

VARIATION QUOTATION

Prices one change — scope, basis, build-up, time effect, assumptions, validity

QUOTATION — SEND AND FILE

KD-CA-VQ-002 Rev A0

Our quotation for one change. It sets out what is being priced, on what documents, on which basis, the build-up, the effect on time, the assumptions and exclusions, and how long the price holds. Give it the change register line number (KD-CA-VR-001) so the two agree. Some contracts have a formal quotation procedure with its own content and time limits — in the JCT Standard Building Contract 2024 it is clause 5.3 and Schedule 2. Where a quotation has been asked for under such a procedure, follow it: this form can carry the figures but does not replace the procedure. In the JCT Design and Build Contract 2024 a Change is valued under clause 5.2, and in the JCT Minor Works Building Contract 2024 a variation under clause 3.6. A quotation for an NEC4 compensation event follows that contract's own procedure and is not this form.

The contract governs. If this quotation is not accepted, the change is valued as the contract provides. Starting the work, or being paid on account for it, is not by itself acceptance of this price — get acceptance in writing in section 8. Take advice where money or liability is at stake.

1 THE QUOTATION

PROJECT / CONTRACT REF		PROJECT		DATE	PREPARED BY
QUOTATION NO.	REVISION	CHANGE REGISTER LINE	INSTRUCTION OR REQUEST REF	REQUESTED ON	QUOTATION PROCEDURE
OUR COMPANY		OTHER PARTY	CONTRACT FORM AND EDITION		OUR ROLE
TO — NAME AND ROLE			ADDRESS / EMAIL		

2 THE CHANGE BEING PRICED

SCOPE OF THE CHANGE
DOCUMENTS THE PRICE IS BASED ON

3 BASIS OF VALUATION — TICK EACH THAT APPLIES

☐ Measured work at the rates in the contract bills, schedule of rates or contract sum analysis	
☐ Measured work at rates derived from the contract rates (adjusted for changed conditions — say how in section 6)	
☐ Star rates — new rates where no contract rate applies; the build-up of each is attached	
☐ Daywork — recorded on daywork sheets KD-CA-DW-003 and priced on the definition of prime cost and the percentages the contract names (for example the RICS Definition of Prime Cost of Daywork)	
☐ Lump sum — the build-up below shows how it was arrived at	
RATES TAKEN FROM	DAYWORK SHEET REFS

4 BUILD-UP

ITEM	DESCRIPTION	QTY	UNIT	RATE £	RATE BASIS / REF	AMOUNT £

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continued

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KD-CA-VQ-002 Rev A0

MEASURED / STAR-RATED WORK £ DAYWORK £ TIME-RELATED / PRELIMINARIES £ OVERHEADS AND PROFIT £ TOTAL £ (EXCL. VAT)

5 EFFECT ON TIME

Tick one of the first two lines, and one of the last two.

- ☐ No effect on the completion date or any sectional date
- ☐ Delays completion or a sectional date — the effect is stated below and notice of delay has been or will be given (KD-CA-ND-005)
- ☐ Time-related costs for this change are included in the total above
- ☐ Time-related costs and any loss and expense are not included — reserved, and notified separately (KD-CA-LE-006). Not where the contract's quotation procedure requires them to be included — read it

EXTENSION NEEDED (DAYS) SECTION / DATE AFFECTED PROGRAMME REF / REVISION LEAD TIME TO START

HOW THE CHANGE AFFECTS THE PROGRAMME

6 ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

EXCLUSIONS

7 VALIDITY AND RESPONSE

PRICE VALID UNTIL ACCEPTANCE NEEDED BY PRICE HOLDS ONLY IF

If the change is instructed without this quotation being accepted, we will carry out the work and ask for it to be valued as the contract provides. This quotation is then withdrawn and does not limit that valuation.

8 ACCEPTANCE — BY THE PARTY WITH AUTHORITY UNDER THE CONTRACT

- ☐ ACCEPTED as quoted — the value and the time effect stated above
- ☐ ACCEPTED WITH THE AMENDMENTS written below — value and time as amended
- ☐ NOT ACCEPTED — the change is to be valued under the contract, or is withdrawn (say which below)

AMENDMENTS OR REASONS

AGREED VALUE £ AGREED TIME (DAYS) INSTRUCTION ISSUED (REF) KD-CA-VR-001 UPDATED

Submitted for our company:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted for the other party (a person with authority to accept under the contract):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.