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PUBLIC ADVISORY #22

SUBMISSION OF DISPOSAL OF PUBLIC PROPERTY INFORMATION

Sections 14 (1) (a), (c) and 14 (2) of the Public Procurement and Disposal of Public Property Act, 2015 as amended ("the Act"), state that:

"(1) In the performance of its functions, the Office may –

(a) monitor the procurement of goods, works and services, and the disposal of public property, by public bodies to ensure compliance with this Act;

...

(c) issue directions to public bodies to ensure compliance with this Act;

(2) A public body or person who, without reasonable justification, fails to comply with a direction issued under this Act commits an offence and is liable on summary conviction to a fine of one hundred thousand dollars."

This monitoring requirement plays a vital role in promoting transparency and accountability in disposal of public property practices.

Moreover, public bodies are reminded of Regulation 6 (5)(h) of the Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021 which requires a Public Body to ensure that:

"the Office is notified of all disposals within six (6) weeks of its completion; including details of the stores or equipment disposed of and its price and method of disposal and the supporting documents requested by the Office."

The term, **"public property"** is defined by section 4 of the Act and includes real or personal property owned by a public body and the term, **"disposal of public property"** includes the transfer without value, sale, lease, concession, or other alienation of property that is owned by a public body.

Therefore, in exercise of its authority under Sections 24 (1) and 24 (2)(d)(i),(ii) of the Act, all public bodies are requested to submit via the OPR's Procurement Depository (Disposal Section), the following disposal information:

1. For ALL Real Property (such as land or buildings) disposed of after 26th April, 2023:

The identifying details such as the address, monetary value, to whom it was disposed, date of disposal, means of disposal and the consideration involved (which usually refers to the value or benefit exchanged in return for the property), pursuant to Section 24 (2)(d)(i) of the Act.

2. For ALL property other than Real Property (such as movable assets) disposed of after 26th April, 2023:

The details including the value, to whom it was disposed, means of disposal and consideration (which refers to the value or benefit exchanged in return for the property), pursuant to Section 24 (2)(d)(ii) of the Act.

Submission Deadline: The deadline for submitting the above disposal information for the financial year ending September 30th, 2023 is **October 6th, 2023.**

To assist you in the reporting process, the following resources are provided:

- i. Procurement Depository User Guide – Public Body – Disposals, accessible via LINK: <https://opr.org/wp-content/uploads/2023/08/Procurement-Depository-User-Guide-Public-Body-Disposals.pdf>
- ii. Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 accessible via LINK: [Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 - YouTube](#)

If you encounter any technical difficulties or have queries related to the submission of disposal information or the reporting process, please do not hesitate to contact the OPR for assistance using the following support channels:

- Telephone – 627-4677 or 226-4677 • Email – support@opr.org.tt

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Beverly Khan
Chairman/ Procurement Regulator
21st August, 2023