**PLUMBING WORK QUOTATION**

[INSERT ORGANIZATION EMBLEM OR LOGO]

[INSERT NAME OF COMPANY]

[INSERT COMPLETE ADDRESS OF COMPANY]

[INSERT PHONE NUMBERS] [INSERT FAX NUMBERS]

[INSERT EMAIL ADDRESS] [INSERT WEBPAGE]

[INSERT DATE]

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

**Re: Plumbing Work Quotation**

Dear Mr. /Ms. [INSERT SURNAME]:

After having full knowledge of the specifications and conditions of the plumbing work required, we at [INSERT COMPANY NAME] offer to provide all the required labor, equipment and materials for its completion. In this regard, on behalf of [INSERT COMPANY NAME], I have attached a price quotation for the said plumbing work in accordance with the terms and conditions of your request. As you also requested, I have attached the required quotation forms to qualify as one of your bidders for this work. The said forms include: Undertaking of Liability Insurance, List of Subcontractors, List of Previous Contracts, and Company Summary. Payment terms, discounts and other important details are also enclosed in this quotation.

We at [INSERT COMPANY NAME], have provided quality industrial plumbing services since [INSERT YEAR]. The name has been established for its reliable, quality and reputable work. We have always measured our success based on customer satisfaction. This mission has been the key for us to be the industry leader in plumbing services. Our employees are trained and experienced in all aspect of plumbing work, ensuring customers of high-quality services. We look forward to the opportunity of providing you with the best service.

If you have any questions or are in need of additional information regarding this quotation, don’t hesitate to contact us at these numbers. [INSERT LIST OF CONTACT NUMBERS]. You may also email me directly at [INSERT EMAIL ADDRESS].

Very truly yours,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

**PLUMBING SERVICE QUOTATION**

**1. Plumbing Water, Sanitary, and Drainage**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**2. Backflow Prevention**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**3. Emergency Service, Fault Finding, and Repairs**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**4. Installations and Project Management**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**5. Green Solutions and Water Harvesting**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**6. Gas Fitting**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**7. Drain Clearing**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**8. General Repair**

|  |  |
| --- | --- |
| Basic Labor Charge | USD XXX.XX |
| Regular Days Work (e.g. Mon - Fri) | [INSERT REG. WORK DAYS] |
| Regular Time (e.g. 8am - 5pm) | [INSERT REG. TIME] |
| Overtime Days Work (e.g. Sat & Sun) | [INSERT OVERTIME DAYS] |
| Overtime Charge per Hr./Day | [INSERT OT CHARGE PER HR.] |

**SPECIFIC PREVENTIVE MAINTENANCE INSPECTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Description** | **Basic Hourly rate** | **Overtime Rate** | **No. of Hrs. to complete** |
| 1. Air or gas leaks in combustion chamber | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 2. Inspection for fuel system leaks | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 3. Inspection of ignition assembly | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 4. Cleaning of oil burner gun | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 5. Inspection of fuel lines | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 6. Inspection of blower and burner motors | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 7. Cleaning of firebox | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 8. Inspection and cleaning of electrical wiring | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 8. Inspection of hot water gauges | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 9. Inspection of safety pressure valves | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 10. Inspection of fuel pipe | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 11. Inspection of fuel level | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 12. Inspection of mercury control switches | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 13. Cleaning and inspection of boiler | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 14. Inspection of main flame detection scanner | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 15. Inspection of hot water temperature limit | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 16. Inspection of combustion air proving | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |
| 17. Inspection of steam pressure | USD XXX.XX | USD XXX.XX | [INSERT NO. OF HRS.] |

**REPLACEMENT PARTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Unit Cost** | **Units Required** | **Total Cost** | **Specifications** |
| Pressure reducing valve | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Pressure regulating valve | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Grease traps | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Tubular and traps | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Gas connector fittings | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Plumbing access panels | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Silicon wraps | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |
| Trap primers | USD XXX.XX | USD XXX.XX | USD XXX.XX | [INSERT SPECIFICATIONS] |

**PAYMENT TERMS**

50% percent of the total contract price shall be paid prior to the execution of the plumbing work. The remaining balance will be paid in the following payment schedule in relation to the percentage of work completed: 25% upon completion of 75% of the plumbing work and the remaining 25% at 100% work completion.

**DISCOUNT**

A discount of 10% will be given upon full payment of the total contract price made within 10 days from the date of execution.

**COMPANY SUMMARY**

|  |  |
| --- | --- |
| 1. Company Name | [INSERT COMPANY NAME] |
| 2. Type of Business | [INSERT TYPE OF BUSINESS, i.e., corporation, partnership, sole proprietor] |
| 3. Years in Business | [INSERT NO. OF YEARS] |
| 4. Number of Workers/Employees | [INSERT NO. OF EMPLOYEES] |
| 5. Qualification of Personnel | [INSERT DETAILS] |
| 6. Company Union, if any. | [INSERT COMPANY UNION, if any] |
| 7. Training Programs | [INSERT LIST OF TRAINING PROGRAMS] |
| 8. Safety Training Programs | [INSERT LIST OF SAFETY TRAINING PROGRAMS] |

**LIST OF SUBCONTRACTORS**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Service to be Sublet** | **Contact Information** |
| [INSERT COMPANY NAME] | [INSERT SERVICE TO SUBLET] | [INSERT CONTACT INFO] |
| [INSERT COMPANY NAME] | [INSERT SERVICE TO SUBLET] | [INSERT CONTACT INFO] |

**LIST OF PREVIOUS CONTRACTS**

**1.**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact Person:** |  |
| **Telephone No.:** |  |
| **Email Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Description** | **Contract Price** | **Date Started** | **Date Completed** |
| [INSERT DETAIL] | USD XXX.XX | USD XXX.XX | USD XXX.XX |

**2.**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact Person:** |  |
| **Telephone No.:** |  |
| **Email Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Description** | **Contract Price** | **Date Started** | **Date Completed** |
| [INSERT DETAIL] | USD XXX.XX | USD XXX.XX | USD XXX.XX |

**UNDERTAKING OF LIABILITY INSURANCE**

[INSERT INSURANCE COMPANY NAME] hereby undertakes and agree to insure [INSERT COMPANY NAME] the total amount of [INSERT AMOUNT AND CURRENCY]. The former further agrees:

1. To make as an additional insured, [INSERT CLIENT COMPANY NAME], its officers, employees, representatives, and agents in connection with the plumbing work executed between [INSERT COMPANY NAME] and [INSERT CLIENT COMPANY NAME];
2. That the insurance policy shall apply to [INSERT CLIENT COMPANY NAME], its officers, employees, representatives, and agents in the extent and manner as with [INSERT COMPANY NAME];
3. That the policy will not terminated, cancelled, lapsed or materially altered, unless there is a written notice sent to [INSERT CLIENT COMPANY NAME] at least [INSERT NUMBER OF DAYS] before such termination, cancellation, or alteration.

**SIGNATURE:**

**DATE:**

**PRINTED NAME:**