

**Part A. Request Information**

Request No:		Request Date:	
Title:			
Project Start:		Project Finish	
Is a Certificate of Conformity required?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do the deliverables require traceability throughout the supply chain?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Statement of Requirement

[Providing details of work/service required, deliverables etc...]

Part A. Authorisation of Task

<u>Project Officer</u> Task requirement issued by the Authority	Signed:	
	Dated:	
<u>Commercial Officer</u> Task requirement issued by the Authority	Signed:	
	Dated:	



Part B. Contractor's Firm Price Proposal

The work as described in Part A is submitted for MOD authorisation against the following firm price:

- a. Hours/ Days to complete requirement
- b. Hours/ Day Rates
- c. Materials at Cost used (provide NSN if applicable)
- d. Sub-Contractor Costs
- e. T&S
- f. Freight Costs
- g. Other Costs (*used to recover overhead costs not otherwise recovered through the activity-based hourly and daily rates*)
- h. Risk (*providing evidence/risk register*)

Total Firm Price:	
Price Validity Date:	
Estimated Start Date:	
Estimated Completion Date:	
Comments/Assumptions:	

Note: As this is a single source contract, the Contractor is required to submit a cost breakdown including all subcontracted elements of the requirement as identified above at Part B. In support of the price proposal, it is requested that the contractor submit all documentary evidence (such as sub-contractor quotations, evidence of T&S claims) as part of the response.

Part B. Contractor Authorisation

<u>Contractor Authorisation</u> Authorised on behalf of the Contractor	Signed:	
	Dated:	



Part C. Authority Authorisation

<u>Project Officer</u> Task approved signed on behalf of the Authority	Signed:	
	Dated:	
<u>Commercial Officer</u> Task approved signed on behalf of the Authority	Signed:	
	Dated:	

Part D. Completion of Task

<u>Contractor Authorisation</u> Authorised by the Contractor to confirm task has been completed	Signed:	
	Dated:	
<u>Project Officer</u> Authorised by the Project Officer to confirm task has been completed	Signed:	
	Dated:	
CP&F Purchase Order:	[PO Number]	

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