



706125450 SRMLU Assessment Phase

ANNEX I
TASK APPROVAL FORM

TASK APPROVAL FORM

Contractor: TBA	TMS Delivery Team Fir 3c, #4316 DE&S MoD Abbey Wood Bristol BS34 8JH	Contract No. 706125450
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PART 1 - DESCRIPTION OF TASK

ORIGINATOR OF REQUEST:

TAF No: XX	TASK:																														
<p>a. BACKGROUND</p> <p>b. DESCRIPTION OF REQUIREMENT</p> <p>c. DELIVERABLES / MILESTONES</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Acceptance Criteria</th> <th>Deliverable / MS Due date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>d. GOVERNMENT FURNISHED ASSETS</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Availability (Y or N)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table> <p>e. SUPPORTING REFERENCES OR ATTACHMENTS</p> <p>f. START DATE</p> <p>g. ADDITIONAL QUALITY AND / OR SECURITY REQUIREMENTS</p> <p>h. COMPLETION DATE</p>				No.	Description	Acceptance Criteria	Deliverable / MS Due date	1				2				3				No.	Description	Availability (Y or N)	1			2			3		
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2																															
3																															
ORIGINATOR'S SIGNATURE:		APPOINTMENT:	DATE:																												

(2) The Contractor must include with his proposal a full breakdown of the materials required and supporting cost evidence

(3) The Contractor must include with his proposal a full breakdown of the proposed travel and subsistence costs

(4) The Contractor must provide a labour breakdown for the TAF in accordance with Annex C to the Contract.

(5) Where sub-contract is required, the Contractor must include copies of the sub-contract proposal

(6) The Profit Rate applied to each Tasking Approval Form will be in line with the Baseline Profit Rate and other profit rate adjustments (4-Step) applicable at the time of agreeing the TAF. The profit rate agreed for the TAF will be recorded in the Annex H TAF Register.

(7) The Authority requires a minimum period of validity of thirty (30) Business Days

OFFICIAL-SENSITIVE COMMERCIAL

Labour Breakdown (In accordance with Annex C and Note 4)

Resource Level/ Grade	No Hours	20XX Rate (Ex VAT)	Activity Description & Resource Allocated	Deliverable / Work Package Reference
1				
2				
3				
4				
5				
Manufacturing				

Additional Costs	Quantity	Cost (Ex VAT)	Description & Breakdown of Resource
Materials			
Expenses			
Sub-Contractors			
Transport			
Technical Contingency			

T&S Breakdown

Expense	Cost	No.	Comments and additional notes
Mileage	£		
Hire Car	£per day per car		
Accommodation	£per night per person		
Flights	Economy/Standard		
Rail	Economy/Standard		
Subsistence			

PART 3 - MoD AUTHORISATION

The Contractor is duly authorised to carry out the work as detailed at Part 1, for the Price shown below:

TASK No.	CONTRACT ITEM No.	PRICE (ex VAT)
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Project Branch
Approval:

Signature: Name: Appointment: Telephone No: Date:	
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Finance Branch
Approval:

Signature: Name: Appointment: Telephone No: Date:	
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Commercial
Branch Approval:

Signature: Name: Appointment: Telephone No: Email address: Date: CP&F Order No:	
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DISTRIBUTION:

PART 4 - COMPLETION OF THE TASK

To be completed by the Contractor

To:
Defence Equipment Support
TMS Delivery Team
Fir 3C #4316
MOD Abbey Wood
Bristol
BS34 8JH

From:
TBA

Task and all its deliverables have been completed on

Name:

Signed:

Date:

CP&F Invoice Number:

PART 5 – Receipt and Task completion

To be completed by the Authority

I certify the Task has been completed and the Contractor is now permitted to submit a claim for payment in accordance with the terms and conditions of the Contract.

Name:

Signed:

Date:

CP&F Receipt Number: