

THE QUOTE CHECKLIST

Issue every quotation against this sheet. NASC CG8:24 sets out 17 items every scaffolding quote should cover: the first nine belong in the offer itself, the last eight can live in your standard terms, provided the quote points to them. The quotation is the foundation of every commercial argument that follows.

QUOTE REF _____ PROJECT _____ CLIENT _____ DATE _____

OFFER LAPSE DATE _____

A IN THE OFFER ITSELF, ITEMS 1 TO 9

- ☐ 1. **Parties and site identified:** site, parties and corporate status, with a date and reference number on the quote.
- ☐ 2. **Lapse date stated,** and the price refreshed before honouring an expired offer.
- ☐ 3. **Accurate, detailed description of the work:** type of scaffold, safe working loads, lifts, dimensions.
- ☐ 4. **Each scope itemised,** including extra hire, totalled to the contract price.
- ☐ 5. **Hourly labour (daywork) rates stated,** with any limits on their use.
- ☐ 6. **Discount position stated:** discounts apply only if specifically agreed, and tied to payment terms.
- ☐ 7. **Responsibility for surface preparation identified.**
- ☐ 8. **Method of tying described,** and the client's provisions.
- ☐ 9. **Notice to commence stated,** with anticipated erection and dismantling times.

B IN YOUR STANDARD TERMS, ITEMS 10 TO 17

These do not need repeating every time, but the quote must point to them: "standard terms and conditions apply".

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| ☐ 10. Payment terms compliant with the Construction Act. | ☐ 14. Method for measuring and valuing variations. |
| ☐ 11. Retention position: none unless specifically agreed. | ☐ 15. Mechanism for delays and extensions of time. |
| ☐ 12. Equipment responsibility on site, and charging for losses or damage. | ☐ 16. Method of dispute resolution: adjudication, arbitration or litigation. |
| ☐ 13. Allocation of responsibility for property damage and personal injury. | ☐ 17. E&OE, errors and omissions excepted. |

C PRICING BASIS DECLARED

- ☐ This quote is built on: Lump sum ☐ Schedule of Rates ☐ Daywork ☐ Target cost ☐ Mixed (state) _____
- ☐ **Lump sum only:** volume, design and schedule confirmed before committing. Quantity risk is yours.
- ☐ **SoR:** method of measure stated against each rate. Daywork: rates agreed and the 7-day submission rule understood.
- ☐ **Design costs named separately** where engineered design, checks or Cat 3 certification are needed (CG6:20): unnamed design costs are treated as included.

D QUALIFICATION CLAUSES CONSIDERED, NASC CG12:19

Bolt these onto the quote or carry them in your standard terms. They close the common risk gaps; project-specific risks still need thinking through on their own.

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| ☐ Tying responsibility (1.2 to 1.6) | ☐ 110V power and welfare provided free (7.6, 7.7) |
| ☐ Foundation suitability (3.1 to 3.7) | ☐ Permit-to-work delays at daywork (7.16) |
| ☐ Pavement licence responsibility (4.1 to 4.12) | ☐ 7-day contra-charge notice (9.11) |
| ☐ Boards moved by others at customer risk (5.1, 5.2) | ☐ Statutory interest reservation (9.5) |
| ☐ No sheeting design unless agreed (6.6) | |

E PRE-TENDER INFORMATION RECEIVED, NASC CG13:18

Twelve categories the client should provide before you price. Tick what you hold; anything missing, request in writing before pricing, or name it and exclude it from what you have priced.

CATEGORY	HELD	MISSING	REQUESTED IN WRITING / EXCLUDED (DATE, REF)
1. Site location details , plans, access, parking, working hours			
2. Anticipated usage , trades, boarding, lift configuration			
3. Programme , commencement, hire period, phasing, adaptations			
4. Supporting structure , ground suitability, imposed loads, back-propping			
5. Inherent hazards , asbestos, services, rail, public interface			
6. Loading tower or bay requirements			
7. Cladding or sheeting , netting, fire-retardant requirements			
8. Tying , method, restrictions, listed-building constraints			
9. Decking , lapping, plywood, anti-slip, gap cover			
10. Safety requirements , gates, tagging, anchorage, rescue plan			
11. Access and egress , stair towers, ladders, access points			
12. Commercial considerations , form of contract, LADs, retention, payment, EOTs, insurances, craneage			

PRICE BLIND, PAY BLIND

Pricing without the pre-tender information is the moment risk transfers from the client to you, and it can unknowingly accept flow-down of LADs, retention and punishing payment conditions. Where there are unknowns, name them and clearly exclude them.