

ANNEX I TO CONTRACT NUMBER 701554382**NON-SCHEDULED MAINTENANCE APPROVAL/ AUTHORISATION FORM (AF)****CMT AUTHORISATION OF TASK REQUIRED**

The Contractor is required to submit a non-revisable Firm Price quotation, exclusive of VAT, for the work specified at Part 1 of this form. Work shall not commence until authorised by the Contract Monitoring Team at Part 3 via either a unique task identification number or the return of this document to the Contractor, Authorised by a CMT member. Only in exceptional cases where the Contractor can clearly demonstrate to the CMT that on stripping the item in preparation for painting, damage was found, requiring additional work, that could not have been detected prior to the preparation of the item, will the CMT consider paying additional money against this task. In such circumstances the Contractor will need to submit a supplementary AF to the CMT for approval, Condition 4a of the Terms and Conditions refer.

PART 1 – DEMANDER TASKING THE SURFACE FINISH FACILITY TO COMPLETE A TASK

DESCRIPTION OF TASK REQUIRED					
Name of Demander (Block) :		Signature:		Date:	
Full Telephone Number:					

Note

1. A Demander must be of a minimum rank of a Junior Non Commissioned Officer (Cpl or above) or of civilian equivalence.
2. The Demander within the description of the task above are to state the priority of the task, low, medium or high.
3. Without express written Authority of the CMT no ad-hoc task, regardless of priority is to take precedence over and scheduled work.

PART 2 – CONTRACTOR’S FIRM PRICE QUOTATION FOR TASK

Surface Finish Facility (SFF)	Contract Monitoring Team:	Title of Contract:
	AC IPT, Sf4 DLO, RAF Wyton Tel: 01480 52451 Ext 4879 Fax: 01480 446971	Provision of Surface Finish Services for the RAF
Contract No:	ASComm5/1157	
BRIEF NARRATIVE OF PROPOSED REFURBISHMENT ACTIVITY		

CONTRACTOR’S USE ONLY	QUOTATION FOR TASK REQUIRED (VAT Ex)				
Firm Price Quotation to be VAT exclusive and calculated using the Ad-hoc Hourly Charging rates agreed in the contract					
a. Labour Hours (inclusive of Overheads and Profit)					
Description of Individual Task		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
		Hrs @ £		Per Hour	Sub Total £
				Total Labour Costs	Total £
b. Prime Material Costs (a full breakdown of Materials and Bought-Out are to be provided to the CMT if requested)					Total £
Firm Price Quotation for this task (i.e. Total of (a) + (b) above:)					Total £
NOTE: Where the pricing information cannot be fitted into the space provided, a separate quotation should be attached.					
Number of days/weeks to Complete the task from CMT approval					
Name of Contractor (Block) :		Signature:		Date:	
Full Telephone Number					
The quotation for the work as described above is submitted to the Contract Monitoring Team, for authorisation.					

PART 3 – CONTRACT MONITORING TEAM AUTHORISATION

(Required for all Tasks)

I certify that the hours and material costs quoted above are commensurate with the work involved and that the firm Ad-hoc hourly rates agreed in the Contract have been used as the basis for the Contractor's Firm Price quotation. The Contractor is duly authorised to carry out the work at a Firm Price of £ and within the time-scale detailed in Part 2.

Unique Task Identification No:	<input type="text"/>				
Name of CMT Member (Block) :	<input type="text"/>	Signature: (if required)	<input type="text"/>	Date:	<input type="text"/>

PART 4 - CONFIRMATION OF COMPLETION OF TASK

The demander at Part 1, his authorised representative or any other person approved in writing by the CMT on signing Part 4 is certifying that the work has been completed to a satisfactory standard

Date equipment was returned to the Demander, or Authorised deputy DD/MM/YY

This is to certify that Task No has been completed to the satisfaction of the Unit requesting this Task and the Contract Monitoring Team. Payment can now be claimed in accordance with the Contract Terms and Conditions.

Date:	<input type="text"/>	Post:	<input type="text"/>	Name:	<input type="text"/>	Signature:	<input type="text"/>
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FOR OFFICIAL USE ONLY**Distribution:-**

CMT (Original copy).
Contract File.
Defence Bills Agency (DBA).

ANNEX I TO CONTRACT NUMBER**NON-SCHEDULED MAINTENANCE APPROVAL/ AUTHORISATION FORM (AF)****CMT AUTHORISATION OF TASK REQUIRED****SELF CERTIFICATION OF TASKS**

The Contractor is required to populate this document with a Firm Price record, exclusive of VAT, for the work specified at Part 1 of this form within 2 weeks of the work being completed. The Contractor is to generate a unique task identification number for the task before any work is undertaken. This identifier number is to be used in all future reports being issued to the Authority

PART 1 – DEMANDER TASKING THE SURFACE FINISH FACILITY TO COMPLETE A TASK

DESCRIPTION OF TASK REQUIRED					
Name of Demander (Block) :		Signature:		Date:	
Full Telephone Number:					

Note

1. A Demander must be of a minimum rank of a Junior Non Commissioned Officer (Cpl or above) or of civilian equivalence.
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		AC IPT, Sf4 DLO, RAF Wyton Tel: 01480 52451 Ext 4879 Fax: 01480 446971	Provision of Surface Finish Services for the RAF
Contract No:			
BRIEF NARRATIVE OF PROPOSED REFURBISHMENT ACTIVITY			

PROTECT - COMMERCIAL

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