



Ministry  
of Defence



**Maritime Command and Staff Trainer (MCAST)**

**Annex D – Task Approval Form**

**Version: 1.0**

**Date: 01/03/2023**

**Defence Equipment & Support**

**Document Prepared By**

| Name                     | Signature  | Appointment | Date     |
|--------------------------|------------|-------------|----------|
| [REDACTED]<br>[REDACTED] | [REDACTED] | [REDACTED]  | 23/03/23 |

**Reviewed by**

| Name       | Appointment | Date   |
|------------|-------------|--------|
| [REDACTED] | [REDACTED]  | Mar 23 |
| [REDACTED] | [REDACTED]  | Mar 23 |

**Approved by**

| Name       | Signature  | Appointment              | Date     |
|------------|------------|--------------------------|----------|
| [REDACTED] | [REDACTED] | [REDACTED]<br>[REDACTED] | 31/03/23 |

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MCAST Commercial Team

Ash 2b, #3133,

MOD Abbey Wood,

Bristol,

BS34 8JH.

This TAF shall be subject to the Terms and Conditions of Contract referenced 704104450 (the Contract) unless explicitly stated otherwise herein.

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*Annex D – Task Approval Form*

**TASK APPROVAL FORM (TAF)****TAF PART A – Scope of Proposed TAF (subject to contract).**

|    |  |  |                                 |
|----|--|--|---------------------------------|
| 1. | TAF Number:  |  |                                 |
| 2. | Title of TAF:  |  |                                 |
| 3. | Initiator of TAF:  |  |                                 |
| 4. | Requirement:   |  |                                 |
|    |  |  |                                 |
| 5. | Required Start Date for this TAF:  |  | Required End Date for this TAF: |
| 6. | Any Authority Required Contract Deliverables, Deliverable Documentation, Output or Service Level etc.: |  |                                 |
| 7. | Signed by the Authority's Project Manager:   |  |                                 |
|    | Signed:  |  |                                 |
|    | Title:   |  |                                 |
|    | Date:  |  |                                 |
| 8. | Approved by the Authority's Commercial Officer:  |  |                                 |
|    | Signed for the Authority:  |  |                                 |
|    | Title:   |  |                                 |
|    | Date:  |  |                                 |

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TAF PART B – Contractor's Price TAF Proposal Form.

|     |  |  |   |  |  |
|-----|--|--|---|--|--|
| 1.  | TAF Number:  |  |   |  |  |
| 2.  | Title of TAF:  |  |   |  |  |
| 3.  | Firm Price (£):<br>(EX VAT):   | <i>This Offer is valid for a period of ninety (90) days from the date of the Contractor's signature below.</i> |   |  |  |
| 4.  | Full Price cost breakdown:   |  |   |  |  |
|     | <i>Detail all costs that are demonstrably in addition to the Contract Price to achieve the scope of the proposed TAF inc: labour costs (necessary hours and applicable agreed Man-Day Rate(s) Annex O)); Allowable Costs; all material and Sub-Contract costs; CPR and requested Payment Plan (if TAF duration is in excess of three (3) months)</i> |  |   |  |  |
| 5.  | Earliest TAF start date and duration:  |  | TAF completion date: (based on earliest start date) |  | Firm Price Payment Plan attached? <input type="checkbox"/> |
| 6.  | Details of all Contract Deliverables, Deliverable Documentations, Outputs, Services and Service Levels provided by the TAF:  |  |   |  |  |
| 7.  | Details of all assumptions & dependencies, including any Authority dependencies (if any):  |  |   |  |  |
| 8.  | Impact of the TAF upon: Performance Management and Monitoring; other TAFs; the Contract or other Contractor's Obligations (if any):  |  |   |  |  |
| 9.  | Risk(s) relating to this TAF, across the Contract or the Contractor's Obligations etc:   |  |   |  |  |
| 10. | Approved by:   |  |   |  |  |
|     | Signed for the Contractor:   |  |   |  |  |
|     | Title:   |  |   |  |  |
|     | Date:  |  |   |  |  |

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TAF PART C – Task Acceptance/Rejection Form.

|     |  |
|-----|--|
| To: |  |
|-----|--|

|    |  |  |  |
|----|--|--|--|
| 1. | TAF Number from Contractor's Firm Price TAF Proposal Form:   |  |  |
| 2. | Title of TAF from Contractor's Firm Price TAF Proposal Form: |  |  |

|    | Clarification correspondence: | Correspondence Reference: | Dated: |
|----|-------------------------------|---------------------------|--------|
| a. |                               |                           |        |
| b. |                               |                           |        |
| c. |                               |                           |        |
| d. |                               |                           |        |
| e. |                               |                           |        |
| f. |                               |                           |        |
| g. |                               |                           |        |
| h. |                               |                           |        |

|                              |  |
|------------------------------|--|
| <i>*delete as applicable</i> | <p>The Authority hereby confirms its acceptance of your Firm Price Proposal Form referenced above, in conjunction with the clarification correspondence detailed above, and this TAF shall form part of the Contract. Unless otherwise specially stipulated herein, all Terms and Conditions of the Contract shall remain unaltered.</p> <p>The Authority hereby confirms its rejection of your Firm Price Proposal Form referenced above and in conjunction with the clarification correspondence detailed above.</p> |
|------------------------------|--|

This correspondence is without prejudice to the Authority's rights under the Contract.

|  |            |
|--|------------|
| Signed on behalf of the Authority: <b>Project Approval</b> | Dated this |
|  |            |

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|  |  |   |
|--|--|---|
| .....  |  | <b>Postal Address:</b><br><b>DES Ships, MCAST Commercial</b><br><b>MCS</b><br><b># 3133</b><br><b>MOD Abbey Wood</b><br><b>Bristol</b><br><b>BS34 8JH</b> |
| Name : (Block Capitals)                      |  |   |
| <u>MEWT/MCS</u><br><u>Team Business Unit</u> |  |   |

|   |  |   |
|---|--|---|
| <u>Signed on behalf of the Authority: <b>Finance Approval</b></u> |  | Dated this  |
| .....   |  |   |
| Name : (Block Capitals)   |  | <b>Postal Address:</b><br><b>DES Ships, MCAST Commercial</b><br><b>MCS</b><br><b># 3133</b><br><b>MOD Abbey Wood</b><br><b>Bristol</b><br><b>BS34 8JH</b> |
| <u>MEWT/MCS</u><br><u>Team Business Unit</u>                      |  |   |

|  |  |   |
|--|--|---|
| <u>Signed on behalf of the Authority: <b>Commercial Approval</b></u> |  | Dated this  |
| .....  |  |   |
| Name : (Block Capitals)  |  | <b>Postal Address:</b><br><b>DES Ships, MCAST Commercial</b><br><b>MCS</b><br><b># 3133</b><br><b>MOD Abbey Wood</b><br><b>Bristol</b><br><b>BS34 8JH</b> |
| <u>MEWT/MCS</u><br><u>Team Business Unit</u>                         |  |   |

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**OFFICIAL – SENSITIVE COMMERCIAL**

The Authority hereby agrees the above Firm Price of £ \_\_\_\_\_ which shall be incorporated into Annex E of the Contract.

CP&F Demand Order No : \_\_\_\_\_

**TAF PART D – Contractor's acknowledgement of TAF Form.**

|  |
|--|
| To: DES Ships Commercial<br>MCS - MEWT<br>#3133, Birch 1A<br>MOD Abbey Wood<br>Bristol BS34 8JH<br>F.A.O.: |
|--|

We: ..... acknowledges receipt of your TAF PART C - Task Acceptance/Rejection Form referenced:

|                  |  |        |  |
|------------------|--|--------|--|
| Contract Number: |  | Dated: |  |
| TAF Number:      |  |        |  |
| Title of TAF:    |  |        |  |

*All detail above is to be completed by the MOD Contracts Branch prior to issue.*

and confirm that we acknowledge receipt of the acceptance/rejection\* contained therein.

*\*delete as applicable.*

|                                  |                |   |
|----------------------------------|----------------|---|
| Signed on behalf of .....        |                | Dated this<br><br>..... day of<br>.....<br>..... (mont<br>..... h)<br>..... (year)<br>..... |
| Name:<br>(Block<br>Capital<br>s) | .....<br>..... | Postal<br>Address<br>s:   |
| In the<br>capacit<br>y of:       | .....<br>..... |   |

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TAF PART E – Task Completion Form.

|   |
|---|
| To: DES Ships Project MCS - MEWT<br>#3133, Birch 1A<br>MOD Abbey Wood<br>Bristol BS348JH<br>F.A.O.: |
|---|

|    |   |  |                                       |
|----|---|--|---------------------------------------|
| 1. | TAF Number:   |  |                                       |
| 2. | Title of TAF:   |  |                                       |
| 3. | Initiator of TAF:   |  |                                       |
| 4. | Details of all Contract Deliverables, Deliverable Documentations, Outputs, Services and Service Levels provided by the Contractor together with references as applicable: |  |                                       |
| 5. | Task Completion Date:   |  | at agreed Firm Price of (£): (ex VAT) |

| Contractor's Declaration of Task Completion. |                |  |
|--|----------------|--|
| Signed on behalf of<br>.....:                | .....<br>..... | Dated this<br>..... day of<br>.....<br>..... (month)<br>..... )<br>..... (year)<br>..... |
| Name:<br>(Block Capitals)                    | .....<br>..... | Postal Address<br>:  |
| In the capacity of:                          | .....<br>..... |  |

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TAF PART F – Task Completion Form.

| Authority's Project Manager's confirmation of Completion: |                |
|---|----------------|
| Signed:   | .....<br>..... |
| Name:<br>(Block<br>Capitals)                              | .....<br>..... |
| Title:  | .....<br>..... |
| Date:   | .....<br>..... |

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