

## Annex E – Tasking Authorisation Form (TAF) Template

### Part 1 - REQUEST FOR QUOTATION *(To be completed by the Authority)*

<b>To:</b> Foerster UK Limited 2 Bonehill Mews Fazeley Tamworth B78 3QU		<b>From:</b> Defence Equipment Support SEEC Rowan 2C, #8207, MOD Abbey Wood Bristol, BS34 8JH	
<b>TAF No.</b>		<b>Issue No.</b>	
The Contractor is required to submit a <b>Firm</b> Price quotation, exclusive of VAT, for the work specified below. Work shall <u>not</u> commence until authorised by the Authority Project Manager and Commercial Manager at Part 3.			
<b>Task Description</b>			
<b>Authorisation</b>			
Name: Post: Authority Project Manager		Signed: Date:	
Name: Post: Authority Commercial Manager		Signed: Date:	

**PART 2 - CONTRACTOR'S \*FIRM PRICE QUOTATION FOR TASK** *(To be completed by the Contractor)*

<b>Attach full price breakdown to this TAF for consideration, prices are to be based on the rates at Annex C and Annex D to the Contract. Quotation to be exclusive of VAT. Quotation to include:</b>				
<b>a.</b>	Labour Hours (identifying all grades and total number of hours for each)			
<b>b.</b>	Prime Material Costs (a full breakdown of Materials and Bought-Out costs to be submitted attached)			
<b>c.</b>	Travel and Subsistence costs			
<b>d.</b>	Subcontract costs, including copies of quotations			
<b>e.</b>	Profit Rate applied (applied on materials only)			
Firm Price Quotation for this task as per attached price breakdown is		<table border="1"> <tr> <td><b>Total (ex VAT)</b></td> <td><b>£</b></td> </tr> </table>	<b>Total (ex VAT)</b>	<b>£</b>
<b>Total (ex VAT)</b>	<b>£</b>			
The quotation for the work as described above is submitted to the Authority Project Manager, or their nominated representative, for consideration.				
<b>Authorisation</b>				
Name:		Signed:		
Post:		Date:		

**Part 3 – AUTHORITY ACCEPTANCE.** *(To be completed by the Authority)*

<b>Authority Acceptance</b>	
<p>This task has been approved. You may now proceed with the work outlined in Part 1. All other terms and conditions of the Contract remain unchanged. This task will be added to the Task List at Annex F at the next amendment.</p> <p>Purchase Order No:</p>	
<b>Authorisation</b>	
<p>Name:</p> <p>Post: Authority Project Manager</p>	<p>Signed:</p> <p>Date:</p>
<p>Name:</p> <p>Post: Authority Commercial Manager</p>	<p>Signed:</p> <p>Date:</p>

**Part 4 – ASSESSMENT RESULTS** *(To be completed by the Authority)*

Full Assessment Results	
<input type="checkbox"/> The Authority accepts (insert name). <input type="checkbox"/> The Authority rejects (insert name) full details shall be confirmed in writing.	
Authorisation	
Name: Post:      Authority Project Manager	Signed: Date:
Name: Post:      Authority Commercial Manager	Signed: Date: