

## OFFICIAL

## Task Authorisation Form (TAF)

**TASK TITLE:**

**TASK NUMBER:**

**ISSUE NUMBER:**

**START DATE:**

**END DATE:**

**PART 1** (to be completed by the JES Delivery Team)

**a. Statement of requirements** (to be completed by the Programme Manager)

|  |
|--|
|  |
|--|

**b. Request for quotation**

You are requested to provide your Limit of Liability (LoL)/ Firm Price (Delete as appropriate) quotation for the above requirement by (Insert date)

Your quotation should be in the form of a full price breakdown, including no. of days or hours of work required and associated cost (rates are quoted at Annex D to the Contract) and anything else contributing to the quoted price.

This is not an instruction to proceed and nothing in this letter constitutes acceptance of liability for the costs, price, implications or consequences occasioned by the equipment herewith. No work shall commence on this task until authorisation has been given at part 3, Sections a, b and c (delete as appropriate)

**Signed:** ..... (Name and post)

**Date:** .....



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|             |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|
| Month       |  |  |  |  |  |  |
| Cumulative% |  |  |  |  |  |  |

**Signed:** . . . . . Contract Manager (Name and position)

**for:** . . . . . (Contractor)

**Date:** . . . . . Tel:

**PART 3**..... (to be completed by JES Delivery Team)

**a. Project Office Approval**

The time-scale and level of work reported in the Contractor's quote are commensurate for this task.

A completion date of .....is therefore appropriate for this task.

Programme Management approval is hereby given for this task to proceed at a Firm/LoL price of £

**Signed:** .....(Name and post)

**Date:**

(for DT use only - This task relates to CP&F PO. )

**Finance Codes (MOD use only)**

|             |             |                  |
|-------------|-------------|------------------|
| <b>UIN:</b> | <b>RAC:</b> | <b>VAT Code:</b> |
|-------------|-------------|------------------|

**b. Finance Branch Endorsement**

Financial concurrence is hereby given for this task at a LoL price of

**Signed:** .....(Name and post)

**Date:** Yew 2a, #1237 ABW

**c. Commercial Branch Approval**

The Contractor's quote is acceptable for this task.

Commercial approval is hereby given for this task to proceed at a LoL\* price of £ (VAT Ex).

(\* Delete as appropriate).

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**Signed** ..... (Name and post)

**Date:** YEW 2a #1237 ABW

Please advise DES JES-4c/ JES Delivery Team when work has commenced.

