MICRO EXERCISE

The Sourcing Process: Pre-Award and Post-Award

CIPS Level 2 Module 1 (L2M1): Introducing Procurement and Supply

20 multiple-choice questions in two parts | Part A: pre-award stages · Part B: post-award stages

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Instructions: Choose the one best answer for each question. Answers, with a brief reason for each, are given at the end of the paper.

Part A: Pre-award stages

Q1. How many PRE-award stages are there in the sourcing process?

- **A.** Seven
- **B.** Three
- **C.** Five
- **D.** Twelve

Q2. What is the FIRST stage of the sourcing process?

- **A.** Producing specifications
- **B.** Placing orders
- **C.** Identifying needs
- **D.** Assessing quotations

Q3. *The maintenance manager of a hotel in Riyadh reports that the old air-conditioning units keep breaking down and must be replaced before summer.*

Which stage of the sourcing process is this?

- **A.** Requesting quotations
- **B.** Identifying needs
- **C.** Assessing quotations
- **D.** Monitoring performance and delivery

Q4. *The hotel's procurement officer writes down the size, cooling power and energy rating the new air-conditioning units must have.*

Which stage is this?

- **A.** Identifying needs
- **B.** Receiving quotations
- **C.** Expediting orders
- **D.** Producing specifications

Q5. *The procurement officer sends the specification to four suppliers and asks each one for a price.*

Which stage is this?

- **A.** Requesting quotations
- **B.** Receiving quotations
- **C.** Placing orders
- **D.** Awarding the contract

Q6. *By the deadline, three suppliers have sent their prices. The procurement officer records each one as it arrives.*

Which stage is this?

- **A.** Requesting quotations
- **B.** Assessing quotations
- **C.** Receiving quotations
- **D.** Paying suppliers

Q7. *A buyer in Jeddah compares the quotations on price, quality, delivery time and warranty.*

Which stage is this?

- **A.** Awarding the contract
- **B.** Assessing quotations
- **C.** Producing specifications
- **D.** Monitoring performance and delivery

Q8. *A buyer in Dammam tells the chosen supplier that it has won the business.*

Which stage is this?

- **A.** Authorising the contract
- **B.** Placing orders
- **C.** Assessing quotations
- **D.** Awarding the contract

Q9. *Before the contract can go ahead, the finance director of a company in Taif signs to approve it, because the value is above the buyer's spending limit.*

Which stage is this?

- **A.** Authorising the contract
- **B.** Awarding the contract
- **C.** Paying suppliers
- **D.** Reviewing outcomes and processes

Q10. Which stage comes directly AFTER producing specifications?

- **A.** Identifying needs
- **B.** Assessing quotations
- **C.** Requesting quotations
- **D.** Placing orders

Q11. Which is the LAST of the pre-award stages?

- **A.** Identifying needs
- **B.** Authorising the contract
- **C.** Assessing quotations
- **D.** Placing orders

Part B: Post-award stages

Q12. How many POST-award stages are there in the sourcing process?

- **A.** Two
- **B.** Seven
- **C.** Ten
- **D.** Five

Q13. What is the FIRST post-award stage?

- **A.** Placing orders
- **B.** Expediting orders
- **C.** Paying suppliers
- **D.** Authorising the contract

Q14. *A buyer in Al Khobar phones the supplier to check that the order is on track and will arrive on the agreed date.*

Which stage is this?

- **A.** Placing orders
- **B.** Reviewing outcomes and processes
- **C.** Expediting orders
- **D.** Receiving quotations

Q15. *Each month, a buyer in Buraidah checks whether the supplier's deliveries arrive on time and whether the goods meet the specification.*

Which stage is this?

- **A.** Expediting orders
- **B.** Monitoring performance and delivery
- **C.** Assessing quotations
- **D.** Reviewing outcomes and processes

> **Q16.** *The accounts team of a hospital in Abha matches the supplier's invoice with the purchase order and the delivery note, then pays it.*

Which stage is this?

- **A.** Placing orders
- **B.** Monitoring performance and delivery
- **C.** Authorising the contract
- **D.** Paying suppliers

> **Q17.** *At the end of a contract, a team in Jubail meets to discuss what went well, what went wrong and what to do differently next time.*

Which stage is this?

- **A.** Reviewing outcomes and processes
- **B.** Monitoring performance and delivery
- **C.** Identifying needs
- **D.** Assessing quotations

Q18. Which list shows the post-award stages in the correct order?

- **A.** Paying suppliers, placing orders, reviewing outcomes and processes, expediting orders, monitoring performance and delivery
- **B.** Expediting orders, placing orders, paying suppliers, monitoring performance and delivery, reviewing outcomes and processes
- **C.** Placing orders, expediting orders, monitoring performance and delivery, paying suppliers, reviewing outcomes and processes
- **D.** Reviewing outcomes and processes, paying suppliers, monitoring performance and delivery, expediting orders, placing orders

Q19. Which of these is NOT a post-award stage?

- **A.** Placing orders
- **B.** Assessing quotations
- **C.** Paying suppliers
- **D.** Reviewing outcomes and processes

Q20. Why is reviewing outcomes and processes important?

- **A.** It is when the supplier is first contacted
- **B.** It replaces the need for a specification
- **C.** It is when the quotations are received
- **D.** It helps the organisation learn lessons and improve future sourcing

Answer Key

The Sourcing Process: correct answers with brief reasons

Q	Answer	Reason
1	A	The seven pre-award stages are: identifying needs, producing specifications, requesting quotations, receiving quotations, assessing quotations, awarding the contract and authorising the contract.
2	C	Everything starts with identifying what the organisation needs.
3	B	Recognising that something is needed, and why, is identifying needs.
4	D	Describing exactly what is required is producing a specification.
5	A	Asking suppliers to price the requirement is requesting quotations.
6	C	Collecting and logging the suppliers' replies is receiving quotations.
7	B	Comparing quotations against the agreed criteria is assessing quotations.
8	D	Choosing the successful supplier and telling it so is awarding the contract.
9	A	Formal approval by someone with the right level of authority is authorising the contract.
10	C	Once the specification is written, it can be sent to suppliers to request quotations.
11	B	The pre-award stages end with authorising the contract. Post-award work starts with placing orders.
12	D	The five post-award stages are: placing orders, expediting orders, monitoring performance and delivery, paying suppliers, and reviewing outcomes and processes.
13	A	Once the contract is awarded and authorised, the buyer places orders with the supplier.
14	C	Chasing and checking the progress of an order is expediting.
15	B	Checking on-time delivery and quality throughout the contract is monitoring performance and delivery.
16	D	Checking the invoice and paying the supplier is the paying suppliers stage.
17	A	Looking back at the results and the process to learn lessons is reviewing outcomes and processes.
18	C	Orders are placed, chased and monitored, the supplier is paid, and finally the outcomes and processes are reviewed.
19	B	Assessing quotations happens before the contract is awarded, so it is a pre-award stage.
20	D	Reviewing what happened helps the organisation do better next time, closing the loop back to identifying needs.