

Tender No: 711552451 (TSSP/147)

Schedule 13

Task Authorisation Form for Contract Number: TSSP/147

TASK APPROVAL FORM (TAF)

CONTRACT NUMBER: TSSP/147 - TASK NUMBER:

DESCRIPTION:

ISSUE NUMBER:

TASK APPROVAL FORM

Part A – PROPOSAL (To be completed by Contractor / Authority's Project Manager)

Contract No.

TSSP/147

Task No.

Issue No.

Issue Date:

CONTRACTOR:

Contractor's Reference:

1) Originator Details Name:

Phone:

Fax:

Email:

2) Proposed Task Title

3) Reason for Task

- 4) Task Objective and Description (Add appendix if required to give full information):
- 5) Date task completion required by:
- 6) This is not an instruction to proceed and nothing in this letter constitutes acceptance of liability for the costs, price, implications or consequences occasioned by the equipment herewith. No work shall commence on this task until authorisation has been given at part a, b and c.
- 7) This requirement has been scrutinised and it is confirmed that it is within the scope of the work defined in the Contract. (To be confirmed by the Authority's Project Manager).

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

- 8) You are requested to provide your best Firm Price quotation for the above requirement by
.....
- 9) The firm price quotation must be in line with SSPR, in the form of a full price breakdown and the prevailing Base Line Profit Rate
- 10) This requirement has been scrutinised and it is confirmed that it is within the scope of the work defined in the Contract. (To be confirmed by the Authority's Commercial Manager).

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Part B – FIRM PRICE QUOTATION FOR THE TASK (To be completed by the Contractor)

- 1) Statement of work:
(Provide on separate page if necessary)

(Highlight any Proprietary software Information)

- 2) Duration of Task:

- 3) Contractor's proposed task completion date:

Subject to Task Approval by:

- 4) Effect or dependency, if any, on previous proposed/authorised task (please detail):

- 5) Firm Price Quotation in line with SSPR, the quotation should be in the form of a full price breakdown and the prevailing Base Line Profit Rate;

- a) Labour

Grade	Rate (Hour/Day)	Hours/Days	Overheads (%)	Total Cost (£)
LABOUR SUB-TOTAL				

- b) Materials

Item	Cost	Overheads (%)	Total Cost (£)
MATERIALS SUB-TOTAL			

- c) Other Costs

Item	Cost	Overheads (%)	Total Cost (£)
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Car Hire			
Day Subsistence			
Night Subsistence			
Air Fares			
Mileage (if using private car)			
Other Costs (please detail)			
OTHER COSTS SUB-TOTAL			

PROFIT %	
(Identify Rate and Element(s) to which applicable)	
TOTAL FIRM PRICE QUOTATION	
(Exclusive of VAT)	

6) It is certified that this task is not part of the Services under this Contract.

7) The total firm price is valid for _____ days from _____.

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Part C1 – APPROVAL (To be completed by the Authority's Project Manager)

Approval is given for the addition of the Task to the Task List and work programme of the Contract at an agreed FIRM Price of £ [].

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Part C2 – APPROVAL (To be completed by the Authority’s Financial Manager)

Financial concurrence is hereby given for this task at a Firm Price of £..... ex VAT

UIN:..... RAC:..... LPC:.....

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Part C3 – APPROVAL (To be completed by the Authority’s Commercial Staff)

Approval is given for the addition of the Task to the Task List and work programme of the Contract at an agreed FIRM Price of £[].

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Copies to: Project File
 TSSP Finance
 TSSP Commercial

Part D – TASK COMPLETION REPORT (To be completed by the Contractor)

I hereby notify the Project Management that the above task has now been completed.

1) Report (continue on separate sheet if necessary)

2) Task completed on _____ (date)

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____

Part E – TASK CLOSURE AND AUTHORITY FOR PAYMENT (To be completed by the Authority’s Project Manager)

1) Comments on Contractor’s Final Report. 2)

Payment is authorised on the basis that:

- a) the Task described at Part A of this Form has been satisfactorily completed.
- b) the Price claimed has been validated.

Signed: _____

Name (Block Capitals): _____

Designation: _____

Date: _____