



706125450 SRMLU Assessment Phase

ANNEX I  
TASK APPROVAL FORM

**TASK APPROVAL FORM**

Contractor: <b>TBA</b>	TMS Delivery Team Fir 3c, #4316 DE&S MoD Abbey Wood Bristol BS34 8JH	Contract No. 706125450
---------------------------	--	---------------------------

**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		
No.	Description	Acceptance Criteria	Deliverable / MS Due date																												
1																															
2																															
3																															
No.	Description	Availability (Y or N)																													
1																															
2																															
3																															
ORIGINATOR'S SIGNATURE:		APPOINTMENT:	DATE:																												

## **PART 2 - CONTRACTOR's QUOTATION**

Please complete and submit the Cost Breakdown and further itemised details in accordance with Condition 51 and the notes to Part 2 below. If line items below are not appropriate state N/A (Not Applicable).

TAF No: XX	TASK:																
<p>a. Contractor's Pricing Proposal:</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">Labour:        hours, totalling:</td> <td style="width: 40%; text-align: right;">£</td> </tr> <tr> <td>Material costs:</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Sub-Contract and Bought Out Parts:</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Travel and Subsistence:</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Tier 2 O/head (% Contract Rate applied)</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Profit (% Contract Profit Rate applied):</td> <td style="text-align: right;">£</td> </tr> <tr> <td style="text-align: right;"><b>Total Firm Price:</b></td> <td style="text-align: right;"><b>£</b></td> </tr> <tr> <td style="margin-top: 20px;">Profit Calculation (4-Step)</td> <td style="text-align: right; vertical-align: bottom;">:</td> </tr> </table> <p style="margin-top: 20px;">b. SUB-CONTRACTORS</p> <p>c. PROGRAMME SCHEDULE</p> <p>d. STATEMENT OF WORK</p> <p>e. GFA REQUIRED</p> <p>f. RISKS</p> <p>g. OPPORTUNITIES</p> <p style="margin-top: 20px;">h. VALIDITY</p>		Labour:        hours, totalling:	£	Material costs:	£	Sub-Contract and Bought Out Parts:	£	Travel and Subsistence:	£	Tier 2 O/head (% Contract Rate applied)	£	Profit (% Contract Profit Rate applied):	£	<b>Total Firm Price:</b>	<b>£</b>	Profit Calculation (4-Step)	:
Labour:        hours, totalling:	£																
Material costs:	£																
Sub-Contract and Bought Out Parts:	£																
Travel and Subsistence:	£																
Tier 2 O/head (% Contract Rate applied)	£																
Profit (% Contract Profit Rate applied):	£																
<b>Total Firm Price:</b>	<b>£</b>																
Profit Calculation (4-Step)	:																

The above Price is submitted by:

Signature:

Name:

Appointment:

Date:

Quotation Expiry Date:

### Notes to Part 2:

(1) The Contractor must include with his proposal completed versions of the following documents:

- (i) Annex I Appendix A – Baseline Deliverables Performance Tracker
- (ii) Annex I Appendix B – Deliverables and Acceptance List
- (iii) Annex I Appendix C – Milestone Payment Plan

(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)

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

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

T&S Breakdown

<b>Expense</b>	<b>Cost</b>	<b>No.</b>	<b>Comments and additional notes</b>
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)

Project Branch  
Approval:

Signature:	
Name:	
Appointment:	
Telephone No:	
Date:	

Finance Branch  
Approval:

Signature:	
Name:	
Appointment:	
Telephone No:	
Date:	

Commercial  
Branch Approval:

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

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: