

## Annex E - Tasking Forms

### SUPPORT/REPAIR SERVICES TASKING PROFORMA PART 1

#### REQUEST FOR A TIME / COST QUOTATION

To:	Accuracy International Ltd	From:	DE&S MOD Abbey Wood South

CONTRACT NUMBER: 701553541	TASK REFERENCE NO: 701553541/0
AUTHORITY'S PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED:

You are requested to provide a Time and Cost Quotation for the Task detailed below. This shall be submitted to the Operations Manager on a SS Tasking Proforma Part 2.

TASK TITLE:	
TASK DESCRIPTION: (Include applicable DEFSTANs, AQAPs, ISO & Delivery Address/UIN)	
ITEMS TO BE ISSUED UNDER CONTRACT LOAN TERMS/GFE: (if applicable)	

RISK REGISTER REQUIRED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
UPDATED SAFETY CASE REQUIRED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECURITY CLASSIFICATION:	OFFICIAL
HANDLING INSTRUCTION:	Not to be shared outside MOD

OPERATIONS MANAGER AUTHORISATION		COMMERCIAL OFFICER AUTHORISATION	
DATE:		DATE:	
SIGNED:		SIGNED:	
NAME:		NAME:	

## SUPPORT/REPAIR SERVICES TASKING PROFORMA PART 2

### TIME / COST QUOTATION

To:	DE&S MOD Abbey Wood South	From:	Accuracy International Ltd

CONTRACT NUMBER: 701553541	TASK REFERENCE NO: 701553541/0
AUTHORITY'S PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED & TASK DESCRIPTION:

A time/cost quotation is provided below. On the basis of current programme planning the resources defined are available for the period shown in accordance with the task outline/description in Tasking Proforma Part 1 without conflict with existing commitments and your task can be undertaken.

PROPOSED START DATE:	
PROPOSED COMPLETION DATE:	

Direct Labour (FIRM man hour rates exclusive of profit & overheads, to include a breakdown of grade(s) and hours (to be attached)).	£
Materials/Subsistence (breakdown to be attached).	£
Bought Out Parts (breakdown to be attached).	£
Sub-Contracted Work (breakdown to be attached).	£
Materials Handling	£
General & Admin @	£
Overheads @	£
Profit @	£
<b>Total FIRM Price</b>	£
<b>Exchange Rate Used (if applicable)</b>	

SIGNED: (Director or nominee)	
NAME:	
DATE:	

### **SUPPORT/REPAIR SERVICES TASKING PROFORMA PART 3**

#### **CUSTOMER AUTHORISATION / CANCELLATION**

To:	Accuracy International Ltd	From:	DE&S MOD Abbey Wood South

CONTRACT NUMBER: 701553541	TASK REFERENCE NO: 701553541/0
UIN:	BRIEF TASK DESCRIPTION:
AGREED PRIORITY/DATE REQUIRED:	EQUIPMENT(S) CONCERNED:

Following submission of Tasking Proforma Part 2, the Authority requests the following:

Please proceed with the work to the FIRM Price and completion date quoted in Tasking Proforma Part 2.	
Please provide a revised time/cost quotation on Tasking Proforma Part 2.	
Please take no further action on this Task.	
Please terminate all work on this Task and supply the cost of termination on Tasking Proforma Part 2.	

Is any GFE being issued to the Contractor with this Task	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a GFE Loan Form been completed & sent to SCM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

As the Operations Manager I am content that all the elements which make up the FIRM Price quotation submitted to the Authority by the Contractor within Tasking Proforma Part 2 for this particular task is commensurate with the work involved.

NAME:	NAME:
POSITION: Operations Manager.	POSITION: Commercial Officer.
SIGNED:	SIGNED:
DATE:	DATE:

NAME:	VALUE OF THIS TASK: £ (Ex-VAT)
POSITION: Cost Controller.	
SIGNED:	
DATE:	

Added to CP&F	
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