Contract Procedures Manual (SM021) Part A – Appendix XXII

Approval of preferred tenderer status

|  |  |
| --- | --- |
| **To:** | procurement@nzta.govt.nz |
| **CC:** |  |
| **From:** |  |
| **Date:** |  |
| **NZTA reference:** |  |
| **Subject:** | **Preferred Tenderer Status: [Project number]**  |

1. **Purpose**

To seek the approval to name preferred tender for [Project name], [Project phase] in accordance with NZ Transport Agency’s (NZTA) *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 [contact closure date]

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

|  |  |
| --- | --- |
| **Description** | **Comments** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Recommendation**

That Procurement 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 <<Procurement>>**

Name: Signed: Dated: