Your company logo

Your company name and contact details

ILLUSTRATIVE DOCUMENT 04 / 04

CONTRACTOR TENDER SUMMARY

Sample priced offer

Four-bedroom residential extension

Midlands region - 220 m² floor area - February 2026 - Sample ref EXT-2026-001

This three-page document is an illustrative contractor tender summary. It shows how a contractor's priced offer can be presented after reviewing a defined tender package. It is not a live bid, quotation, contract or construction instruction.

Purpose of this sample

The sample shows a tender price by work section, the tender documents reviewed, commercial terms, assumptions, exclusions and an approval block. The figures reconcile with the related illustrative BOQ, material take-off and cost estimate samples.

Tender basis

Project	Four-bedroom residential extension
Location	Midlands region
Illustrative floor area	220 m²
Tender stage	Contractor's priced offer based on the stated tender information
Commercial basis	February 2026 issue; 30-day validity; illustrative 28-week programme
Currency and VAT	GBP (£); VAT shown separately at an assumed 20%
Editable issue	Excel pricing workbook available on request for real commissions

Contents

Page 2 - Tender sum, priced work sections and tender-return document register
Page 3 - Commercial terms, assumptions, exclusions and contractor approval

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Tender price and scope

Contractor's priced return

A tender is a contractor's offer for a defined scope. Before issue, the contractor should confirm the latest drawings and specifications, check quantities and rates, and approve every assumption, exclusion and commercial term.

TENDER SUM EXCLUDING VAT	EXAMPLE VAT AT 20%	TOTAL INCLUDING VAT
£392,387.13	**£78,477.43**	**£470,864.56**

Priced work sections

Priced work section	Amount (£)	Share
Preliminaries	64,800.00	16.5%
Substructure	80,611.35	20.5%
Superstructure	92,228.32	23.5%
Roofing	26,205.55	6.7%
Mechanical, electrical and plumbing	37,088.16	9.5%
Finishes	54,469.34	13.9%
External works	36,984.41	9.4%
Tender sum excluding VAT	**£392,387.13**	
Example VAT at 20% (assumed)	£78,477.43	
Total including VAT	**£470,864.56**	

Tender-return document register

Tender information	Status in this sample	Contractor action before issue
Drawings and specifications	Illustrative coordinated design basis	Confirm latest revisions and resolve discrepancies
Bill of quantities / pricing schedule	Related sample BOQ and work-section values	Check quantities, rates and arithmetic
Tender clarifications	Example assumptions and exclusions on page 3	Add project-specific qualifications
Programme and preliminaries	Illustrative 28-week programme	Confirm resources, sequence and lead times
Commercial return	Summary terms and approval block on page 3	Authorise final offer before submission

Commercial submission

Terms, qualifications and approval

The entries below are illustrative only. A real tender must be checked and approved by the contractor before it is submitted to a client or incorporated into a contract.

Commercial summary

Tender sum excluding VAT	£392,387.13
Example VAT at 20%	£78,477.43
Total including VAT	£470,864.56
Price validity	30 calendar days from tender issue
Programme	28 weeks from an agreed start date
Payment basis	Monthly valuations for work properly completed
Retention	5%, reducing to 2.5% at practical completion
Tender status	Subject to contractor review, approval and signature

Key assumptions and inclusions

- Normal access, working hours and ground conditions.
- Mid-range finishes and standard domestic fittings.
- Rates include labour, materials, plant, attendance, overheads and profit.

Key exclusions and qualifications

- Professional fees, planning fees and statutory charges.
- Abnormal ground conditions, asbestos and contamination.
- Changes after tender are to be valued separately as variations.

Contractor approval

TENDER SUBMITTED BY

Contractor name: _____

Name and position: _____

Signature:

_____

Date: _____

CLIENT ACKNOWLEDGEMENT

Client name: _____

Name and position: _____

Signature:

_____

Date: _____

For a real commission, the client-ready tender can be supplied without Clearline branding, with space for the contractor's logo and details. An editable Excel pricing workbook can also be provided on request.