## 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: | £      |
| Distributedas shown | DFC £ | SCA £ | Other –       £ | Totals £ |
| Year 1 | Year 2 | Year 1 | Year 2 | Year 1 | Year 2 |  |
| Building work |       |       |       |       |       |       |       |
| VAT  |       |       |       |       |       |       |       |
| Professional Fees |       |       |       |       |       |       |       |
| VAT  |       |       |       |       |       |       |       |
| Totals |       |       |       |       |       |       |       |

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| 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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