## Application to the DIOCESAN PROPERTY COMMITTEE

## fOR TENDER STAGE APPROVAL

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| Name of Parish: |       | Property[e.g. church/presbytery/hall] |       |
| Parish Priest: |       | Parish Reference: |       |
| Property Address: |       | Postcode: |       |
| Parish Priest Email: |       | Telephone Number: |       |
| Name of Consultant: |       | Project Number: |       |
| Project Title: |       |

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| Tender Date: |       | Tender Expiry: |       |
| Expected start date: |       | Contract Period: |       |
| 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: | £      |
| Gross cost distributed as shown |  |
| Building work | £      |
| VAT  | £      |
| Professional Fees | £      |
| VAT  | £      |
| Totals | £      |

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| Consultant Signature: |       | Date: |       |
| Parish Priest Signature: |       | Date: |       |

Completion of this form is to ensure that you have the approval of the Diocesan Trustees’ Property Committee to proceed with capital expenditure, following receipt of tenders. Notification of agreement to proceed will be sent following the first committee meeting after the submission is received.

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

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| **FOR OFFICE USE ONLY** |
| Received: |       | Approved by Diocesan Property Committee: |       |
| Acknowledged: |       | Approval notification sent: |       |
| COMMENTS |
|       |