Schedule 21 - Tasking Forms

AD HOC TASKING PROFORMA PART 1

REQUEST FOR QUOTATION

To:	From:	DE&S MOD STSP-DCC-Lethality [Redacted under FOIA Section 40 – Personal Information]

CONTRACT NUMBER:	TASK REFERENCE NO:
AUTHORITY'S PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED:

You are requested to provide a Time and Cost Quotation for the Task detailed below. This shall be submitted to the named authorisers of this form as stated below using Tasking Proforma Part 2.

TASK TITLE:	
TASK DESCRIPTION: (Include applicable DEFSTANs, AQAPs, ISO & Delivery Address/UIN)	
ITEMS TO BE ISSUED UNDER CONTRACT LOAN TERMS/GFE: (if applicable)	

RISK REGISTER REQUIRED:	☐ YES	☐ NO
UPDATED SAFETY CASE REQUIRED:	☐ YES	☐ NO

SECURITY CLASSIFICATION:	OFFICIAL	
HANDLING INSTRUCTION:	Not to be shared outside MOD	
IPR PROVISIONS TO APPLY:		
DEFFORM 711 required:	☐ YES	☐ NO
DEFFORM 315 required:	☐ YES	☐ NO
DEFFORM 177 required:	☐ YES	☐ NO

OPERATIONS MANAGER AUTHORISATION		COMMERCIAL OFFICER AUTHORISATION	
DATE:		DATE:	
SIGNED:		SIGNED:	
NAME:		NAME:	

(Once Completed)

Schedule 22 to
Contract No: 708294450

AD HOC TASKING PROFORMA PART 2

TIME/COST QUOTATION

To:	DE&S MOD STSP-DCC-Lethality [Redacted under FOIA Section 40 – Personal Information]	From:	

CONTRACT NUMBER:	TASK REFERENCE NO:
AUTHORITY'S PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED & TASK DESCRIPTION:

A time/cost quotation is provided below. On the basis of current programme planning the resources defined are available for the period shown in accordance with the task outline/description in Tasking Proforma Part 1 without conflict with existing commitments and your task can be undertaken.

PROPOSED START DATE:	
PROPOSED COMPLETION DATE:	

Direct Labour (FIRM man hour rates exclusive of profit & overheads, to include a breakdown of grade(s) and hours (to be attached)).	£
Materials/Subsistence (breakdown to be attached).	£
Bought Out Parts (breakdown to be attached).	£
Sub-Contracted Work (breakdown to be attached).	£
Materials Handling	£
General & Admin @	£
Overheads @	£
Profit @	£
Assumptions/Dependencies/Exclusions:	
Total FIRM Price	**£**
Exchange Rate Used (if applicable)	

SIGNED: (Director or nominee)	
NAME:	
DATE:	

(Once Completed)

(Once Completed)

Schedule 22 to
Contract No: 708294450

AD HOC TASKING PROFORMA PART 3

CUSTOMER AUTHORISATION/CANCELLATION

To:	From:	DE&S MOD STSP-DCC-Lethality [Redacted under FOIA Section 40 – Personal Information]

CONTRACT NUMBER:	TASK REFERENCE NO:
UIN:	BRIEF TASK DESCRIPTION:
AGREED PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED:

Following submission of Tasking Proforma Part 2, the Authority requests the following:

Please proceed with the work to the FIRM Price and completion date quoted in Tasking Proforma Part 2.	
Please provide a revised time/cost quotation on Tasking Proforma Part 2.	
Please take no further action on this Task.	
Please terminate all work on this Task and supply the cost of termination on Tasking Proforma Part 2.	

Is any GFE being issued to the Contractor with this Task	☐ Yes ☐ No
Has a GFE Loan Form been completed & sent to SCM	☐ Yes ☐ No ☐ N/A

As the Operations Manager I am content that all the elements which make up the FIRM Price quotation submitted to the Authority by the Contractor within Tasking Proforma Part 2 for this particular task is commensurate with the work involved.

NAME:	NAME:
POSITION: Operations Manager.	POSITION: Commercial Officer.
SIGNED:	SIGNED:
DATE:	DATE:

NAME:	VALUE OF THIS TASK: **£** (Ex-VAT)
POSITION: Cost Controller.	
SIGNED:	
DATE:	

Added to CP&F	

(Once Completed)

Schedule 22 to
Contract No: 708294450

AD HOC TASKING PROFORMA PART 4

CERTIFICIATION OF COMPLETION OF TASK

TASK TITLE:
CONTRACTOR'S DECLARATION (to be completed by the Contractor) DATE TASK COMPLETED on:…… Signed…….. Date:……..…… Name:……..… Position…… To be submitted with CP&F invoice
AUTHORITY'S PROJECT MANAGER'S CONFIRMATION OF COMPLETION I confirm that the task has been completed and meets the criteria for acceptance set out in this TAF. Signed:…… Date:…… Name:…….. Position……