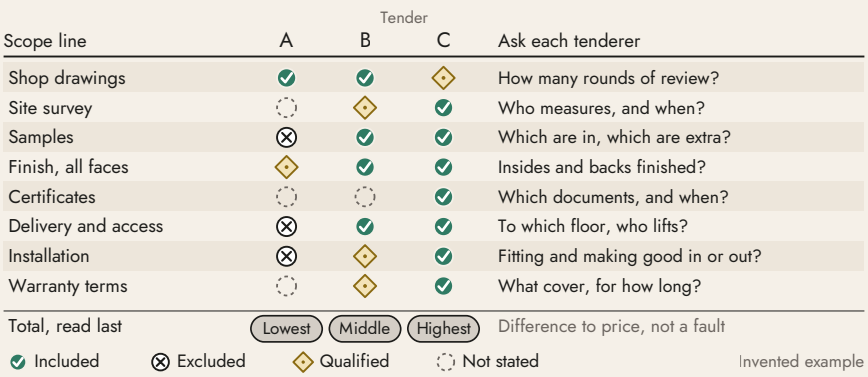
Comparing bespoke quotes *like for like*

A side-by-side grid for comparing bespoke quotes: inclusions, exclusions and qualifications, and the words that signal a gap.

AT A GLANCE

Scope line	Confirm in writing	Wording that signals a gap
Drawings and approvals	Shop drawings included? Rounds of review allowed? Who approves?	"Drawings by others".
Survey and dimensions	Who surveys, when, and what if measured sizes differ from the drawing?	"Subject to survey", "as drawn".
Materials, build	Species, boards, veneer, drawers and hardware as the specification names them.	"Or similar", "to suit".
Finishes	System, coats, sheen, match to the control sample; insides, edges and backs.	"Standard finish".
Samples and prototypes	Which are included, which are separate, and when.	"Samples by separate arrangement".
Evidence and certificates	Test reports, timber and fire evidence, handover documents, and when.	"Certificates on request".
Delivery and access	Crating, address and floor, who lifts, access assumed.	"Ex works", "delivery to be advised".
Installation	Fitting, fixings, scribing, making good, packaging removal.	"Supply only", "fixing by others".
Insurance, warranty	Insurances, who insures transit and site, cover after handover.	Silence on warranty.
Programme, validity	How long the price holds; dates assumed: approval, deposit, site access.	"Lead time from order".
Price basis	Fixed or provisional, what each sum covers, currency, tax, adjustments.	"Allowance", "provisional sum".
Changes and variations	How a change after approval is priced and agreed.	"Variations at cost".

Mark each line for each tender: included, excluded, qualified or not stated. Wording shown is illustrative, not quoted from any real tender.



Three tenders marked line by line; every mark is invented. A cross is a difference to price, not a fault. Original drawing by Make Bespoke Studio.

PUT THE QUOTES ON ONE FOOTING

1. Same lines for every tender, filled from each tenderer's own wording.
2. A blank is not an inclusion: mark it not stated.
3. One clarification to all tenderers at the same time, on every blank, exclusion and qualification.
4. Price the gaps as options. Add up the totals last.

SPECIFICATION WORDING

TENDER RETURN SCHEDULE

Tenderers are to return their price against the scope lines in Schedule [number], marking each line Included, Excluded or Qualified. A line left blank is taken as included to the specification. Every qualification, exclusion and assumption is listed in Schedule [number], and not in the covering letter or elsewhere.

CLARIFICATION REQUEST (EMAIL TO EACH TENDERER)

Subject: [Project], [package]: clarification [number]

Thank you for your quotation [reference] dated [date]. To compare the returns on the same footing, please confirm in writing by [date] whether your price includes: [shop drawings and rounds of review; survey; samples; certificates; packing; delivery to address, floor and access; installation and making good; warranty terms]. Where an item is excluded, please price it as a separate option. Please also confirm the price validity and programme assumptions. All tenderers are being asked the same questions.

QUALIFICATIONS, ALTERNATIVES AND OPTIONS

Each qualification is listed with the scope line it affects, the reason, what would trigger a change in price or time, and the amount or limit. A qualification not listed in Schedule [number] is not accepted. Alternatives to the specification are priced separately, with data sheet and sample, and accepted only by written approval from [designer]. Items excluded from the tender price are priced as options where they are needed to complete [package].

COMPARISON RECORD

The comparison record for [package] is kept by [name]. For each tenderer and scope line it holds their own wording, the mark, the date of each written clarification, and the comparable total.

TERMS USED

Qualification

A condition attached to a price or an inclusion, such as 'subject to survey' or 'valid for 30 days'. It limits what the price promises and should be listed separately from the price.

Provisional sum

A placeholder amount for work or items not yet defined. The final cost may be higher or lower. The contract in use defines how it is settled.

STANDARDS AND SOURCES

- BIID: Professional Practice Series, FF&E: dated 15 Dec 2020, read 5 Nov 2026; used only for the two procurement routes.
- No standard applies: we found no British Standard on comparing bespoke quotations; this sheet is practice guidance.
- Make Bespoke Studio: Why bespoke quotes differ: the ten specification lines that let tenders differ.

Full guide: https://makebespoke.com/trade/technical/comparing-bespoke-quotes-like-for-like. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.