***NOTE: TO BE PRINTED ON SCHOOL LETTERHEAD***

|  |  |
| --- | --- |
| Manager Project Delivery  Victorian School Building Authority  Department of Education and Training  33 St Andrews Place  East Melbourne 3002 |  |

Date

To Whom It May Concern

**School Name - School Funded Project**

**Project Description**

**Approval to Enter Into Construction Contract**

The School Council of **school name** has previously obtained VSBA approval to call Construction Tenders for a School Funded capital works project on our school site. 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 |
| Forecast date for Construction Commencement: | Mid November 2018 |
| Forecast date for Construction Completion: | 28 February 2019 |
| Preferred Tenderer: | Building contractor name |
| Contract Award value: | $1,000,000 ex GST |
| Construction Contingency amount  (must be between 5 – 10% of contract award value) | $100,000 ex GST |
| Total estimated project value: | $1,200,000 ex GST |

Please see attached ***Construction Tender Evaluation Report***, which has been prepared by the school / consultant name engaged by the school to demonstrate how we arrived at the preferred tenderer noted above. Please also see attached ***Conflict of Interest & Confidentiality Forms*** signed by each member of the school’s Tender Evaluation Panel.

We request approval from VSBA to Enter Into Construction Contract with the preferred builder name. Please contact me on phone number or email address to discuss this further if required.

Yours sincerely

**School Principal Name**

Principal

Attachment 1: Tender Evaluation Report

Attachment 2: Tender Submissions received from building contractors

Attachment 3: Conflict of Interest & Confidentiality Forms signed by each Tender Evaluation Panel member