

Annex 5 – Task Approval Form

TASK APPROVAL FORM – PART A

PROPOSAL (to be completed by MOD Task Sponsor)

CONTRACT No.		TAF No.		ISSUE No.	
700344314					
CONTRACTOR			TASK TITLE		
ACTIVITY					
<input type="checkbox"/> Post Design Services					
INTRODUCTION/BACKGROUND					
OUTPUT					
TASK COMPLETION DATE			QUOTATION DUE DATE		
EQUIPMENT PROJECT MANAGER ENDORSEMENT					
Signed	Name	Post	Date		
COMMERCIAL ASSURANCE ENDORSEMENT					
Signed	Name	Post	Date		

OFFICIAL COMMERCIAL

OFFICIAL COMMERCIAL

TASK APPROVAL FORM – PART B

RESPONSE (to be completed by Contractor)

CONTRACT No.	TAF No.	ISSUE No.
700344314		
PROPOSED SOLUTION		
		£

TOTAL FIRM PRICE FOR THE TASK APPROVAL FORM (Materials + Labour + Subsistence + Travel)	FIRM PRICE
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	£
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VALIDITY OF QUOTATION	Days
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OVERSEAS EXPENDITURE (is to be detailed separately in accordance with DEFCON 528)			
Signed for Company	Name	Position	Date

TASK APPROVAL FORM – PART B1 BREAKDOWN

A SEPARATE PART B1 BREAKDOWN IS TO BE COMPLETED FOR EACH ITEM LISTED AT PART A

CONTRACT No.	TAF No.	ISSUE No.
700344314		
MATERIALS + SUB-CONTRACTS (COST PRICE)		

SUMMARY OF MATERIAL COSTS	FIRM PRICE
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	£
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SUMMARY OF SUB-CONTRACT COSTS	
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	£
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TOTAL MATERIAL + SUB-CONTRACT COSTS	£
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LABOUR (Identify Travelling Time Separately)

GRADE OF STAFF	NUMBER OF MAN HOURS/DAYS (Please specify)	RATE	FIRM PRICE
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			£
			£
			£
			£
TOTAL LABOUR COSTS			£

SUBSISTENCE

ELEMENT (e.g. Overnight)	NUMBER OF PERSONNEL	RATE	FIRM PRICE
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			£
			£
TOTAL SUBSISTENCE COSTS			£

TRAVEL

ELEMENT	NUMBER OF MILES/FARES	RATE	FIRM PRICE
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OFFICIAL COMMERCIAL

MILEAGE			£
OTHER (Specify)			£
TOTAL TRAVEL COSTS			£

TOTAL FIRM PRICE FOR THIS ITEM ON THE TASK APPROVAL FORM (Materials + Labour + Subsistence + Travel)	FIRM PRICE
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	£
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TASK APPROVAL FORM – PART C

Internal Ministry Approvals

Contract No.		TAF No.	ISSUE No.
700344314			
TECHNICAL APPROVAL			
<i>(to be completed by the Equipment Project Manager)</i>			
It is confirmed that the Man-hours and Materials quoted at Part B are considered to be commensurate with the requirement specified at Part A and therefore recommended for acceptance.			
Signed	Name	Post	Date
FINANCIAL APPROVAL			
It is confirmed that finance as detailed below is available and that financial approval is hereby given.			
Signed	Name	Post	Date
COMMERCIAL APPROVAL			
It is confirmed that work detailed is within scope of Contract and commensurate with the Contract terms and conditions. Authorisation to proceed with the task shall be issued via SPO on P2P.			
Signed	Name	Post	Date

PO No:	
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