***NOTE: TO BE PRINTED ON SCHOOL LETTERHEAD & SIGNED BY THE SCHOOL PRINCIPAL***

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| Manager Project DeliveryDepartment of Education and TrainingVictorian School Building Authority33 St Andrews PlaceEast Melbourne 3002 |  |

Date

To Whom It May Concern

**School Name - School Funded Project**

**Project description**

**Request for Approval to Proceed to Consultant Tender**

The School Council of School name wishes to plan and implement a School Funded capital works project. We confirm that the school has sufficient locally raised funds available to cover the full costs of this project and will not be seeking any funds from Department of Education & Training.

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| --- | --- |
| Proposed Project Scope: | Construction of a new Performing Arts Centre |
| Total Estimated Project Value: | $1,200,000 (ex GST) |
| Forecast Date for Construction Commencement: | Mid November 2018 |
| Forecast Date for Construction Completion: | 28 February 2020 |

The school would like to engage the consultant services of an architect / project manager / engineer to develop and document the scope of works in collaboration with the school. Our school intends to invite the following consultants to tender for this:

* Consultant business name 1
* Consultant business name 2
* Consultant business name 3

We request approval from VSBA to call Consultant Tenders. Please contact me on phone number or email address to discuss this further if required.

Yours sincerely

**School Principal Name**

Principal