

Schedule 23

Ad-Hoc Tasking Authorisation Forms (TAF) & Process

AD-HOC TASKING AUTHORISATION FORM (TAF)

Contract Number	<input type="text" value="708957450"/>	Task Number	<input type="text"/>
Contract Name	<input type="text" value="Procurement of Jupiter HC Mk2 & Aviation Support to British Armed Forces Brunei & Cyprus (MHP/001)"/>	Version Number	<input type="text"/>
Brief Description	<input type="text"/>	Issue Date	<input type="text"/>

PART 1**Request for Quotation**

(To be completed by the Authority's Project Manager)

Name of Originator	<input type="text"/>
Proposed Task Title	<input type="text"/>
Statement Of Requirements	<input type="text"/>
Defence Conditions (DEFCONs) (specific to Task)	<input type="text"/>
Quality Assurance / DEFSTANS (specific to Task)	<input type="text"/>
Acceptance Criteria / Task Output / Deliverable	<input type="text"/>
Priority Code (mark with an X)	Urgent <input type="text"/> Routine <input type="text"/>
Task Duration	<input type="text"/>
Please provide your quotation no later than:	<input type="text"/>

Name	<input type="text"/>	Signed	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>

Name	<input type="text"/>	Signed	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>

THE CONTRACTOR IS NOT AUTHORISED TO COMMENCE WORK ON THIS TASK UNTIL RECEIPT OF A COMPLETED PART 3

PART 2**Proposed Firm Price Based On The Contract Agreed Rates**

(to be completed by the Contractor)

<u>Labour</u>	Hours	Rate	Price £
Sub-Total		Sub-Total	

<u>Materials</u>	Details	Price £
	Sub-Total	

<u>Sub-Contracts</u>	Sub-Contractor	Price £
	Sub-Total	

<u>Other Costs</u>	Details	Price £
	Sub-Total	

<u>Overheads</u>	Type of Overhead	Rate	Price £
	Sub-Total		
	Total Firm Price (EX VAT)		

Assumed Start Date

Firm Price offer is valid until

GFE Requirements Specific To Task

Name **Position**

Signed **Date**

THE CONTRACTOR IS NOT AUTHORISED TO COMMENCE WORK ON THIS TASK UNTIL THEY RECEIVE A COMPLETED PART 3

PART 3**Firm Price Agreement And Authority Authorisation**

(to be completed by the Authority)

PROJECT MANAGER

I confirm that the time-scale and level of work detailed in Parts 1 and 2 are commensurate with the required outputs of the task.

A completion date of is therefore considered acceptable.

Project Office Approval is hereby given for the Task to proceed at a Firm Price of

Ex VAT

This Task is to be booked Against the following

RAC
UIN
LPC
VAT Code

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Name of Project Manager

Signed

Position

Date

Email

FINANCE OFFICER

I confirm funding to the value of

Ex VAT and

VAT Inc is approved

Name of Finance Officer

Signed

Position

Date

Email

COMMERCIAL OFFICER

Approval to proceed with the task at the firm price of

Ex VAT is hereby given

Name Of Commercial Officer

Signed

Position

Date

Email

THE CONTRACTOR IS ONLY AUTHORISED TO COMMENCE WORK UPON RECEIPT OF A COMPLETED PART 3

PART 4**Notification of Task Completion**

(To be completed by the Contractor)

All work on this Task is complete and all deliveries (where applicable) have been dispatched.

I hereby notify the Authority's Project Manager
that the above Task was completed on

Name

Position

Signed

Date

Telephone Number

E-mail Address

PART 5**Confirmation of Task Completion**

(To be completed by the Authority)

I confirm that all work on the above Task has been completed to the satisfaction of the Project Manager

The completion date for this Task was

Comments on Task
report

Your claim for payment in accordance with the terms and conditions of the contract may now be submitted.

Name of Project Manager

Signed

Position

Date

Telephone Number

E-mail Address

Ad-Hoc Tasking Process Map

