

Office Carpet Tiles Renovation RFQ Template

VCARPETS procurement worksheet.

Use as an RFQ planning aid, not a final quotation.

Final product construction, price, MOQ, packing, lead time, documents and delivery terms must be confirmed in writing.

Answer First

- Plan office carpet tiles as a renovation cycle, not only a square-meter purchase.
- Confirm phased work, rolling-chair zones, substrate and spare stock before ordering.
- Compare backing, pile, installation method and quotation validity before price.

RFQ Inputs

- Country, city and building type.
- Total area and zone map by workstations, corridors and meeting rooms.
- Occupied or vacant site and access schedule.
- Chair type, workstation density and rolling-chair expectations.
- Existing substrate, adhesive route, spare tile percentage and target handover date.

Risk Checks

- No phased plan for furniture movement and installation sequence.
- No same-batch spare tile stock.
- Ignoring rolling chairs, substrate or tenant make-good requirements.
- Comparing tiles without matching fiber, backing and pile construction.

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