

Bill of quantities

✓ Your quantity surveyor checks every quantity and description before the bill goes out to tender.

Project		Site address	
Client		Prepared by	
Drawings measured from		Method of measurement	
Revision		Date	

Summary

Bill	Description	Amount (£)
Bill 1	Preliminaries	
Bill 2	Measured works	
Bill 3	Provisional sums	
Bill 4	Risks	
	Overheads and profit on bills 1 to 4 at _____ %	
Bill 5	Dayworks (provisional), if included in the contract sum	
Bill 6	Less credits	
Total carried to form of tender		

Measured to NRM 2, RICS's rules for detailed measurement of building works. The Excel version works out every amount and total for you.

Bill 1: Preliminaries

Set out the project particulars, the drawings, the contract and the client's requirements. The contractor prices each heading as time-related and fixed charges.

Item	Pricing schedule heading	Time-related charges (£)	Fixed charges (£)	Total (£)
	Employer's requirements			
A	Site accommodation			
B	Site records			
C	Completion and post-completion requirements			
	Main contractor's cost items			
D	Management and staff			
E	Site establishment			
F	Temporary services			
G	Safety and environmental protection			
H	Control and protection			
I	Mechanical plant			
J	Temporary works			
K	Site records			
L	Completion and post-completion requirements			
M	Cleaning			
N	Fees and charges			
O	Site services			
P	Insurance, bonds, guarantees and warranties			
Total carried to summary				

Bill 2: Measured works

One block for each element, work section or works package. Describe and measure every item to NRM 2, with its unit. The contractor fills in the rates.

Item	Description	Qty	Unit	Rate (£)	Amount (£)
	{Work section or element}				
Total carried to collection					
	{Work section or element}				
Total carried to collection					
	{Work section or element}				

Item	Description	Qty	Unit	Rate (£)	Amount (£)
Total carried to collection					
	Collection				
	Work section 1				
	Work section 2				
	Work section 3				
Total carried to summary					

Bill 3: Provisional sums

Work you expect but can't yet design or measure, including work by statutory undertakers. Say whether each sum is for defined or undefined work.

Item	Description of the work	Defined or undefined	Amount (£)
A			
B			
C			
D			
E			
F			
G			
Total carried to summary			

Bill 4: Risks

Risks you want the contractor to take on, each described fully. The contractor prices a lump sum for each one.

Item	Risk, described in full	Contractor's lump sum (£)
A		
B		
C		
D		
E		
Total carried to summary		

Bill 5: Dayworks (provisional)

Estimated hours for each kind of labour, and lump sums for materials and plant, for the contractor to add rates and percentages to.

Item	Description	Qty	Unit	Rate (£)	Amount (£)
A	Labour: {classification}		hr		
B	Labour: {classification}		hr		
C	Labour: {classification}		hr		
D	Materials: {estimated sum}		sum		
E	Plant: {estimated sum}		sum		
Total carried to summary					

Bill 6: Credits

Materials from stripping out or demolition that the client is happy for the contractor to keep, with the credit offered for each.

Item	Material or item from the works	Credit offered (£)
A		
B		
C		
D		
E		
F		
Total carried to summary		