

707141451 – Remote Sensor Network

Annex E – Tasking Form

Tasking Form for Contract Number 707141451

PART 1. TASK REQUIREMENT					
Task Title:			Priority Level: Urgent /Non-Urgent		
Task Reference No.			Issue No.		
Request for quotation on the work to be carried out under the above Contract. (Use separate sheet if required)					
Required deliverables and interdependencies:					
Requested Start Date:			Requested Completion Date:		
Once Part 1 complete, send to Contractor Commercial Manager					
PART 2. FIRM PRICE QUOTATION (to be completed by Contractor)					
Task Title:			Agreed Priority Level:		
Date Task Received:					
Quotation Validity:					
Task Start Date			Task Completion Date:		
Solution Summary. (Use separate sheet if required)					
QUOTATION ¹ - The Task defined in Part 1 is submitted for authorisation against the following quotation, if appropriate include Payment Plan:					
Details of the individual	Material Costs (£)	No. of Labour	Hourly Labour	Travel and subsistence	Firm Price

¹ A Contract Pricing Statement shall be provided with all quotations as supporting information.

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elements of work to be carried out, including travel and subsistence and sub-contractors		Hours	Rate (£)	(£)	(£)
Total Firm Price (Ex VAT):					
Contractor Project Manager: Signature:			Contractor Commercial Manager: Signature:		
Name: Appointment: Date:			Name: Appointment: Date:		
Once Part 2 complete, send to Authority Commercial Officer					
PART 3: TASK AUTHORISATION					
Task Title:			Agreed Priority Level:		
Date Quotation Received:					
Agreed Task Start Date:			Agreed Task Completion Date:		
AUTHORISATION					
<p>Project Manager:</p> <p>The statement of work and associated cost breakdown at Part 2 reflects the most effective means available to satisfy the requirement at Part 1.</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>					
<p>Finance Manager:</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>					
<p>Commercial Manager:</p> <p>The Contractor is duly authorised to carry out the work detailed in Part 1, for the firm price detailed at Part 2 of this form and within the agreed time-scale, in accordance with the Contract Terms and Conditions.</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p>					

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Date:		
PART 4. Contractor Confirmation of Task Completion		
Task Title:		Agreed Priority Level:
Agreed Task Start Date:	Agreed Task Completion Date:	Actual Task Completion Date:
This is to certify that the Task requirement at Part A has been completed to the satisfaction of the Contractor Project Officer: Signature: Name:		