

ANNEX A – TASK AUTHORISATION FORM (TAF)

Task Authorisation Form			
PART 1: TASK REQUIREMENT (to be completed by the Authority)			
Contract No.:	C17CSAE/701207376		
C17CSAE Unique Task Number:		Version no:	
Task Category: (as per the Schedule of Requirement)	C17 Fuel Tank Repair Work		
Task Title:			
Background and Requirement:			
Deliverables:		Acceptance Criteria:	See Condition 47.3. (Acceptance Procedure).
Government Furnished Assets required:	N/A		
Part 2 of TAF to be submitted by the Contractor no later than:		Task Required by Date:	
Signed: (Authority Project Manager)		Date:	

PART 2: PRICE BREAKDOWN (to be completed by the Contractor *responding to the task proposed by the Authority at Part 1.*)

The work described in Part 1 is submitted for authorisation against the following **Firm Price** quotation:

	HOURS	£ per Hr (ex VAT)	Total
Labour (incl. labour grades required)			
Bought in Materials and Consumables			
Direct costs (T&S etc.)			
Total Firm Price (£) ex VAT:			

Task Commencement date:

Task Completion date:

Signature:

Appointment (*Authorised Contractor Representative*):

Date:

Contact Details:

PART 3: TASK AUTHORISATION (to be completed by the Authority for task approval and authorisation)			
Project Manager Endorsement:	Project Manager approval is hereby given for this task to proceed at a Firm Price of [£.....] ex VAT. For Tasks above £20,000.00, both the Authority's Project Manager and Commercial Officer are required to sign for authorisation to continue.		
Signed: (Name and post)		Date:	
Commercial Approval:	<p>The Contractor is duly authorised to carry out the work detailed in Part 1, for the total Firm Price detailed at Part 2 of this form and within the agreed time-scale, in accordance with the Contract Terms and Conditions.</p> <p>All other terms and conditions of the Contract remain unchanged.</p> <p>The Contractor is to acknowledge receipt of the Tasking Order within two (2) working days of the signature date below.</p>		
Completion date:	A completion date of [.....] is given for this task.		
Signed: (Name and post)		Date:	
PART 4: TASK COMPLETION (to be completed by the Authority)			
This is to certify that the Task requirement at Part 1 has been completed to the satisfaction of the Point of Contact as described in Condition 47.3 and payment can be claimed.			
Signed and Dated: (Name and post)			

