

TASK AUTHORISATION FORM (TAF)

PART 1 – REQUEST FOR QUOTATION

To: Marshall Land Systems The Airport, Newmarket Road, Cambridge, CB5 8RX	AMPHORA 2 Contract	TAF No:-
	Contract No: 701548392 – OI/0072	BC Ref:

The Contractor is required to submit a **Firm/Maximum** Price quotation, exclusive of VAT, for the work specified below. Work must not commence until authorised by the Authority Project Manager, Branch Commercial Officer and Finance Officer at Part 3.
 Commencement of the task shall be subject to the pricing arrangements as detailed in the Contract.

DESCRIPTION OF TASK REQUIRED To include Objectives, Deliverables and Acceptance Criteria			
Required Completion Date:			Date Submitted:
Name:		Post:	Signature:
Contact Details:			

PART 2 – CONTRACTOR'S *FIRM/*MAXIMUM PRICE QUOTATION FOR TASK

(*Delete as applicable)

Attach full price breakdown to this TAF for consideration. Quotation to be exclusive of VAT and calculated using the rates agreed in the Contract. Contractor to specify in the Quotation if a sub-contractor is to be used. Quotation to include as a minimum:		
a. b. c. d. e. f.	*Labour Hours (identifying all grades and total number of hours for each) *Prime Material Costs (a full breakdown of Materials and Bought-Out costs to be submitted attached) *Material Handling on Prime Materials and Bought-Out items *Copies of invoices of subcontracted tasks *Labour hours and Materials to be costed separately *Travel and Subsistence	
(*Delete as applicable)		
Firm/Maximum Price Quotation for this task as per attached price breakdown is	Total Labour (Ex Vat)	£
	Total Material (Ex Vat)	£
	Total Other (Ex Vat)	£
	Total (Ex Vat)	£
The quotation for the work as described above is submitted to the Authority Project Manager, or their nominated representative, for consideration.		

Appendix 1
to Annex L of 701548392 - OI/0072
As at Contract Award

Date:		Signature:		Name:	
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PART 3 – AUTHORITY TASK AUTHORISATION

PROJECT MANAGER’S AUTHORISATION

I certify that the hours and material costs quoted above are commensurate with the work involved.

Date:		Post:		Signature:		Name:	
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COMMERCIAL MANAGER’S TASK AUTHORISATION

I certify that the **firm/maximum** Charging and T&S rates agreed in the Contract have been used as the basis for the Contractor's Firm Price quotation.

The Authority hereby agrees to pay the Firm Price of

£	
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Date:		Post:		Signature:		Name:	
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FINANCE MANAGER’S TASK AUTHORISATION

Financial authorisation for this Task is hereby given. I confirm that the Project Forecast of Outturn sheets have been updated.

Date:		Post:		Signature:		Name:	
Labour:	£	VAT:		RAC:		BLB:	
Material :	£	VAT:		RAC:			

CP&F INFORMATION

Requisition No:		P/O No:		P/O Value:	£
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