**FORM 37**

*Regulation 19 (1) and (2)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**REQUEST BY THE PROCUREMENT AND DISPOSAL UNIT TO CONTRACTS COMMITTEE FOR APPROVAL OF DISPOSAL BY TRADE IN**

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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 trade in. |  |  |  |
|  | Individual / company who/which valued the asset and estimated trade-in value if different. |  |  |  |
|  | Procurement requirement in which trade in will be included. |  |  |  |
|  | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |