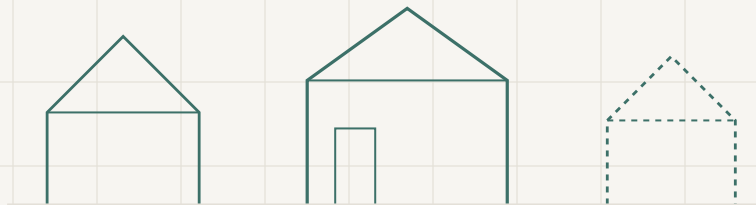


SELF-BUILD · CHOOSE WITH CONFIDENCE

# The Builder Comparison Checklist

A practical worksheet to help you compare builders on price, experience, communication, quality and overall confidence.

Before you begin, make sure each quotation you are comparing was prepared against the same drawings, specification and tender information. Only then is a like-for-like comparison possible.



PROJECT

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SITE ADDRESS

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CLIENT

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TENDER RETURN DATE

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01

## Compare like with like before looking at the bottom line.

Use one column for each builder. Complete the checklist after reviewing each quotation and discussing any assumptions, exclusions, provisional sums and programme information with them. The aim is to understand what each builder is offering, not simply to compare the headline price.

### CONTRACTOR DETAILS

|                      | BUILDER A | BUILDER B | BUILDER C |
|----------------------|-----------|-----------|-----------|
| Company Name         |           |           |           |
| Contact Person       |           |           |           |
| Telephone            |           |           |           |
| Email                |           |           |           |
| Quotation Value      | £         | £         | £         |
| Estimated Start Date |           |           |           |
| Construction Period  |           |           |           |

02

## Detailed Comparison

### QUOTE COMPARISON

| ✓                        | QUESTION                    | A                        | B                        | C                        |
|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Written quotation received  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Tender completed in full    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | VAT clearly identified      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Fixed price quotation       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Payment schedule provided   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Programme of works included | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | List of exclusions provided | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Provisional sums identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### EXPERIENCE & REFERENCES

| ✓                        | QUESTION                             | A                        | B                        | C                        |
|--------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Similar projects completed           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Recent references supplied           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Previous work viewed                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Specialist subcontractors identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### INSURANCE & ACCREDITATION

| ✓                        | QUESTION                                          | A                        | B                        | C                        |
|--------------------------|---------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Public Liability Insurance                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Employers' Liability Insurance                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Contractors' All Risks Insurance                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Appropriate trade memberships                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Competent Person registrations (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

02

## Detailed Comparison (continued)

### HEALTH & SAFETY

| ✓ QUESTION                                                | A                        | B                        | C                        |
|-----------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Health & Safety Policy available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Site supervision identified      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Waste management arrangements    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Welfare facilities provided      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Site security arrangements       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### QUALITY OF PROPOSAL

| ✓ QUESTION                                                | A                        | B                        | C                        |
|-----------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Specification fully understood   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Clarifications clearly explained | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Alternative proposals identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Realistic construction programme | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Good communication during tender | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### CONTRACT ADMINISTRATION

| ✓ QUESTION                                                 | A                        | B                        | C                        |
|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Building Control liaison included | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Site meetings accepted            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Variations procedure explained    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Snagging process explained        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Defects liability period stated   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### COMPLETION & HANDOVER

| ✓ QUESTION                                                 | A                        | B                        | C                        |
|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Completion certificate assistance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Guarantees provided               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Manufacturer warranties included  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Operating manuals supplied        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

03

## Overall Assessment and Decision

Rate each builder from one to five on the criteria below. Mark one circle per box; the more circles filled, the stronger the builder's standing on that criterion.

|                  | BUILDER A                                                                                                                           | BUILDER B                                                                                                                           | BUILDER C                                                                                                                           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Price            | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| Experience       | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| Quality of Quote | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| Communication    | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| Confidence       | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| Overall Score    | ___ / 25                                                                                                                            | ___ / 25                                                                                                                            | ___ / 25                                                                                                                            |

### FINAL DECISION

Preferred Builder: \_\_\_\_\_

Reasons for Selection

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*Before making your final decision, have all exclusions, assumptions, provisional sums, start dates and payment arrangements been confirmed in writing?*

04

## Final Checks and Recommendation

### DOCUMENTS RECEIVED

- |                                                                      |                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Quotation                                   | <input type="checkbox"/> Guarantees / warranties            |
| <input type="checkbox"/> Construction programme / programme of works | <input type="checkbox"/> Specification compliance statement |
| <input type="checkbox"/> Payment schedule                            | <input type="checkbox"/> Proposed start date                |
| <input type="checkbox"/> Insurance certificates                      | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> References                                  |                                                             |
| <input type="checkbox"/> Health & Safety policy                      |                                                             |
| <input type="checkbox"/> Sample contract                             |                                                             |

### HOUSEPLANSDIRECT RECOMMENDATION

**When comparing builders, consider value, quality, experience, communication and reliability rather than choosing solely on the lowest price.**

Ensure quotations are based on the same drawings, specifications and tender documents, and clarify any exclusions or assumptions before appointing a contractor. A well-prepared and transparent quotation generally provides greater certainty during construction and helps minimise unexpected costs and disputes.

#### HOUSEPLANSDIRECT

**Before you compare builders, make sure they are pricing the same project.**

A fair comparison depends on every builder working from the same clear drawings, specification and project information. If your Building Regulations package is still in progress, or you are unsure whether you have enough detail to request reliable quotations, Houseplansdirect can help you identify what should come next.

[Check whether your project is ready to price](#)