

Professional Construction RFQ Template

Subject: Request for Quotation - Office Building Renovation Project

Dear [Contractor Name],

We are seeking qualified contractors to submit quotations for the renovation of our 5,000 square foot office building located at [Address]. The project involves complete interior renovation including flooring, electrical, plumbing, and HVAC upgrades.

Project Details:

- Timeline: 8-12 weeks starting [Date]
- Budget Range: \$150,000 - \$200,000
- Required completion date: [Date]
- Permits and inspections will be handled by contractor

We require your quotation to include material costs, labor, timeline, and warranty information.

Please provide at least three references from similar projects completed within the last two years.

All quotations must be submitted by [Date] at 5:00 PM. We will be conducting site visits for shortlisted contractors on [Date].

Please confirm receipt of this request and your intent to submit a proposal by [Date].

Best regards,

[Your Name]

[Title]

[Company]

[Contact Information]

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