Contract Procedures Manual (SM021) Part A – Appendix XXII

Approval of preferred tenderer status

|  |  |
| --- | --- |
| **To:** | <<Delegated authority as per part A: Delegated authority schedule>> |
| **CC:** |  |
| **From:** |  |
| **Date:** |  |
| **Waka Kotahi reference:** | NO file reference:  Regional file reference: [File Number] |
| **Subject:** | **Preferred Tenderer Status: [Project Name]** |

1. **Purpose**

To seek the approval to name preferred tender for [Project Name], [Project Phase] in accordance with Waka Kotahi’s *Contract procedures manual* (SM021).

1. **Background**

*<<Provide brief description of project phase, eg this phase is for the design of the 10km four-lane upgrade with one interchange structure for…… Phase period will be for ‘x period’, construction start anticipated to commence [date] and expected to run for ‘x period’)>>.*

Tenders for this contract close [contract closure date]

1. **Key risk elements for [Project Name] that require further consideration**

|  |  |
| --- | --- |
| **Description** | **Comments** |
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1. **Recommendation**

That << Delegated Authority>> approve the naming of the preferred tender for [Project Name], [Project Phase].

**Prepared by: << Project Manager/Network Manager>>**

Name: Signed: Dated:

**Endorsed by Recommending Manager**:

Name: Signed: Dated:

**Approved by the <<Delegated Authority>>**

Name: Signed: Dated: