

Task Authorisation Form (TAF)

Task Authorisation Form N°:	Originating Reference:
Equipment:	Issue Date:
Contractor's Task N°:	Issue N°:

Part 1 - Task Proposal (To be completed by the Contractor)

- 1.1. Name of Originator:
- 1.2. Proposed Task Title:
- 1.3. Description of Task:
(add Appendix if required to give full description including the details set out at Clause 18.1.2 of the Contract)
- 1.4. Reason for Task and Proposed Objective:
- 1.5. a. PRIORITY CODE: 01(IMMEDIATE) / 02 (URGENT) / 03 (PRIORITY) / 04 (ROUTINE)
Delete as appropriate.
- b. Contractor's proposed completion date is _____ subject to Task approval by _____
- c. Task Duration: _____
- 1.6. It is certified that this Task is not part of a Core Activity under the Contract

Signed

_____Name (Block Capitals)

_____Position/Title in Company

Part 2 - Task Proposal Firm Price (To be completed by the Contractor)¹

2.1. <u>Labour</u> (NB Includes Overhead and Profit)	Grade	Hours	Hourly Rate	Cost £
Labour Sub-Total				
2.2. <u>Other Costs (please detail)</u> (To include travel and subsistence) (These may typically include:) (NB Profit to be additional)	Days Car Hire Daily Subsistence Overnight Subsistence Air Fares Mileage (if using private car)			
Any Other Costs: (Please detail)				
Other Costs Sub-Total				
2.3. <u>Materials (please detail)</u> (NB Profit to be additional) (Procured via Contractor Purchase Order)				
Materials Sub-Total				
2.4. <u>Bought Out Parts (please detail)</u> (NB Profit to be additional) (Procured via Contractor Supply Management)				
Bought Out Parts Sub-Total				
Profit at (TBC)% (Sections 2.2, 2.3 & 2.4 only) Exclusive of VAT				
Total Firm Price Quotation Exclusive of VAT				

2.5. Effect or dependency, if any, on previous/Authorised Task(s). (Please detail).

2.6. The Total Firm Price is valid for _____ days from _____

Signed

Name (Block Capitals)

Position/Title in Company

¹ The Contractor is required to provide a detailed price breakdown inclusive of such particulars of cost as the Authority may reasonably require in accordance with Clause 18.1.2.

Part 3 - Authority Approval

- 3.1. I confirm that the value of this task is within the current approved financial Limits of Liability on the Contract.
- 3.2. Approval is given for the addition of the task proposed above to the Record of Approved Tasks and work programme for the Contract. The Firm Price of
£ _____ is recommended for acceptance.
- 3.3. Required completion date by the Authority:

Part 3.3.(i) - Project Approval

Signed

_____ Name (Block Capitals)

_____ CSA Team Business Unit

Part 3.3.(ii) - Finance Approval

Signed

_____ Name (Block Capitals)

_____ CSA Team Business Unit

Part 3.3.(iii) - Commercial Approval

The Authority hereby agrees the above Firm Price of £ _____ Contract.

_____ which shall be incorporated into Annex G of the

Signed

_____ Name (Block Capitals)

_____ CSA Team Business Unit

CP&F Requisition No:

CP&F Purchase Order No:

[REDACTED]

ANNEX F To Contract:
CSA/1097

[REDACTED]



Part 4 - Task Completion Report (to be completed by the Contractor)

- 4.1. Task completed on:

- 4.2. Report (Continue overleaf if necessary):

Signed

Name (Block Capitals)

Position/Title in Company

Date





Part 5 - Task Closure (to be completed by the Authority's Project Manager)

5.1. Comments on Final Report:

5.2. I certify that the Task described at Part 1 of this TAF has been completed and payment can be made accordingly.

Signed

_____ Name (Block Capitals)

_____ CSA Team Business Unit

Date

UIN

