

Scope of Works – Checklist for quote comparison

	QUOTE 1		QUOTE 2		QUOTE 3	
1. Contractor company name						
2. How does the price compare across the quotations?	\$		\$		\$	
3. What codes and/or standards are required to be met?						
	YES	NO	YES	NO	YES	NO
4. Is the price inclusive or exclusive of GST?						
5. Is the scope of works the same across contractors?						
6. Are there any material exclusions?						
7. Has a warranty been provided?						
8. Has the warranty been split between labour and materials?						
9. Does the contractor hold the necessary licences?						
10. Does the contractor hold the necessary insurances?						
11. Have you allowed for safe access to and from the building and the work area for residents and workers, e.g. scaffolding, EWP, cranes?						
12. Have you allowed for protection of the property for the duration of the works, e.g. protect floor coverings, concrete driveways, grassed area and gardens?						
13. Is there any additional work that may be required, and have you allowed a contingency sum for this work?						
14. Are special conditions proposed or necessary?						
15. Are there any exclusions and or disclaimers from your quotation/scope of works?						
16. Does this work have further implications around other legislation?						