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 |  |