

PROJECT INFORMATION CHECKLIST

项目信息清单

A practical checklist for steel building quotation and technical review
钢结构建筑项目报价和技术审查所需信息的实用清单

FOR RFQ PREPARATION & PROJECT CONSULTATION

用于项目询价准备与技术咨询

Provide the information currently available. Details that are not yet confirmed can be clarified during consultation.
先提供目前掌握的信息，尚未确定的内容可以在咨询过程中进一步确认。

One-Stop Steel Building Solutions
一站式钢结构建筑解决方案
metexkit.com

01 Project Basic Information

项目基本信息

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Country / Region 国家 / 地区	Country where the project is located. 项目所在国家。	Establishes the project market and applicable context. 确定项目国家及适用环境。
Project Location 项目所在地	City, industrial area, site or address if available. 城市、工业区、地址等。	Helps assess local conditions and delivery considerations. 便于了解当地条件和交付情况。
Building Use 建筑用途	Warehouse, workshop, farm, livestock building, industrial facility, etc. 仓库、厂房、农场、畜牧或工业建筑等。	Affects structural and building-system requirements. 影响结构及建筑系统要求。
Project Status 项目阶段	Concept, design, tender, procurement or construction. 概念、设计、招标、采购或施工。	Shows how detailed the quotation needs to be. 判断报价需要达到的详细程度。
Expected Schedule 预计时间	Target quotation, order and delivery dates if known. 如已知，提供报价、下单和交付时间。	Supports procurement and production planning. 有利于采购和生产安排。

02 Building Dimensions

建筑尺寸

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Length × Width 长 × 宽	Overall building dimensions. 建筑整体尺寸。	Basic basis for preliminary quantity and cost review. 初步工程量和成本判断的基础。
Eave Height 檐口高度	Height from finished floor to eave. 完成地面至檐口高度。	Affects frame geometry and material quantity. 影响刚架几何尺寸和材料用量。
Roof Slope 屋面坡度	Roof pitch if specified. 如有要求，提供屋面坡度。	Affects roof configuration and drainage. 影响屋面形式和排水。
Bay Spacing 柱距 / 开间	Main frame spacing or grid spacing if known. 如已知，提供刚架间距或轴网间距。	Useful for preliminary structural review. 有利于初步结构判断。
Crane Requirement 吊车要求	Type, capacity, runway and lifting height if applicable. 如有吊车，提供类型、吨位、轨道及起升高度。	Crane loads can significantly affect the structure. 吊车荷载可能明显影响结构。

03 Structural Requirements

结构要求

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Design Standard 设计标准	GB / EN / ASTM / JIS / local code or other specified standard. 适用标准体系。	Defines the technical basis for design and material selection. 确定设计和材料选择基础。
Steel Grade 钢材等级	Q355, S355, ASTM grade or other specified grade if known. 如已知，提供指定等级。	Avoids quoting on the wrong material basis. 避免因材料标准理解错误导致报价偏差。
Design Loads 设计荷载	Wind, snow, seismic, equipment, crane or other loads. 风、雪、地震、设备、吊车等荷载。	Directly affects structural design and member sizes. 直接影响结构设计和构件尺寸。
Structural Drawings 结构图纸	General arrangement, framing plans, sections and details. 总图、刚架布置、剖面和节点详图。	Provides the clearest basis for technical review and quotation. 是技术审查和报价的重要依据。
Foundation Information 基础资料	Foundation drawings, soil report or existing foundation data. 基础图、地勘或现有基础资料。	Clarifies anchor and foundation interface requirements. 明确地脚及基础接口要求。

04 Roof & Wall System

屋顶与墙体系统

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Roof Panel / 屋面板	Type, thickness, coating and color if specified. 板型、厚度、涂层和颜色。	Defines envelope performance and material scope. 确定围护性能和采购范围。
Wall Panel / 墙面板	Type, thickness, coating and color if specified. 板型、厚度、涂层和颜色。	Supports complete building-system quotation. 有利于完整建筑系统报价。

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Insulation / 保温材料	Rock wool, EPS, PU/PIR or other requirement. 岩棉、EPS、PU/PIR 等。	Affects thermal and fire-performance requirements. 影响保温和防火要求。
Openings / 门窗洞口	Door, window and ventilation openings. 门、窗和通风洞口。	Openings affect framing and wall-panel quantities. 洞口会影响结构和墙板工程量。
Rainwater System / 雨水系统	Gutters, downpipes and drainage requirements. 天沟、落水管和排水要求。	Completes the roof drainage scope. 完善屋面排水范围。

05 Surface Treatment & Corrosion Protection

表面处理与防腐

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Paint System / 涂装体系	Primer, intermediate and top coat if specified. 底漆、中间漆、面漆要求。	Determines corrosion-protection scope and cost. 确定防腐范围和成本。
Hot-Dip Galvanizing / 热浸镀锌	Whether galvanizing is required and for which components. 是否镀锌及构件范围。	Important for exposed or corrosion-sensitive components. 对外露或腐蚀敏感构件很重要。
Corrosion Environment / 腐蚀环境	Coastal, industrial, agricultural, humid or other environment. 沿海、工业、农业、高湿等。	Helps select suitable protection requirements. 帮助确定合适的防腐方案。
Coating / Zinc Thickness / 涂层或镀锌层厚度	Specified thickness if available. 如有要求，提供厚度。	Supports accurate technical and cost review. 有利于准确技术审查和报价。

06 Fasteners & Accessories

紧固件与配件

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
High-Strength Bolts / 高强螺栓	Grade, finish and quantity if specified. 等级、表面处理和数量。	Ensures the connection scope is clear. 明确连接件采购范围。
Anchor Bolts / 地脚螺栓	Size, grade and foundation interface. 尺寸、等级和基础接口。	Critical for steel-to-foundation connection. 关系钢结构与基础连接。
Self-Tapping Screws / 自攻钉	Type, coating and color if required. 类型、涂层和颜色。	Defines panel installation accessories. 明确围护安装配件。
Flashing & Trim / 收边件	Profiles, material, thickness and color. 规格、材质、厚度和颜色。	Completes the building-envelope scope. 完善围护系统范围。

07 Doors, Windows & Other Components

门窗及其他建筑部件

Item / 项目	What to Provide / 建议提供	Why It Matters / 作用
Personnel Doors / 人员门	Type, dimensions and quantity. 类型、尺寸和数量。	Needed for complete building-system pricing. 有利于完整建筑系统报价。
Roll-Up / Sliding Doors / 卷帘门 / 推拉门	Opening dimensions and operation. 洞口尺寸及开启方式。	Large openings can affect structural framing. 大洞口可能影响结构布置。
Windows / 窗	Type, size, glazing and quantity. 类型、尺寸、玻璃配置和数量。	Defines wall openings and supply scope. 明确墙体洞口和供货范围。
Ventilation / 通风	Louvers, ridge ventilation, fans or other requirements. 百叶、屋脊通风、风机等。	Important for agricultural and industrial buildings. 对农业和工业建筑尤其重要。

08 Project Files — What Should You Send?

项目文件：建议提供哪些资料？

Send whatever is currently available. More complete information generally allows a clearer technical review and quotation.

把目前已有的资料提供出来即可。资料越完整，通常越有利于技术审查和报价。

File / 文件	Format / 格式	Purpose / 用途
Architectural Drawings / 建筑图	PDF / DWG / DXF	Dimensions, layout and openings / 尺寸、布局、洞口
Structural Drawings / 结构图	PDF / DWG / DXF	Frames, members and connections / 刚架、构件、连接
Foundation Drawings / 基础图	PDF / DWG / DXF	Foundation and anchor interface / 基础和地脚接口
BOQ / Material List / 工程量清单	Excel / PDF	Quantities and procurement scope / 数量和采购范围
Site Photos / 现场照片	JPG / PNG	Existing site conditions / 现场条件
Site Plan / 场地平面图	PDF / DWG / DXF	Site access and building position / 场地及建筑位置

09 Minimum Information for a Preliminary Quote

初步报价最低需要哪些信息？

You do not need a complete engineering package to start a preliminary discussion.

开始初步咨询不一定需要完整工程资料。

- Country / Region — 国家 / 地区
- Project Location — 项目所在地
- Building Use — 建筑用途
- Length × Width × Eave Height — 长 × 宽 × 檐口高度
- Roof and Wall Requirements — 屋顶与墙体要求
- Known Design Standard — 已知设计标准
- Available Drawings or BOQ — 现有图纸或工程量清单
- Expected Building Area / Quantity — 建筑面积或采购数量

10 Procurement Decision Checklist

采购决策检查

Question / 判断问题	Recommended Action / 建议
Is the project location known? / 是否知道项目地点？	Confirm Country / Region and Project Location separately. / 分别确认国家和项目所在地。
Are dimensions known? / 是否知道建筑尺寸？	Provide length, width and eave height. / 提供长、宽、檐口高度。
Is the standard specified? / 是否指定设计标准？	Confirm GB / EN / ASTM / JIS / local code. / 确认标准体系。
Are drawings available? / 是否有图纸？	Send PDF, DWG or DXF where available. / 有的话提供 PDF、DWG 或 DXF。
Are material requirements known? / 是否知道材料要求？	Provide steel grade, panels, insulation and surface treatment. / 提供钢材、板材、保温和表面处理要求。
Are some details unknown? / 有些信息不知道？	Do not delay the inquiry; clarify missing items during consultation. / 不必停止询价，可在咨询中确认。

11 METEXKIT Project Consultation

METEXKIT 项目咨询

The purpose of this checklist is to help customers prepare useful information before quotation. METEXKIT focuses on understanding the complete procurement requirement rather than pricing one isolated component.

这份清单帮助客户在报价前准备有效资料。METEXKIT 更关注完整采购需求，而不是只对某一个单独构件报价。

Project → Requirements → Technical Review → Quotation → Delivery
项目 → 需求 → 技术审查 → 报价 → 交付

Final Reminder / 重要说明

This checklist supports project planning, preliminary quotation and procurement communication. It does not replace structural design, engineering calculations, material approval or local authority requirements.

本清单用于项目规划、初步报价和采购沟通，不替代正式结构设计、工程计算、材料审批或当地主管部门要求。

Ready to discuss your steel building project?

准备开始讨论您的钢结构项目了吗？

Provide the information currently available. If some details are not yet confirmed, they can be clarified during project consultation.

您可以先提供目前掌握的资料，未确定内容可在项目咨询过程中进一步确认。

REQUEST A QUOTE
项目询价

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