTION THREE**

Explain the need and importance of negotiation in business organization **[10 marks]**

b) Discuss the RADPAC model of negotiation **[5 marks]**

c) Explain Priorities areas for consideration during negation process **[5 marks]**

**QUESTIN FOUR**

1. Explain five factors that impede implementation of negotiation in an organization **[10 marks]**
2. Discuss ethical tips that facilitates Mutual win outcomes in the process of negotiation **[10 marks]**

**QUESTION FIVE**

Explain various Alternative Dispute Resolution Methods that aggrieve parties can use during

negotiation and its significance in creating long-term relationship [**15 marks]**

(b) Discuss how effective listening skills could improve the supplier’s contribution to the negotiation

 **[5 marks]**