

Annex A - Tasking Form: COLLABORATE: Providing rapid solutions to CBR problems tasking form

Part 1 – Statement of Requirement

Requisition number

Task name

Security classification

The Authorities details

Project Manager

Technical POC

Address

Postcode

Telephone / Fax

Email

Supplier details

Name

Post

Address

Postcode

Telephone / Fax

Email

Task Required (Brief summary of requirement e.g. task, milestones, reporting, deliverables and quality assurance standards)

Technology Readiness Level (TRL) of Output

Will damages as a result of placing this task likely exceed £5m?

If yes, seek Commercial support

☐ Yes

☐ No

Deliverables

Intellectual Property Rights required (Please follow [NIPPY](#) guidance. If unsure please discuss with IP or Commercial

☐ DEFCON 703



INSERT CLASSIFICATION

	<input type="checkbox"/> DEFCON 705
Government Furnished Information (GFI) to be provided	

Response required by date:

Part 2 – Offer (to be completed by the supplier)

The service detailed in Part 1 can be provided in accordance with the following detail:

Continuation sheet attached (if appropriate) ☐

Anticipated start date

Anticipated end date

Rate Card

	FY24-25	FY25-26	FY26-27
Redacted			

Price (excluding VAT)	
Valid until date	

Grade of staff	Day rate	Expected number of Hours	Total price

Payment completion

on ☐

Milestone delivery

☐



INSERT CLASSIFICATION

The following deliverable(s) have been selected as significant events in the programme attracting payment to the value shown, on the date(s) given below:

Milestone number	Title or description	Due by date	£ (ex VAT)

Authorisation

Name			
Position			
Signature		Participant reference number	
Date		Telephone number	

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of PA0000001764

Tasking Form Part 3:

1. Offer of Contract: (to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager)		
Authority's Commercial Officer	Name	
	Tel	
	Email	
	Date	
Requisition Number		
Contractor's Proposal Number		
Purchase Order Number		
Signature		
<i>Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.</i>		