**FORM 31**

*Regulation 8(1) and (2)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**REQUEST BY PROCUREMENT AND DISPOSAL UNIT TO CONTRACTS COMMITTEE FOR DISPOSAL BY PUBLIC AUCTION**

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| **Disposal Reference Number** | | |
| Code of Procuring and Disposing Entity | Financial year | Sequence number |
|  |  |  |

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| --- | --- |
| **Particulars of Disposal** | |
| Subject of Disposal |  |
| Disposal Plan Reference |  |
| Location/site of asset |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details relating to submission and decision of the Contracts Committee** | | | | |
|  | **Submission by the Procurement**  **and Disposal Unit** | | **Decision of the**  **Contacts Committee** | **Conditions/ justification for decision** |
|  | **Date of submission to the Contracts Committee** |  | **Date/ reference of Contracts Committee meeting** |  |
|  | Assets to be disposed of, proposed reserve price and justification for using public auction |  |  |  |
|  | Arrangements for inspection of assets by bidders (*venue, dates and time*) |  |  |  |
|  | Individual/ company who/which valued the asset. |  |  |  |
|  | Proposed auctioneer, contract arrangement and costs to be incurred where applicable |  |  |  |
|  | Any other information |  |  |  |

**Documents attached:**

1. Requisition for Disposal Form

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| **Declaration by the Procurement and Disposal Unit**  The information contained in this Form and the attached documents is complete, true and accurate and is in accordance with the Public Procurement and Disposal of Public Assets Act, 2003.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Declaration by the Contracts Committee**  The information contained in this Form is a true and accurate record of the decision of the Contracts Committee meeting held on the above mentioned date.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position : **Chairperson Contracts Committee**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position : **Secretary Contracts Committee**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |