

Quotation Request Form (QRF) - broken down

Key inputs that must be supplied in a **Quotation Request Form (QRF)** for a Pre-Engineered Building (PEB) project are grouped below. If any of these items are missing the supplier cannot price or design the building accurately.

1. General project data
 - Project / building name
 - Exact site address (affects wind & seismic codes, freight, taxes)
 - Intended use / occupancy category
 - Required delivery / erection schedule
2. Geometry
 - Clear span width (outside-to-outside of main frames)
 - Building length (number of bays × bay spacing)
 - Eave height (bottom of knee connection to finished floor)
 - Roof slope (e.g., 1:10 or 2:12)
 - Required roof live load (kN/m² or psf)
 - Collateral loads (false ceiling, sprinklers, HVAC, lighting, etc.)
 - Floor live load (if mezzanine is requested)
3. Cladding specification
 - Roof sheeting: single-skin or insulated sandwich panel, thickness, color coating, finish
 - Wall sheeting: same detail as roof, plus liner panel if required
 - Skylight / daylight panels area (if any)
4. Environmental / code parameters
 - Basic wind speed (3-sec gust) or wind pressure
 - Seismic zone / design acceleration
 - Snow load (if applicable)
 - Temperature range for insulation calculation
 - Local building code and edition (IBC, Eurocode, IS 875, ASCE 7, etc.)
5. Structural add-ons
 - Overhead crane: capacity, hook height, class of usage, runway length
 - Mezzanine: area, floor loading, column grid
 - Canopies / lean-tos: width, projection, height
 - Parapet height, fascias, gutters, downpipes
6. Openings & accessories
 - Ridge vent or turbo vent area
 - Roll-up doors: clear opening width × height, quantity
 - Personnel doors: size, location, fire rating
 - Louvers / windows: size and quantity
 - Insulation: roof and/or wall R-value or U-value target

7. Architectural finishes & extras
 - Color chart reference for roof & wall
 - Special coatings (e.g., food-grade, coastal environment)
 - Fire-proofing requirements
 - Internal partitions (if supplied by PEB vendor)
8. Site constraints
 - Maximum truck length allowed to site
 - Crane reach restrictions for unloading / erection
 - Local welding restrictions or pre-approved vendors
9. Commercial terms
 - Scope split (supply-only vs. supply-and-erect)
 - Applicable taxes, duties, freight responsibility
 - Incoterms (EXW, FOB, CIF, DDP, etc.)
 - Payment milestones
 - Performance bond / insurance requirements

Supplying all of the above in the QRF ensures the PEB supplier returns an accurate quotation, preliminary general-arrangement drawing, and a detailed BOQ without back-and-forth clarifications.

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