Bid proposal template

Client

Name:
Address:
Phone no. & email:

Job Name:

Contractor

Name:
Address:
Phone no. & email:

Job Number:

About Us

[In this section, you want to showcase to the contractor that your business has a strong legacy, great team, and solid work ethic. You can also highlight the details that make your business a great partner, such as any cutting-edge technologies and processes that you employ.]

Project Details

[Mention details of the project here, from contractor duties to the end goal. Also weave in how you expect their contributions to help achieve a larger business objective. Even though bids are typically about cost, a few extra details can help build a case about why contractors should want to work on this project.]

<table>
<thead>
<tr>
<th>Project stage</th>
<th>Start date</th>
<th>End date</th>
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<tbody>
<tr>
<td>Stage 1: [Description]</td>
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<td>Stage 2: [Description]</td>
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<td>Stage 4: [Description]</td>
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Our Budget

[Mention how much you intend to pay for the project. Depending on the industry, you can choose to pay an hourly rate, flat fee, equity, profit share, or a combination of a few models. Also, be sure to share an approximate budget off of which the contractors can base their bids.]
Bid Terms & Conditions Contract

This Bid Contract (the “Agreement”) is being made and entered into as of [Date] (the “Effective Date”) between [Company Name] at [Address] (the “Company”), and [Contractor name] (the “Contractor”). Hereafter, the Company and the Contractor will individually be known as the “Party” and collectively as the “Parties”.

WHEREAS, the Company is planning to conduct [Project name], [Project description] (the “Project”); and

WHEREAS, the Contractor agrees to manage the Project according to the terms and conditions herein.

THEREFORE, both Parties mutually agree to the following covenants and promises within this Agreement:

Duties of the contractor. The duties (“Duties”) to be performed by the Contractor relating to the Project have been expanded upon in the attached Schedule A.

Payment details. The Company’s compensation for the Contractor for the services hereunder shall be $[Amount]. The schedule for the payments due are listed in the payment schedule attached hereto as Schedule B.

Expenses. The Parties acknowledge that the Contractor will be responsible for all expenses incurred in executing the Duties. In case the Company mentions in writing that they will bear the expenses, and the Contractor presents receipts for such expenses, the Company will reimburse the Contractor.

Term. The term of this Agreement shall extend from [Start date] to [End date], and can be modified solely by the Company.

Ownership. The Parties acknowledge that this project is a work for hire, whereby the Company holds all intellectual property rights in the Project including, but not limited to, copyright and trademark rights on all deliverables. The Contractor gives up all rights and claims to ownership of any intellectual property during or after the project is completed.

Modification. Modifications to this Agreement will be considered valid only if they are clearly outlined in writing and acknowledged and agreed upon by both Parties.

Applicable law. The Parties agree that this Agreement shall be interpreted in accordance with [STATE NAME] law.
IN WITNESS WHEREOF, this Agreement is signed off by the duly authorized representatives, of both Parties, as of the Effective Date.

[Company Representative Name]  [Contractor Representative Name]
[Your Business]  [Contractor Business]
[Date Signed]  [Date Signed]

SCHEDULE A

Contractor’s Duties

1. Work with the Company for document and strategy preparation.
2. Support the Company on all project-related meetings.
3. Manage all subcontracting for this project.
4. Offer final estimates and schedules for this project.
5. Inspect the site regularly and offer updates on the project.
6. Review subcontractor estimates and project reports.
7. Procure legal permits for the project.
8. [And so on..]

SCHEDULE B

Payment Schedule

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<th>Date</th>
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