[Company name]

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Vendor Quote Comparison Sheet

Request for quotation reference: _____ **Description of goods or services quoted:** _____

Date request for quotation was issued: _____ **Deadline for quotations:** _____

Name of person who prepared this comparison: _____ **Date this comparison was prepared:** _____

1. Supplier quotations at a glance Record each quotation on the same basis before comparing prices. A quotation that excludes delivery, tax, or another cost must not be compared as if it included it; record the exclusion and adjust the comparable total accordingly.

Supplier legal name	Quotation reference	Date of quotation	Validity date of quotation	Total quoted cost	Delivery lead time	Payment terms quoted	Specification status	Exclusions and notes
[Legal name of supplier one]	[Quotation reference of supplier one]	[Date of quotation from supplier one]	[Validity date of quotation from supplier one]	[Total quoted cost from supplier one]	[Delivery lead time quoted by supplier one]	[Payment terms quoted by supplier one]	[Specification status of quotation from supplier one]	[Exclusions and notes for quotation from supplier one]
[Legal name of supplier two]	[Quotation reference of supplier two]	[Date of quotation from supplier two]	[Validity date of quotation from supplier two]	[Total quoted cost from supplier two]	[Delivery lead time quoted by supplier two]	[Payment terms quoted by supplier two]	[Specification status of quotation from supplier two]	[Exclusions and notes for quotation from supplier two]
[Legal name of supplier three]	[Quotation reference of supplier three]	[Date of quotation from supplier three]	[Validity date of quotation from supplier three]	[Total quoted cost from supplier three]	[Delivery lead time quoted by supplier three]	[Payment terms quoted by supplier three]	[Specification status of quotation from supplier three]	[Exclusions and notes for quotation from supplier three]

2. Line-by-line comparison Compare line by line so a low total built on a missing line is not mistaken for a better price. The comparable total for each supplier is the sum of every line plus delivery and other charges, on the same tax basis for all suppliers.

Line item	Quantity required	Unit of measure	Supplier one unit price	Supplier one line total	Supplier two unit price	Supplier two line total	Supplier three unit price	Supplier three line total
[Description of line item one]	[Quantity required for line item one]	[Unit of measure for line item one]	[Unit price from supplier one for line item one]	[Line total from supplier one for line item one]	[Unit price from supplier two for line item one]	[Line total from supplier two for line item one]	[Unit price from supplier three for line item one]	[Line total from supplier three for line item one]
[Description of line item two]	[Quantity required for line item two]	[Unit of measure for line item two]	[Unit price from supplier one for line item two]	[Line total from supplier one for line item two]	[Unit price from supplier two for line item two]	[Line total from supplier two for line item two]	[Unit price from supplier three for line item two]	[Line total from supplier three for line item two]
[Description of line item three]	[Quantity required for line item three]	[Unit of measure for line item three]	[Unit price from supplier one for line item three]	[Line total from supplier one for line item three]	[Unit price from supplier two for line item three]	[Line total from supplier two for line item three]	[Unit price from supplier three for line item three]	[Line total from supplier three for line item three]

Comparable cost element	Supplier one	Supplier two	Supplier three
Sum of line totals	[Sum of line totals for supplier one]	[Sum of line totals for supplier two]	[Sum of line totals for supplier three]
Delivery and handling charges	[Delivery and handling charges for supplier one]	[Delivery and handling charges for supplier two]	[Delivery and handling charges for supplier three]
Other charges	[Other charges for supplier one]	[Other charges for supplier two]	[Other charges for supplier three]

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Discount offered	[Discount offered by supplier one]	[Discount offered by supplier two]	[Discount offered by supplier three]
Tax, on the same basis for all suppliers	[Tax for supplier one on the comparable basis]	[Tax for supplier two on the comparable basis]	[Tax for supplier three on the comparable basis]
Total comparable cost	[Total comparable cost for supplier one]	[Total comparable cost for supplier two]	[Total comparable cost for supplier three]

3. Evaluation and recommendation Score each supplier from 1 to 5 on each criterion below, using the same scale as the scorecard: 5 exceeds the requirement, 3 meets it, 1 does not meet it. Do not award on price alone where delivery, quality, or support would put the requirement at risk.

Evaluation criterion	Weight	Supplier one score	Supplier two score	Supplier three score	Comment
Total comparable cost	[Weight for cost in quote evaluation]	[Score for supplier one on cost]	[Score for supplier two on cost]	[Score for supplier three on cost]	[Comment on cost evaluation]
Delivery lead time and reliability	[Weight for delivery in quote evaluation]	[Score for supplier one on delivery]	[Score for supplier two on delivery]	[Score for supplier three on delivery]	[Comment on delivery evaluation]
Specification compliance and quality	[Weight for quality in quote evaluation]	[Score for supplier one on quality]	[Score for supplier two on quality]	[Score for supplier three on quality]	[Comment on quality evaluation]
Payment terms and commercial conditions	[Weight for commercial terms in quote evaluation]	[Score for supplier one on commercial terms]	[Score for supplier two on commercial terms]	[Score for supplier three on commercial terms]	[Comment on commercial terms evaluation]
Service and support	[Weight for service in quote evaluation]	[Score for supplier one on service]	[Score for supplier two on service]	[Score for supplier three on service]	[Comment on service evaluation]

Recommended supplier: [Legal name of recommended supplier]. Reason for recommendation: [Reason for recommending this supplier]. Conditions before ordering: [Conditions to be met before ordering from the recommended supplier]. Suppliers not recommended and the reason in each case: [Names of suppliers not recommended and the reason in each case].

Signatures: Preparer: Name: _____ **Signature:** _____ **Date:** _____

Approver: Name: _____ **Signature:** _____ **Date:** _____