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Appendices

APPENDIX I: Introduction Letter

Celestine Joan Onyango
P. o. Box 90140
MOMBASA.

Chief Magistrate
Mombasa Law Courts
P.o. Box 90100-80100
MOMBASA

RE: REQUEST FOR INFORMATION CONCERNING ACADEMIC RESEARCH WORK

I am a student at Jomo Kenyatta University of Agriculture and Technology pursuing a Masters Degree in Procurement and Logistics. As part of the requirement of the course I am carrying out a research study entitled the, **Effects of Procurement Planning on Organization Performance: A Case Study of Mombasa Law Courts**. The research study is a partial requirement for the award of Masters Degree in Procurement and Logistics. This questionnaire is therefore issued purely for academic purpose and the information provided will be treated confidential. Your corporation will be highly appreciated. Moreover your cooperation in ensuring that the questionnaires are answered will be highly appreciated. Please note that the information you give will be treated with confidence and will be used for academic purpose only.

Thanks in advance
Celestine Onyango
Research (2013)

APPENDIX II: Questionnaire For Employees

SECTION A: BACKGROUND INFORMATION OF THE RESPONDENTS

1. Gender of respondents (tick one)

- Male
- Female

2. Age of the respondents (tick one)

- 21-25 years
- 26-30 years
- 31-35 years
- 36-40 years
- 41-44 years
- 45 and above

3. Which is your level of academic qualification?

- “O” Level
- Certificate
- Diploma
- Degree
- Masters
- Any other (specify)

4. How long have you been working with the organization? (Tick one)

- Less than 2 years
- 2-5 years
- 6-8 years
- 9-11 years
- More than 12 years

5. What is your employment status?

- Permanent
- Contract

Temporary

SECTION B: SPECIFIC OBJECTIVES OF THE STUDY1. What do you consider as effects of procurement planning in your organization?

2. To what extent do you agree with need assessment as an effect of procurement planning in your organization?

- a) Strongly Agree
- b) Agree
- c) Disagree
- d) Strongly Disagree
- e) Not sure

3. To what extent do you agree with cost estimation as an effect of procurement planning in your institution?

- a) Strongly Agree
- b) Agree
- c) Disagree
- d) Strongly Disagree
- e) Not sure

4. To what extent do you agree with quality specification as an effect of Procurement Planning in your institution?

- a) Strongly agree
- b) Agree
- c) Disagree
- d) Strongly Disagree
- e) Not sure

5. Briefly explain how Procurement Planning is managed in your organization?

-----**APPENDIX II: INTERVIEW SCHEDULE FOR SENIOR MANAGEMENT STAFF**

1. In your own understanding, what do you consider as effects of procurement planning?
2. In your own view, explain how procurement planning affects performance in your institution.
3. In which ways does need assessment affect procurement planning in your organization.
4. In which way does cost estimation affect procurement planning in your institution?
5. Briefly explain how quality specification affects procurement planning in your organization.
6. What other comments can you make regarding the effects of procurement planning on an entity?

APPENDIX IV: Budget Plan

	Items	Quantity	Unit Price	Total (Kshs.)
1	STATIONERY			
	Pens	10	20.00	200.00
	Pencils	5	40.00	200.00
	Fullscaps	5 ream	500.00	2500.00
	Erazor	10	20.00	200.00
	Sub-totals			3100.00
2	TYPING, PRINTING AND INTERNET SERVICES			
	Internet Services		15,000.00	15,000.00
	Flash disc	5	1000.00	5000.00
	Typing proposal	150	20.00	3000.00
	Printing Proposal	150	20.00	3000.00
	Photocopy	150	4.00	600.00
	Binding Proposal	5	100.00	500.00
	Typing Project	150	20	3000.00
	Printing proposal	150	20	3000.00
	Photocopying	100	20	2000.00
	Contingencies		25,000.00	25000.00
	Subtotal			64,500.00
	Total			67,600.00

APPENDIX V: Work Plan

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Time (months) activity	Jan-Feb-2014	Mar-April 2014	May-June 2014	July-Aug-2014	Sept-Oct 2014	Nov-Dec 2014
Topic Presentation	X					
Statement of the Problem		X				
Proposal of the presentation			X			
Correction of the proposal				X		
Data collection				X		
Research Presentation					X	
Research Correction					X	
Final Presentation						X

Author Profile

Celestine Joan Onyango is currently undertaking Masters of Science Procurement and Logistics at Jomo Kenyatta University of Agriculture & Technology, Mombasa Campus, is a holder of Degree in Business Management (Purchasing and supplies Option) Moi University, Diploma in Business Administration, Kenya Industrial Training Institute, Nakuru. Currently she is working with Judiciary as a Chief Procurement Officer, also worked with National Environment Management Authority as a Procurement Officer. A member of a professional body CIPS.

