Sample document. The firms in it are described by their trade, and every figure is illustrative.

Tender summary for a professional services firm

Our response to your office fit-out tender

A short summary of the full submission: what we will deliver, how we meet each requirement and the key dates.

Prepared for

A professional services firm, head office refurbishment

Prepared by

A fit-out contractor

Date

November 2026

Summary

We will refurbish two floors of your head office while staff stay in the building, working floor by floor over fourteen weeks. Our price is fixed for the scope in your tender pack, and we would act as principal contractor.

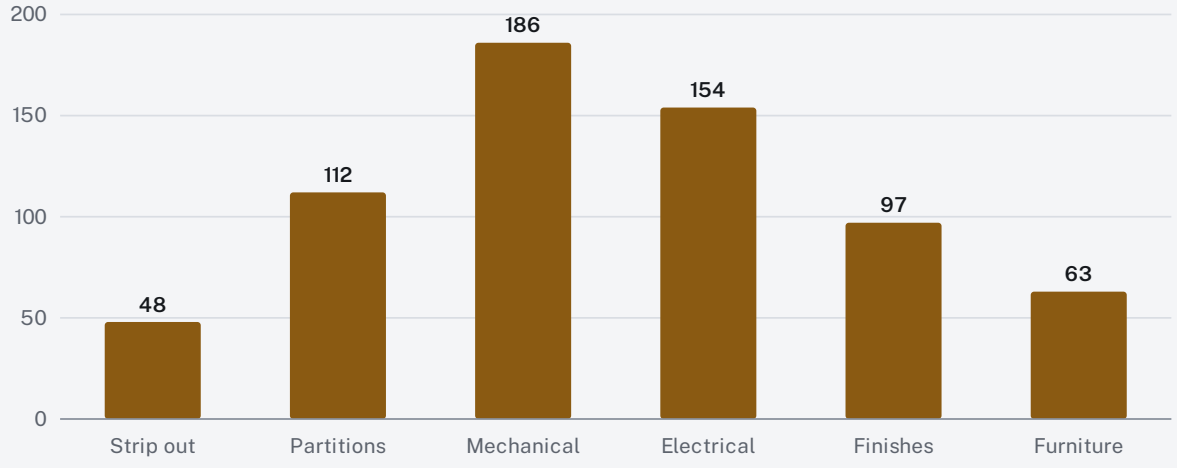
Requirements and our response

REQUIREMENT	OUR RESPONSE	WHERE TO FIND IT
Occupied-building working plan	Floor by floor, noisy work before 8am	Section 4.2
Principal contractor under CDM 2015	Yes, with a named site manager	Section 5.1
Fixed price for the full scope	Yes	Section 7
Local labour and apprentices	Two apprentices on site throughout	Section 6.3

SOURCE Tender pack, section 3

Pricing summary

Price by work package, £k



SOURCE Our priced schedule, section 7

Key dates

MILESTONE	DATE
Contract award	16 January 2027
Start on site	1 February 2027
Floor one handed back	19 March 2027
Practical completion	7 May 2027

Compliance

- Accredited health and safety management system, certificate in appendix B.
- Insurance certificates for employer's and public liability in appendix C.
- Answers to the full prequalification question set in appendix D.

Next steps

Clarification meeting in the week of 7 December

Then

1. Site visit with your facilities team