### **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]