

Assessment Task

Purchasing materials (Group activity) (LO4 AS5)

Your group is going to make a product that you can sell at your annual school market day. You have brainstormed various ideas and chosen the best idea.

1. Describe the product you are going to make. Work out your supply needs.

- a) List the supplies you need to purchase in order to make your product.
- b) Work out the quantities you will need to produce 20 items of your product.

Look at the example below.

1. Example: Zandile's group

Our group decided that we want to make scented soaps. The soaps are made of glycerin soap, melted together with essential oils and other ingredients. The soap is poured into moulds and when it is set, we can cover it with cling wrap. Then it will be ready for the market.

a)

Glycerin soap

Moulds

Essential oils

Scented leaves

Oats

b) To produce 20 items we worked out the following quantities:

One bar of soap takes 100 grams of soap. We need 2 kg of glycerin soap. We need one mould that we can reuse. We need one bottle of essential oil, one small bag of oats and 20 scented leaves.

2. Find suitable suppliers for the materials you need.

a) Find and list the names of two suitable suppliers.

b) Write an e-mail in which you request a quote from the suppliers. Include all the information the suppliers would need. Follow the format in the example below. If you do not have access to a computer, write your e-mail neatly on a piece of paper and hand it in to your teacher.

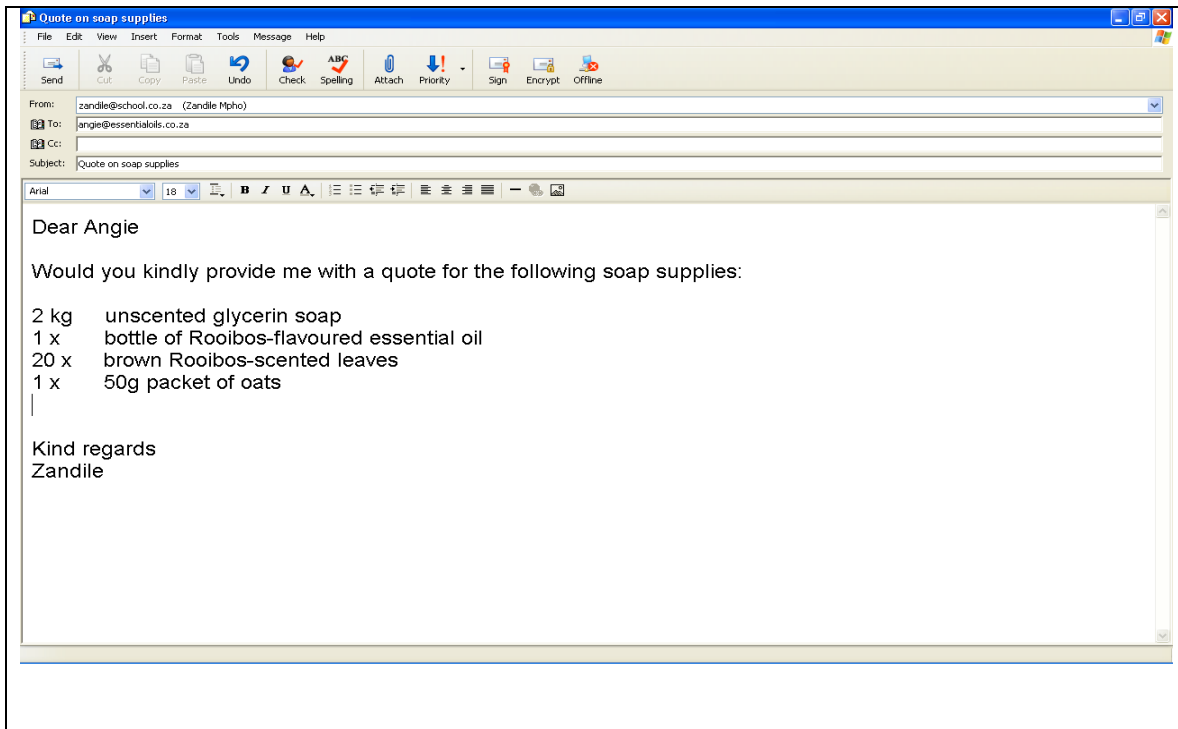
2. Example: Zandile's group

a) Our possible suppliers:

Essential soaps, Kempton Park

Bubblethyme, Alberton

b)



Group assessment checklist

Criteria	Yes	No
Our group was able to list the supplies we would need.		
Our group worked out the quantities we would need.		
Our group was able to find suitable suppliers that would supply the goods.		
We wrote an e-mail to the suppliers to ask for quotations to get the best price.		
Our group members all knew how to write an e-mail.		
Our group members ensured that we took turns so that everybody could contribute.		
Our group members are all team players.		

3. Look at the two quotations below and choose the one that offers you the best value for your money. Give reasons for your choice.



Essential Soaps

011 555 9696
E-mails us at: angie@essentialsoaps.co.za

15 October 2011
Quotation No 565

Dear Zandile

We have pleasure in quoting you the following:

2 kg unscented glycerin soap	R20.00
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1 x	bottle of Rooibos-flavoured essential oil	R10.00
20 x	brown Rooibos-scented leaves	R10.00
1 x	50g packet of oats	<u>R 5.00</u>
Total order:		R45.00

We would gladly deliver your order at the school at no extra cost. If you have any further requests, please do not hesitate to contact me.

Kind regards
Angie

Bubblethyme

For all your homemade soap needs



Quote 757
15 October 2011

Dear Zandile

Your request for a quote refers.

Our prices are as follows:

2 kg	unscented glycerin soap	R23.50
1 x	bottle of Rooibos-flavoured essential oil	R10.00
20 x	brown Rooibos-scented leaves	R12.00
1 x	50g packet of oats	<u>R 5.50</u>
Total order:		R51.00
Plus 14% VAT		<u>R 7.14</u>
		<u>R58.14</u>

Also note that there is a R15.00 delivery fee for the area where your school is situated.

Kind regards
Molefe

Group assessment checklist

Criteria	Yes	No
Our group could choose the quotation that offers the best value for money.		
Our group members appreciate that one should work prudently with your money.		
Our group members display good business ethics.		

