## Application to the DIOCESAN TRUSTEES from The

## Chairman of Governors for Tender stage approval

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| --- | --- | --- | --- |
| Name of School: |  | Local Authority: |  |
| Address: |  |  |  |
| Post Code: |  |
| Headteacher: |  | Approved Project No.: |  |
| Project Title: |  | | |

**You may proceed with the works prior to approval if the tender complies in all respects with previous approvals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tender Date: |  |  |  | Tender Expiry: |  |  |  |
| Expected start date: |  |  |  | Contract Period: |  | | |
| Planning Approved |  |  |  |  |  | | |
| Please advise on procurement method: eg Single Stage Selective; Quotation etc. | | | |  | | | |
| Three lowest tenders: | | | |  | £ | | |
|  | £ | | |
|  | £ | | |
| Please attach a tender report giving details of any modifications made with cost implications. | | | | | | | |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Gross Cost of Project Including VAT and Fees: | | | | | £ | | |
| Distributed  as shown | DFC £ | | LCVAP £ | | Other –       £ | | Totals £ |
| Year 1 | Year 2 | Year 1 | Year 2 | Year 1 | Year 2 |  |
| Building work |  |  |  |  |  |  |  |
| VAT |  |  |  |  |  |  |  |
| Professional Fees |  |  |  |  |  |  |  |
| VAT |  |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Consultant Signature: |  | Date: |  |
| Chairman’s Signature: |  | Date: |  |
| Headteacher’s Signature: |  | Date: |  |

This form is to ensure you have the Trustees’ agreement to proceed. You will receive notification of this within 7 days.

PLEASE RETURN TO: The Diocese of Salford at the above address.

### FOR OFFICE USE ONLY

### Received: Approved by Building Office:

**Responded:**  Approved by Finance Office:

### COMMENTS:

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