

TASKING AUTHORISATION FORM (TAF)

PART 1 REQUEST FOR QUOTATION: (To be completed by the Authority)

1.	To:		From:	<div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
2.	Contract No:		Task No:	
3.	Schedule of Requirement Line Item and Title of Task			
4.	<p>You are requested to provide a Firm Price quotation in accordance with Condition 9.5 for the requirement detailed below:</p> <p>Description of Task: Where applicable a separate Statement of Work shall be attached and shall include the following:</p> <p>Acceptance Criteria, Delivery and Packaging Instructions, Quality Standards and NSN's (where applicable)</p> <p>This Tasking Authorisation Form includes the following DEFCON's specifically for this requirement: DEFCON 14 (Edn. 06/21) – Inventions and Design Crown Rights and Ownership of Patents and Registered Designs DEFCON 15 (Edn. 06/21) – Design Rights and Rights to Use Design Information DEFCON 16 (Edn. 06/21) – Repair and Maintenance Information DEFCON 117 (Edn. 07/21) – Supply of Information for NATO Codification and Defence Inventory Introduction DEFCON 126 (Edn. 06/21) – International Collaboration (For the purposes of clause 2 and 3, the period specified in the Contract shall be the duration of this Contract)</p> <p>This Task is Required to be completed by (ASAP is not acceptable):</p>			
5.	The Security Classification of this task is (must be completed):			
6	PART 2 QUOTATION SHOULD BE SUBMITTED NO LATER THAN:			
7.	Name;	Signed:		
8.	Date:			

PART 2 QUOTATION (To be completed by the Contractor)

1.	To:	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 60px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 40px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 70px; height: 15px;"></div>	From:	
2.	<p>Firm Price Offer</p> <p>A Firm quotation is provided in respect of Task Number..... and has been attached separately.</p> <p>The Firm price offered is £.....(Ex VAT)</p> <p>A full cost breakdown including direct labour hours, materials, expenses, T&S, sub-contract elements, identifying the applicable labour rates at Annex D to the Contract.</p> <p>The assumed Start date for this Task is.....</p> <p>The completion date for this Task shall be no later than (based on assumed start date)</p> <p>The firm price offer is valid until</p>			
3.	<p>GFA</p> <p>If applicable, GFA and timescales required in order to meet the requirement under are requested below:</p>			
4.	<p>Payment Terms</p> <p>The payment terms of this task are as follows:</p> <p>Note:-Payment terms must be detailed here and not referenced else where</p>			
5.	<p>Name;</p> <p>(Commercial Manager)</p>		<p>Signed.....</p>	

Copy to APM and Commercial Officer

PART 3 AUTHORISATION TO PROCEED (To be completed by the Authority)

1.	To:		From:	<div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
2.	<p>TASK ACCEPTANCE/REJECTION Please strike through the unused option.</p> <p>a) The Task has been rejected for the following reasons:</p> <ul style="list-style-type: none"> A revised quotation is required YES / NO There is no longer a requirement for this task - no further action is to be taken YES / NO 			
2.1	<p>This Task has been Accepted</p> <p>You are hereby requested to proceed with the requirement outlined within Task at the firm price of.....</p>			
3.	<p>If applicable, the GFA Requirement has been confirmed as available:</p> <p>Project Manager: Name;</p>		<p>Signed.....</p> <p>Date</p>	
4.	<p>Finance Manager :</p> <p>Name;</p> <p>UIN</p> <p>RAC</p> <p>Vat Code</p>		<p>Signed.....</p> <p>Date</p>	
5.	<p>Commercial Manager :</p> <p>Name;</p>		<p>Signed.....</p> <p>Date</p>	

FORM ONLY VALID IF SECTIONS 3, 4 AND 5 ARE SIGNED.

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PART 4 COMPLETION OF THE TASK

Part 4 A (To be completed by the Contractor)

1.	To:	<div>████████████████████ ████████████████████ ██████████ ████████████████████ ██████████ ██████████</div>	From:	
2.	Taskand all its deliverables have been completed on			
3.	Name;		Signed..... Date	

Part 4 B (To be completed by the Authority)

I certify the Task has been completed and the Contractor is now permitted to submit a claim for payment in accordance with the terms and conditions of the Contract.

4.	Project Manager, Name;	Signed..... Date
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