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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: |