

PART 1: REQUEST FOR QUOTATION			
To:		From: Operational Support Programmes (OSP) Defence Equipment and Support (DE&S) Spruce 2b, #1309 MOD Abbey Wood South Bristol BS34 8JH	
Version No: <i>Please Populate</i>	Contract Number: OSP/0015	Task Number: <i>See Task Tracker for latest task no.</i>	Task Sponsor: <i>Insert Name of Safety Manager</i>
Task Title			
Platform (if applicable)			
ITAR Restrictions			
Security Classification	<i>If OFFICIAL-SENSITIVE or above, please complete a Security Aspects Letter.</i>		
IPR Conditions (Y/N)	<i>If yes, please complete DEFFORM 315</i>		
Priority (Please Select)			
A. Description and Scope of Task			
B. Supporting Evidence (Copies of the following are attached)			
No.	Description	Location	Date
C. Output Required (Please Select)			
If 'Other' please provide a description:			
D. Acceptance Criteria:			

E. Stakeholder Responsible for Review/Acceptance of Deliverable(s):			
F. Target Date for Completion:			
G. GFA Requirements			
No.	Description	Location	Date
H. The Authority authorises the Contractor to complete Part 2 (Firm Price Quotation):			
Signed (Project Manager): Name:		Tel: Date:	
Signed (Safety Manager): Name:		Tel: Date:	
Signed (Commercial Officer): Name:		Tel: Date:	

PART 2: FIRM PRICED QUOTATION				
To: Operational Support Programmes (OSP) Defence Equipment and Support (DE&S) Spruce 2b, #1309 MOD Abbey Wood South Bristol BS34 8JH			From:	
Version No: <i>Please Populate</i>	Contract No: OSP/0015	Task No: Taken from Pt 1 (Request for Quotation)		
Estimated Start Date:	Estimated End Date:	Duration (Working Days):		
A. Outline of Work to be Completed:				
B. Annexes <i>Please list below any documents that are annexed to this tasking form</i>				
Annex No.	Name	Description		
C. GFA Requirements <i>Please list any GFA that is required in addition to the GFA outlined in the tasking form Pt1</i>				
No.	Required By (Date)	Description		
D. Risk and Risk Management <i>Describe and quantify (High/Medium/Low) any foreseeable risks either technical, commercial, financial, programme or otherwise that could affect cost, deliverables, etc. and how these will be managed</i>				
Risk Description	High/Med/Low	Mitigation		
E. Quotation:				
Direct Labour	Grade	No. of Hours	Rate	Totals
Direct Labour Sub-Total				£.....

Travel	Mode of Travel (Car, Train etc)		Distance (miles)	Other (Tolls, Parking etc.)	Cost	
	Travel and Subsistence Sub-Total					
Subsistence	Type (Food, Drink etc)		Number of People	Cost Per Person	Cost	
	Travel and Subsistence Sub-Total					
Sub-Contracted Work	Labour	Material	Travel/Subsistence	Other	Cost	
	Sub-Contracted Work Sub-Total					
I can confirm I have attached the sub-contractors quote as supporting evidence (Please Select)						
TOTAL FIRM PRICE (Ex VAT)					£.....	
A quotation is provided in Section E above in respect of Task <Insert Task No.>. This is a Firm Price.						
Signed:			Name:		Role:	Date:

PART 3A: CUSTOMER AUTHORISATION					
To:			From: Operational Support Programmes (OSP) Defence Equipment and Support (DE&S) Spruce 2b, #1309 MOD Abbey Wood South Bristol BS34 8JH		
Version No: <i>Please Populate</i>		Contract No: OSP/0015	Task No: <i>Taken from Pt 1 (Request for Quotation)</i>		
To be completed by OSP Project Manager					
<u>I can confirm that:</u> i. The man hours effort, material and sub-contractor costs detailed within the quote provided by the Contractor as at Pt2 of the tasking form are commensurate with the work involved ii. All GFA required in support of this task, as detailed in Section G of tasking form Pt1 and Section C of tasking form Pt2 will be made available to the Contractor within the required timescales iii. The target date for completion of the task is acceptable iv. I can confirm that a PSS Business Case with the Reference Number <Insert Ref No.> has been approved.					
Signed:		Name:		Role:	Date:
To be completed by Project Team Finance Representative					
<u>I can confirm that:</u> i. Funding is available for this task, and that it is within the Limit of Liability on the contract ii. The PSS Business Case has been approved, and the reference number is					
Signed:		Name:		Role:	Date:
MG	BLB	UIN	RAC	LPC	VAT
To be completed by OSP PgMO Commercial Officer					
<u>I can confirm that:</u> i. Task <Insert Task No.> has been approved at a firm price of £..... ii. The rates provided are aligned with those in the contract iii. The task is within the scope of the contract.					
Signed:		Name:		Role:	Date:
Please confirm receipt of this Task Authorisation and proceed with the performance of the task.					

PART 3B: CUSTOMER REJECTION			
To:		From: Operational Support Programmes (OSP) Defence Equipment and Support (DE&S) Spruce 2b, #1309 MOD Abbey Wood South Bristol BS34 8JH	
Version No: <i>Please Populate</i>	Contract No: OSP/001 5	Task No: <i>Taken from Pt 1 (Request for Quotation)</i>	
To be completed by OSP Project Manager			
<u>I can confirm that:</u> i. The quotation provided by the Contractor has been rejected for the following reasons: <i>Please Populate with justification of rejection, and if applicable request a Part 2 v2.</i>			
I would like to request a re-draft of the Tasking Form Pt2 based on the justification above. <i>(Please Select)</i>			
Signed:		Name:	Date:
To be completed by PgMO Commercial Officer			
<u>I can confirm that:</u> i. You are required to submit a re-drafted Pt2 in line with the comments above. ii. The new quote should be received by: <i><Insert Date in 10 working days></i>			
Signed:		Name:	Date:

PART 4: TASK ACCEPTANCE AND CLOSURE			
To:		From: Operational Support Programmes (OSP) Defence Equipment and Support (DE&S) Spruce 2b, #1309 MOD Abbey Wood South Bristol BS34 8JH	
Version No: <i>Please Populate</i>	Contract No: OSP/0015	Task No: <i>Taken from Pt 1 (Request for Quotation)</i>	
To be completed by the Contractor (Complete one section as appropriate)			
I can confirm that:			
i. Task <Insert Task No.> has been completed in full in accordance with the Scope of Task in tasking form Pt1 (Request for Quotation) Section A.			
or I can confirm that:			
i. The scope of task <Insert Task No.> has been amended, and there has been a change in the price agreed in Pt3. The amended price is £.....			
li. The details of the amendment are as follows: <Please Populate>			
Signed:	Name:	Role:	Date:
To be completed by the OSP Project Manager			
I am content that Task <Insert Task No.> is complete and can be closed down. I can confirm that all deliverables have been received, all GFE has been returned and that the payment for the task can be made.			
Signed:	Name:	Role:	Date:
To be completed by the OSP PgMO Commercial Officer			
I can confirm that:			
The payment for Task <Insert Task No.> was loaded on to P2P on <Insert Date>.			
Signed:	Name:	Role:	Date: