

Construction Quotation Agreement

[Your Company Name]

[Your Company Address]

Email: [Your Email] | **Phone:** [Your Phone Number]

Date: [Insert Date]

Quotation No: [Insert Quotation Number]

1. Party Details

Contractor (Supplier):

Company Name: [Contractor Name]

Address: [Contractor Address]

Contact Person: [Contact Name]

Email: [Contractor Email]

Phone: [Contractor Phone]

Client:

Company Name: [Client Name]

Address: [Client Address]

Contact Person: [Contact Name]

Email: [Client Email]

Phone: [Client Phone]

2. Project Description

- **Project Name:** [Insert Project Name]
- **Project Location:** [Insert Location]

- **Scope of Work:** [Provide details of the construction work to be done]

3. Quotation Details

Item No	Description	Quantity	Unit Price	Total Price
1	Materials Cost	[Quantity]	[Unit Price]	[Total Price]
2	Labor Cost	[Quantity]	[Unit Price]	[Total Price]
3	Equipment Cost	[Quantity]	[Unit Price]	[Total Price]

Total Amount: [Insert Total Amount]

4. Payment Terms

- **Payment Method:** [Bank Transfer, Cash, etc.]
- **Payment Schedule:** [Deposit 30%, 50% midway, 20% upon completion]
- **Payment Due Date:** [Insert Due Date]

5. Delivery and Completion Timeline

- **Start Date:** [Insert Start Date]
- **Completion Date:** [Insert Completion Date]

6. Terms and Conditions

1. **Variation:** Any changes in design or scope of work will be subject to additional charges.
2. **Delay Penalties:** Delays will attract a penalty of [X] per day.
3. **Insurance:** The contractor will ensure all workers are covered by insurance.

7. Acceptance and Signatures

Contractor

Authorized Signatory: _____

Name: [Contractor Name]

Date: [Insert Date]

Client

Authorized Signatory: _____

Name: [Client Name]

Date: [Insert Date]