Contract Procedures Manual (SM021) Part A – Appendix II

Request for approval to commence the procurement process PW

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Tender Secretary Waka Kotahi |  | | | | | File ref: | | | |  | | | | | | | | | |
|  |  | | | | | Date: | | | Click here to enter a date. | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | |
| Contract number / name |  | | | | | | | | | | | | SH/SHs | | | |  | | |
| Title of SAP WBSE to be linked to the contract | | |  | | | | | | | | | | | | | | | | |
| Draft advertisement checked, approved and attached | | |  | | | | | | | | | | | | | | | | |
| Tender to be advertised using | | | GETS | | | | | | | | | | | | | | | | |
| Date to be advertised | | | Click here to enter a date. | | | | | | | | | | | | | | | | |
| Supplier selection method to be used (include price/non-price attribute weightings and prequalification level) | | | Choose an item.  Price    % RE    % TR    % RS    % Meth    % | | | | | | | | | | | | | | | | |
| TET members proposed (note qualified evaluator) | | |  | | | | | | | | | | | | | | | | |
| Tenders close at 4pm | | | Date: Click here to enter a date. Location: Choose an item. | | | | | | | | | | | | | | | | |
| Request for tender document checked and accepted | | |  | | | | | | | | | | | | | | | | |
| Senior Manager Procurement approval for insurances obtained | | | Yes | No | | | N/A | | |  | | | | | | | | |
| Contract base estimate checked approved and accepted | | | Yes | No | | |  | | | | | | | | | | | | |
| Appropriate contingencies and escalation allowance applied | | | Yes | No | | |  | | | | | | | | | | | | |
| Approved funding allocation (for current phase(s)) | | | $ | | | | | | | | | | | | | | | | |
| Approved funding adequate | | | Yes | | No | |  | | | | | | | | | | | | |
| Contract duration | | |  | | | | | | | | | | | | | | | | |
| Delivery model | | | Choose an item. | | | | | | | | | | | | | | | | |
| Defects notification period | | |  | | | | | | | | | | | | | | | | |
| Liquidated damages (from calculation sheet PSF6a) | | | $      per working day | | | | | | | | | | | | | | | | |
| Authority to enter land has been obtained | | | | | | | | Yes | | No | | | | |  | | | |
| Provisions of Resource Management Act (RMA) 1991 complied with | | | | | | | | Yes | | No | | | | |  | | | |
| Design fully complies with all RMA consent conditions | | | | | | | | Yes | | No | | | | |  | | | |
| Cultural requirements identified and requirements incorporated into RFT | | | | | | | | Yes | | No | | | | |  | | | |
| Archaeological authority granted and requirements incorporated into RFT | | | | | | | | Yes | | No | | | | |  | | | |
| Does this appendix constitute the stage 2 procurement strategy (for contracts with an expected construction estimate <$10 million)? If no attach the stage 2 procurement strategy (for contracts with an expected construction estimate >$10 million). | | | | | | | | Yes | | | | | | | No | | | |
| The above details are certified correct.  The above estimate is within the funding allocation and the contract is recommended to commence the procurement process: | |  |  | | | | | | | |  | | |  | |  | |  | |
|  | | Project Manager / Network Manager | | | | | | | | | | | |  | | Date | |  | |
|  | |  |  | | | | | | | | |  | |  | |  | |  | |
|  | | Recommending Manager | | | | | | | | | | | |  | | Date | |  | |
| The above contract is approved to commence the procurement process: | |  |  | | | | | | | |  | | |  | |  | |  | |
|  | |  | Manager / Senior Manager Procurement | | | | | | | |  | | |  | | Date | |  | |