

### Part 1 – Request for quotation (to be completed by the Authority's Project Manager)

To:		From:	Defence Equipment & Support SACC DT Spruce 1c MoD Abbey Wood #1113 Bristol BS34 8JH		
Contract No:	SACC/00039	Task No:		Version No:	
Proposed Task Title:					
<p><u>You are requested to provide a firm price quotation for the requirement detailed below.</u></p> <p><u>Statement of Work for Task:</u> (including deliverable acceptance)</p> <p><u>The task is required to be completed by:</u></p> <p>Please provide your quotation no later than:</p> <p><u>The terms and conditions stated in the contract apply unless otherwise stated here:</u></p> <p>Note: Please complete DEFFORM 315 and 177 where necessary and submit with this form.</p>					

Project Manager:		Signed:		Date:	
Telephone No:		Email Address:			

Commercial Officer		Signed:		Date:	
Telephone No:		Email Address:			

**Part 2- Quotation (to be completed by the Contractor)**

To:	Defence Equipment & Support SACC DT Spruce 1c MoD Abbey Wood #1113 Bristol BS34 8JH	From:	
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Proposed Firm Price Offer using agreed rates at Annex I to the Contract.

Labour:	Hours:	Rate:	Price (£):

Sub-Total:	
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Materials:	Details:	Price (£):

Sub-Total:	
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Sub-Contracts:	Sub-Contractor:	Price (£):

Sub-Total:	
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T&S:	Details:	Rate: (if applicable)	Price (£):

Sub-Total:	
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Total Price (Ex VAT):	
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Copies of quotations are required for Materials and Sub-Contract costs.

The assumed start date for this task is:	
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[redacted]

Annex J to  
Contract No SACC/00039

The completion date for this task shall be no later than: (based on the assumed start date)	
This proposed firm price offer is valid until:	
<u>Payment Terms – payment shall be on completion unless agreed otherwise below:</u>          	

Project Manager:		Position:	
Signed:		Date:	
Telephone No:		Email Address:	

**Part 3 – Authorisation to proceed (to be completed by the Authority)**

To:		From:	Defence Equipment & Support SACC DT Spruce 1c MoD Abbey Wood #1113 Bristol BS34 8JH
<p>A) This task has been rejected for the following reasons:</p> <ul style="list-style-type: none"> <li>- A revised quotation is required</li> <li>- There is no longer a requirement for this task. No further action is to be taken</li> </ul> <p>B) Authorisation to proceed</p> <ul style="list-style-type: none"> <li>- You are hereby requested to proceed with the requirement outlined within Task..... at the firm price of ..... start date of..... and completion date of.....</li> </ul>			

Project Manager:		Signed:		Date:	
Telephone No:		Email Address:			

Finance Officer:		Signed:		Date:													
Telephone No:		Email Address:															
<p>The task is booked against the following:</p> <table border="1"> <tr><td>MG:</td><td></td></tr> <tr><td>BLB:</td><td></td></tr> <tr><td>UIN:</td><td></td></tr> <tr><td>RAC:</td><td></td></tr> <tr><td>LPC:</td><td></td></tr> <tr><td>VAT Code:</td><td></td></tr> </table>						MG:		BLB:		UIN:		RAC:		LPC:		VAT Code:	
MG:																	
BLB:																	
UIN:																	
RAC:																	
LPC:																	
VAT Code:																	

Commercial Officer:		Signed:		Date:	
Telephone No:		Email Address:			

To:	Defence Equipment & Support SACC DT Spruce 1c MoD Abbey Wood #1113 Bristol BS34 8JH	From:	
Task ..... was completed on .....			

Project Manager:		Signed:		Date:	
Telephone No:		Email Address:			

I confirm that all work on the above task has been completed to the satisfaction of the Project Manager:

I certify that the completion date for this task was:	
Comments on task report:	
Your claim for payment in accordance with the terms and conditions of the contract may now be submitted.	

Project Manager:		Signed:		Date:	
Telephone No:		Email Address:			