

ANNEX F – TASKING FORM

TASKING FORM

CONTRACT NUMBER: TSSP/143

PDS TASK NUMBER:

BRIEF DESCRIPTION OF TASK:

PART 1 (To be completed by the Authority's Project Manager)

A. Statement of Requirements (must include reason for Request for Quote and list deliverables relevant to this task. For example, Safety Case, Project Management Plan etc).

Signed..... (TSSP Project Manager)

Name and Post

Date..... Tel No

B. Request for quotation (To be completed by the Commercial Officer)

You are requested to provide your FIRM (unless otherwise requested by the Authority) Price (Ex VAT) quotation for the above requirement by

Your quotation shall be supported by a full breakdown of costs showing Labour (hours and rates as detailed in Annex G to TSSP143), Overheads (including rates used), Materials, Sub-Contract Costs (as individual items), Bought out Parts / Proprietary Items, Travel and Subsistence, Profit and any other factor contributing to your price. Additionally, any GFE required to deliver the task should be listed.

It should be noted that this is not an instruction to proceed with the work described above and nothing in this Tasking Form should be construed as acceptance of liability for the costs, price, implications, or consequences resulting from this request. No work shall commence on this task until authorisation has been given at Part 3 sections A, B & C.

Signed..... (TSSP Commercial Officer)

Name and Post.....

Date..... Tel No.....

Part 2 (To be completed by the Contractor)

A. Proposed Solution

The proposed solution for this task is as follows:

B. Firm Price (Ex VAT)

A FIRM Price (Ex VAT) of..... is submitted for the performance of this task.

Exchange Rate:

Contract Profit Rate:

A full price breakdown is attached.

Other information relation to this quote (attach separate sheet if necessary)

C. Completion Date

A completion date of is given for this task.

Signed..... (Name and Position)

For..... (Contractor Name)

Date..... Tel No.....

PART 3 (To be completed by the Authority)

A. Project Officer Approval

The timescale and level of work reported in Part 2 – The Contractors Quote are acceptable for this task.

A completion date of is therefore appropriate for this task.

Project Office Approval is hereby given for this task to proceed at a FIRM PRICE (Ex VAT) of

Signed..... (TSSP Project Officer)

Name and Post

Date..... Tel No.....

B. Finance Branch Endorsement

Financial concurrence is hereby given for this task at a FIRM Price (Ex VAT) of

Signed..... (TSSP Finance Officer)

Name and Post

Date..... Tel No

C. Authority to Proceed (To be completed by Commercial Branch)

The Contractor is hereby authorised to commence work immediately at the Firm Price (Ex VAT) of..... subject to the following caveats:

Signed..... (TSSP Commercial Officer)

Name and Post

Date Tel No.....

Part 4

A. Notification of completion of task (to be completed by the Contractor)

All work on this task is complete and all deliverables have been dispatched.

I hereby notify that the above task was completed on

Please confirm completion of the task and sign part B below

Signed..... (Name and Position)

For (Contractor Name)

Date.....Tel.....

B. Confirmation of completion of task (to be completed by the Project Manager)

I confirm that all work above has been completed to the satisfaction of the Project Manager.

The completion date for this task was.....

Please now submit your claim for payment in accordance with the terms and conditions of the Contract.

Signed.....

Name and Post

Date..... Telephone

