RFQ checklist for prefab and modular projects

A one-page checklist of what a manufacturer needs from you to give a price you can compare: scope, drawings status, interfaces, delivery and installation assumptions.

Use the same list with every manufacturer so the offers can be compared.

1 Scope — what the price includes

- [ ] What exactly is included in the price: the structure only, or also facade, roof and interior finishes?
- [ ] Are windows and external doors included? Which type and material?
- [ ] Are installations (electrical, plumbing, heating, ventilation) included, or only prepared?
- [ ] Is a written list of inclusions and exclusions attached to the offer?
- [ ] Which items does the client supply or order separately?

2 Drawings status — design and permit

- [ ] Is there a design? At which stage: concept, building design or execution drawings?
- [ ] Are the drawings sent with the request the latest version? Are date and version stated?
- [ ] Is the required permit or notification issued, in progress or not yet started?
- [ ] Are structural calculations available, or are they expected from the manufacturer?
- [ ] Who adapts the design to the manufacturer's production method, and is this priced?

3 Interfaces — foundation, connections, site

- [ ] Foundation: who designs and builds it? Which tolerances does the manufacturer require?
- [ ] Utility connections (water, sewage, electricity, gas, data): where is the connection point and who connects?
- [ ] Where does the manufacturer's scope end and the scope of other contractors begin?
- [ ] Is a ground investigation or a site survey available?
- [ ] Are there easements, overhead lines or underground utilities on the plot?

4 Delivery assumptions — transport to site

- [ ] Delivery to which address and on what terms: ex works, delivered to site, or delivered and unloaded?
- [ ] Is site access suitable for the transport vehicles? Who checked the route?
- [ ] Who unloads, and is there storage space on site?
- [ ] Who pays for special transport permits or escort vehicles, if needed?
- [ ] Who is responsible for damage in transit, and how is it recorded on delivery?

5 Installation assumptions — work on site

- [ ] Who installs: the manufacturer, a subcontractor named by them, or the client's own contractor?
- [ ] Which equipment is needed on site (for example a crane) and who provides it?
- [ ] What must be ready before installation starts (foundation, access, power, water on site)?
- [ ] How far does installation go: structure only, or also closing, sealing, connections and finishes?
- [ ] How are delays, changes on site and waiting time handled in the price?