# 14552 FORMATIVE ASSESSMENT WORKBOOK

Formative Assessment 1

In a group, do the following:

* Find out from your college what the procedure is to purchase a new photo copier.
* Find out who the stakeholders are.
* Draw up a questionnaire with at least five questions in order to do a survey.
* Give the questionnaire to at least three people working in the branch to complete.
* Once you have all the questionnaires back, analyse the questionnaire to determine if there is a need.
* Write a report to your facilitator, giving details of the need, the survey and make suggestions as to whether a new photo copier should be purchased or not. The report must be an individual exercise.

Formative Assessment 2

In a group, discuss the ToR in handout 3. In a group, summarise the terms and conditions of the tender document in

handout 3

* What is the purpose of the tender?
* How will the project be governed?
* What are the rules of engagement?
* What are the conditions regarding transport?
* What are the conditions regarding price?
* What are the minimum standards that service providers have to adhere to?
* What are the conditions for negotiating and contracting?
* What is the minimum required response information?
* How will responses be evaluated?

Write your own ToR, using the headings provided above.

Formative Assessment 4

Handout 4 contains a proposal in response to the tender that was issued by Fasset SETA. In a group, discuss the proposal and on the basis of the discussion and the proposal write a report to management, recommending (or not) the service provider.

Handout 5 contains an example of a contract agreement for tenders. Adjust the contract to fit in with the proposal given by Basetsana.