**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Construction+Project+RFQ+Template-word-12103&lpa=Blank+Construction+Project+RFQ+Template+word+12103)Microsoft Word Construction Project RFQ**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE OF QUOTE | MM/DD/YY | | | |  |  |  | |  |  |
| WORK START DATE | MM/DD/YY | | | |  |  |  | |  |  |
| WORK END DATE | MM/DD/YY | | | |  |  |  | |  |  |
| QUOTE PREPARED BY | Name, Title | | | |  |  |  | |  |  |
| QUOTE ID NUMBER | 0 | | | |  |  |  | |  |  |
| VALID UNTIL | MM/DD/YY | | | |  |  |  | |  |  |
| PAYMENT DUE BY | MM/DD/YY | | | |  |  |  | |  |  |
|  |  |  |  |  |  | |  | |  |  |
| **COMPANY** | |  | **ESTIMATE PREPARED FOR** | |  | |  |
| AGENCY NAME | |  | CLIENT NAME | |  | |
| ADDRESS LINE ONE | |  | ADDRESS LINE ONE | |  | |
| ADDRESS LINE TWO | |  | ADDRESS LINE TWO | |  | |
| CONTACT PERSON, TITLE | |  | CONTACT PERSON, TITLE | |  | |
| PHONE | |  | PHONE | |  | |
| EMAIL | |  | EMAIL | |  | |
| PROJECT DETAILS | |  |  |  |  | |  | |  |  |
| PROJECT NAME |  | | | | | | |
| PROJECT DESCRIPTION |  | | | | | | |
| SCOPE |  | | | | | | |
| OBJECTIVES |  | | | | | | |

PROJECT ESTIMATE

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| SERVICES / ITEMS | DESCRIPTION | | | | QUANTITY | UNITS | | | COST | | | SUBTOTAL | | | |
| **MATERIALS AND EQUIPMENT** | | | | | | | | | | | | | | | |
| Item | Description | | | | **0** | Units | | | **$0.00** | | | **$0.00** | | | |
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| **LABOR** | | | | | | | | | | | | | | | |
|  |  | | | | **0** | Hours | | | **$0.00** | | | **$0.00** | | | |
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| ESTIMATE SUMMARY | | | | | | | | | | **SUBTOTAL** | | | **$0.00** | | |
|  | | | | | | | | | | **TAXES** | | | **$0.00** | | |
|  | | | | | | | | | | **OTHER** | | | **$0.00** | | |
|  | | | | | | | | | | **TOTAL** | | | **$0.00** | | |

BIDDER QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS

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EXPERIENCE

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AUTHORIZATION

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Customer Signature |  | | | |  |  |  |  |  |
| Authorized Signature |  | | | |  |  |  |  |  |
| Terms and Conditions |  | | | |
|  |  |  |  | |  |  |  |  |  |
| *Please make check payable to (Company Name). For questions about your estimate, please contact:* | | | |
| *Name, Title | Phone | Email* | | | |
| *web address* | | | |

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