

Completion Instructions

MOD Boats Form 2020 - the Contractor shall complete this form for work that is tasked by the Authority, but is not directly related to the upkeep of a boat (for example, PDS tasking).

Part A**Summary of Work to be Performed**

The Contractor shall detail the work that will be performed in accordance with the Work Request Form (MOD Boats Form 1020).

No work shall be undertaken by the Contractor until the 'Authorisation to Proceed' section of this form is signed by the Authority's Authorised Representative.

Agreed Firm Price of Work

The Contractor shall provide a quotation for the full scope of work identified in Part A of this form.

Agreed Delivery Date

The Contractor shall provide the date by which the work identified in Part A of this form will be completed.

Agreed Limit of Liability for Emergent Work

The Authority's Authorised Representative shall input the Limit of Liability that has been agreed with the contractor to allow them to perform emergent work without further approval from the Authority.

Comments by Authority's Authorised Representative

The Authority's Authorised Representative shall provide comments on the package of work proposed by the Contractor. In particular, a commentary of the decision making process when part of the recommended work package is rejected, or when there is a dispute over price or delivery date, should always be entered.

Authorisation to Proceed

The Authority's Authorised Representative shall sign this part of the form to authorise the Contractor to proceed with the work package as

agreed in the remainder of Part A of this form.

Part B

List of Work Performed and Deliverables

The Contractor shall list all of the work which has been performed while undertaking this package of work, and the associated deliverables.

Actual Total Cost

The Contractor shall state the final cost of this package of work, exclusive of any VAT.

Actual Delivery Date

The Contractor shall state the date on which all work was completed.

Part C

The Authority's Authorised Representative or Authorised Representative shall sign this part of the form to indicate their acceptance of the work completed, as described by the Contractor in Part B of this form.