

Contractor Quotation Evaluation Form



1.0 Company

Requirements	Contractors			
	1	2	3	4
Date the company was formed.				
Total number of employees.				
Staff ID				
Trades offered, plumber, electrician, builder, Gas, other.				
Trades contracted out.				
Who will supervise the project				
What does the web site look like, professional, is there a gallery, are they their photos of jobs they have done.				
Do they have an office, if they only have a mobile, are they going to be in business for if future problems occur. Are they easy to contact.				
What experience do they have within the said field				
How will they communicate with you, who will liaise with you				
If changes occur on site, how are they dealt with				
Are they a member of a trade professional body Examples: Electrician (ECA or NICEIC), Gas (Gas Safe), Builder (FMB & NRWB)				

2.0 Insurances

Requirements	Contractors			
	1	2	3	4
Public Liability cover (at least £5m-£1m for builders and others only).				
Employers Liability cover (at least £5m-£1m for builder only).				
Contractor all risks cover (£150k per project, £50k hired plant limit).				
Professional indemnity insurance.				



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3.0 Scope & Costing

Requirements	Contractors			
	1	2	3	4
Detailed description of the schedule of works in place before tendering (costing, like for like basis)				
Variation in costing (Including VAT or not)				
Range of scope from preparation to site clearance (If there is not a schedule of works).				
Assumptions (if any) are clear and accurate				
Variations of work (Including VAT or not)				
Technically competent with quotes				
Will the Contractor guarantee the work				
All verbal Contractor representations are in writing				
Is the contractor working on a cost of ongoing materials & time				
When is the final payment required (should be when work is complete & not before)				

4.0 Legal Contracts

Requirements	Contractors			
	1	2	3	4
Is the contractor happy to enter into a contract				
Is the contract based on a fixed cost quotation				

5.0 References

Requirements	Contractors			
	1	2	3	4
References from at least 3 customers				
Go and see some of their work				
Do they specialise in the work you want performed				
What safety checks are made on equipment & materials				
Contractors known to client				



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6.0 Customer Care

Requirements	Contractors			
	1	2	3	4
How many jobs have they undertaken in the last 12 months				
How many customer complaints have they received within the last 12 months				
How many remain outstanding.				
Were any referred to a higher authority (Court action, ombudsman, trader association).				
Level of professionalism (Web site, quote documents, communication).				

7.0 Health & Safety Aspects

Requirements	Contractors			
	1	2	3	4
Evidence of ongoing practice with risk assessments, COSHH assessments, site H&S management.				
Health & Safety method statements (do they have one, what does it look like)				
Are they aware of hazards on site				
Who is responsible for supervision on site				
Correct ratio of supervisory staff trained in First Aid (St Johns or Red Cross)				
Will they provide a risk assessment for the said job				

8.0 Sub Contractors

Requirements	Contractors			
	1	2	3	4
Will they sub contract out				
Do Sub contractors adhere to H&S issues				
Does the company have a direct contractual link with any Sub contractors, as they would be ultimately responsible for their work & if anything goes wrong				