## Salford Diocese LogoV2.jpgSalford Diocese LogoV2.jpg Application to the DIOCESAN PROPERTY COMMITTEE FOR TENDER STAGE Approval

To be returned to the Property Department

Cathedral Centre, 3 Ford Street, Salford, M3 6DP

Telephone 0161 817 2222 Option 2

Email:property@dioceseofsalford.org.uk

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## Form P2

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 or not will be sent following the first committee meeting after the submission is received.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Parish** |  | | | | | | | | | | | |
| Parish Priest |  | | | | | | | | | | | |
| Property  [e.g. church/presbytery/hall] |  | | | | | | Parish Ref: | |  | | | |
| Address |  | | | | | | | | | | | |
| Post Code |  | | | | | | Telephone number | |  | | | |
| Email |  | | | | | | | | | | | |
| Project title  [from approval letter] |  | | | | | | Project number  [from approval letter] | |  | | | |
| **Name of Property Team Lead** |  | | | | | | | | | | | |
| **Has an application for external funding been made?**  **Name of Funder**  **How much has been applied for?**  **What is the expected decision date?** |  | | | | | | | | | | | |
| **Tender Date** |  |  |  | | | Tender expiry | | | |  |  |  |
| Expected start date |  |  |  | | | Contract period | | | |  | | |
| Please advise on procurement method  [e.g. single stage selective; quotation etc.] | | | |  | | | | | | | | |
| Three lowest tenders | | | |  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
| Please attach a tender report giving details of any modifications made with cost implications | | | | | | | | | | | | |
| **Gross cost of the project** including VAT and Fees | | | | |  | | | | | | | |
| **Gross cost distributed as shown** | | | | |  | | | | | | | |
| Buildings work | | | | |  | | | | | | | |
| VAT | | | | |  | | | | | | | |
| Professional fees | | | | |  | | | | | | | |
| VAT on professional fees | | | | |  | | | | | | | |
| Total cost | | | | |  | | | | | | | |
| **Signature of the Property Team Lead** | | | | |  | | | | | | | |
| Date | | | | |  | | | | | | | |
| **Signature of the parish priest** | | | | |  | | | | | | | |
| Date | | | | |  | | | | | | | |
| **FOR OFFICE USE ONLY** | | | | | | | | | | | | |
| Received | | | | |  | | | | | | | |
| Acknowledged | | | | |  | | | | | | | |
| Approved by the Diocesan Property Committee | | | | |  | | | | | | | |
| Approval notification sent to the parish priest | | | | |  | | | | | | | |
| Approval notification sent to the Property Team Lead | | | | |  | | | | | | | |
| Comments [including details of which tender is accepted and the reasons for acceptance. | | | | | | | | | | | | |