



YOUR COMPANY NAME

Your business activity | Dubai, UAE
Your office address, Dubai, United Arab Emirates

REQUEST FOR QUOTATION

Our Ref. REF-2649-RFQ-07 | Rev 00
Your trade licence no. | Your TRN

REQUEST FOR QUOTATION

Package 07 | Ceramic and porcelain tiling, supply only

Our Ref.	REF-2649-RFQ-07	Date Issued	01.07.2026
Project	Project 2649, Villa Fit-Out, Al Barsha 2	Quotation Due	08.07.2026 by 16:00 hrs
To	Supplier A (name withheld in sample)	Delivery Required	Phased, first drop by 27.07.2026
Attention	The Sales Manager	Delivery Terms	DDP site incl. offloading
Buyer	S. Nair, Procurement Coordinator	Currency	AED, excl. VAT

Dear Sir,

Further to our discussion on 27 June, please provide your best offer for the supply of the tiling materials listed below. Drawings AR-112 and AR-113 Rev C and finishes schedule FS-02 Rev B are attached for reference. Kindly acknowledge receipt of this enquiry by return.

1. Scope of Supply

1.1 Supply and delivery to site of the materials scheduled at Section 2. Installation is by others.

1.2 Quantities are taken from the Bill of Quantities and exclude wastage. Please allow 7 percent wastage in your delivered quantity and state this separately.

1.3 Final order quantity may vary by up to 10 percent without adjustment to the agreed unit rates.

1.4 Partial offers are acceptable. Please state clearly which items you are not quoting.

2. Schedule of Items

Item	Description and Specification	Ref.	Unit	Qty	Unit Rate	Amount
01	Porcelain floor tile, 600 x 600 x 10mm, rectified edge, matt, PEI Class 4, water absorption below 0.5 percent. Colour to match approved sample TS-04.	FS-02/01	m2	166.30		
02	Ceramic wall tile, 300 x 600 x 8mm, glazed gloss, first quality. Colour to match approved sample TS-07.	FS-02/02	m2	86.75		
03	Porcelain skirting, 600 x 100mm, matt, to match item 01.	FS-02/03	L.M.	141.20		
04	Anti slip porcelain tile for wet areas, 300 x 300 x 9mm, R11 rating. Certificate required.	FS-02/04	m2	33.60		
05	Tile adhesive, cementitious, C2TE to EN 12004, 20kg bag.	Spec 09300	Bag	180		
06	Tile grout, cementitious CG2, colour TBC by Consultant, 5kg bag.	Spec 09300	Bag	64		
07	Aluminium tile trim, 10mm, anodised silver, 2.5m lengths.	AR-113/D4	Nr	56		
08	Waterproof tile backer board, 12mm, 1200 x 800mm.	Spec 09300	Nr	42		
	Sub Total					
	Less discount					
	Net Total before VAT					
	VAT at 5 percent					
	TOTAL INCLUDING VAT					

Please complete the shaded rate and amount columns and return this schedule with your offer. Do not alter the descriptions or quantities.

3. Commercial and Technical Requirements

Requirement	Detail
3.1 Quotation validity	Minimum 45 days from submission.
3.2 Payment terms	30 days from invoice date. Please state separately any discount offered for shorter terms.
3.3 Delivery	DDP site, Business Bay to Al Barsha 2, including offloading. Phased call off against our written release.
3.4 Lead time	State firm lead time in working days from receipt of LPO. Stock items to be identified.
3.5 Warranty	Minimum 12 months against manufacturing defects from date of delivery.
3.6 Documentation	Technical data sheet, MSDS, certificate of origin and slip rating certificate for item 04 to accompany the quotation.



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Requirement	Detail
3.7 Compliance	Materials to comply with the project specification and Dubai Municipality requirements. Where applicable, items must appear on the Dubai Civil Defence approved products list with valid certificates.
3.8 Samples	Two samples of each item free of charge for Consultant approval before order placement. Approved samples will be retained on site.
3.9 Statutory	Valid UAE trade licence and VAT registration certificate to be attached.
3.10 Alternatives	Confirm whether the product offered is the specified item or an approved equal. List any deviation clearly. Unstated deviations will be rejected at delivery.
3.11 Batch control	All tiles to be supplied from a single production batch. Confirm batch reference at delivery.

4. Evaluation

Criterion	Weighting
Price and commercial terms	45 percent
Technical compliance with specification and finishes schedule	25 percent
Lead time and ability to meet the phased delivery programme	20 percent
Past performance, warranty and after sales support	10 percent

5. Conditions

- 5.1 Offers received after the closing time may not be considered.
- 5.2 This enquiry does not constitute an order or a commitment to purchase. A purchase order will be issued in writing to the successful supplier.
- 5.3 Rates are deemed to include packing, delivery, offloading, breakage allowance and all incidental charges unless stated otherwise.
- 5.4 Damaged or non conforming material will be rejected at site and replaced at the supplier's cost.
- 5.5 This document and the attached drawings are confidential and must not be disclosed to any third party.

Issued by	Supplier Acknowledgement
S. Nair Procurement Coordinator Your Company Name s.nair@yourcompany.ae Sign: _____ Date: _____	Company: _____ Name: _____ Quoted Ref.: _____ Lead time offered: _____ working days Signature and Stamp: _____ Date: _____

Attachments: AR-112 and AR-113 Rev C. Finishes schedule FS-02 Rev B. Specification section 09300.
Copy to: M. Tariq (Commercial Manager), A. Rahman (QS), site file 2649.

SAMPLE DOCUMENT. This sample is shown on a neutral placeholder letterhead. In live work the document is issued on the client's own letterhead, under the client's own company name, logo, licence and contact details. All project details, drawing references, quantities, rates and third parties shown are illustrative and are not taken from any live project. No company or individual named or implied in this document is real. Format and preparation by Hydrock Support, Dubai.