**FORM 21**

*Regulation 45(5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**RECORD OF MINUTES OF PRE-PROPOSAL MEETING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procurement Reference Number** | | | |
| Code of Procuring and Disposing Entity | Consultancy Services | Financial Year | Sequence Number |
|  |  |  |  |

|  |  |
| --- | --- |
| **Particulars of Procurement** | |
| Subject of Procurement |  |
| Location of Pre-proposal Meeting |  |
| Date and Time of Meeting |  |

|  |  |
| --- | --- |
| **RECORD OF PRE-PROPOSAL MEETING MINUTES** | |
| QuestionAsked | ResponseGiven |
|  |  |
|  |  |
|  |  |

**Certification of minutes as a true record of the proceedings of the meeting**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: **Chairperson of the meeting**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECORD OF ATTENDANCE** | | | | |
| **No** | **Name and Address** | **Title** | **Company or Department** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |