

COMPANY NAME
REQUEST FOR PROPOSAL

Ref. Number : _____

Proposal name : _____

Work Location : _____

Manager : _____

Anticipated start date : _____

Expected finish date : _____

Client : _____

Address : _____

Address : _____

City : _____ State: _____

ZIP code : _____

Contractor : _____

Address : _____

Address : _____

City : _____ State: _____

ZIP code : _____

Phone : _____

Fax : _____

Type of contract : _____

(Services, Lump sum, Combined)
(If fixed price, enter the total amount only)

Scope of Work : _____
(or as attached)

Breakdown of Quoted Price (if applicable):

Time & Material :

| | Unit | Quantity | Rate/Unit Price | Total |
|--------------|-------|----------|-----------------|-------------|
| Labor | hours | | | \$ - |
| Material | | | | \$ - |
| - | | | | \$ - |
| - | | | | \$ - |
| - | | | | \$ - |
| Others | | | | \$ - |
| Total | | | | \$ - |

Expenses (if allowed):

| | Unit | Quantity | Rate/Unit Price | Total |
|--------------|------|----------|-----------------|-------------|
| Airfares | | | | \$ - |
| Local travel | | | | \$ - |
| Others | | | | \$ - |
| Total | | | | \$ - |

Total Price : \$ -

Submitted by Contractor :

Approved by Client:

Name: _____

Name: _____