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| **Supplier:** | **Contract Number:**  **Date:** | **Tasking Reference Number:** |

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| **PART A – CALL OFF REQUIREMENTS *(to be completed by MOD Project Manager)*** |
| You are requested to provide a firm price quotation in accordance with the above Contract for the requirement detailed below:  **CALL OFF TASK DESCRIPTION:**  *Where applicable a separate Statement of Work may be attached*.  **Date Required By:**  **Security Classification:**  **Part B (Quotation) Required By:** |
| **AUTHORITY APPROVAL:**  Name: Position:  Signed: Date: |

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| **PART B – PRICE DETAILS *(to be completed by Supplier)*** |
| The following firm price quotation is submitted for the above proposed work item:  Number of Labour Hours…………… per hour £…………….  Number of Labour Hours…………… per hour £…………….  Breakdown of Material Costs:  Total Material/Delivery/Training Costs: £…………………….  Total Firm Price to complete task £…………………………..  Start Date:………………………………………………………. |
| Print Name: |
| Date: |

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| **Part C – ACCEPTANCE QUOTATION *(to be completed by MOD Project Manager*)** |
| The Suppliers proposal is acceptable. The price quoted above is considered fair and reasonable and the rates used are in accordance with the Framework Agreement  Date……………………………….  Name……………………………..  Signature…………………………. |

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| **Part D – MOD FINANCE APPROVAL *(to be completed by MOD Finance Officer)*** |
| Certified that the necessary finance is available.  UIN:  RAC:  Date………………………………………..  Name………………………………………..  Signature……………………………………. |

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| **Part E – AUTHORITY TO PROCEED (*to be completed by MOD Commercial Officer*)** |
| Approval is given for the above work detailed on this Tasking Form to commence. The FIRM price quotation of  £………………….. is hereby agreed for all the work carried out under this task  Date:  Name:  Signature: |

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| **Part F – ACKNOWLEDGEMENT (*to be completed by Supplier*)** |
| We hereby acknowledge receipt and confirm acceptance of this purchase order and will commence work as detailed herein:  Date:  Name:  Signature: |