Ashford Business Services Ltd

Vendor Quote Comparison Sheet

Item	Detail
Request for quotation reference	JOB-1042
Description of goods or services quoted	Description of goods or services quoted
Date request for quotation was issued	9 November 2026
Deadline for quotations	Deadline for quotations
Name of person who prepared this comparison	Sarah Mitchell
Date this comparison was prepared	9 November 2026

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
Sarah Mitchell	JOB-1042	9 November 2026	9 November 2026	£45.00	10:30 am	£45.00	Specification status of quotation from supplier one	Exclusions and notes for quotation from supplier one as agreed at the meeting.
Sarah Mitchell	JOB-1042	9 November 2026	9 November 2026	£45.00	10:30 am	£45.00	Specification status of quotation from supplier two	Exclusions and notes for quotation from supplier two as agreed at the meeting.
Sarah Mitchell	JOB-1042	9 November 2026	9 November 2026	£45.00	10:30 am	£45.00	Specification status of quotation from	Exclusions and notes for quotation from supplier three as agreed at the meeting.

							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	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
Description of line item two	Quantity required for line item two	Unit of measure for line item two	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
Description of line item three	Quantity required for line item three	Unit of measure for line item three	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00

Comparable cost element	Supplier one	Supplier two	Supplier three
Sum of line totals	£45.00	£45.00	£45.00
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
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	£45.00	£45.00	£45.00

3. Evaluation and recommendation

Ashford Business Services Ltd

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	£45.00	£45.00	£45.00	£45.00	£45.00
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 as agreed at the meeting.
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 as agreed at the meeting.
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 as agreed at the meeting.
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 as agreed at the meeting.

Recommended supplier: Sarah Mitchell. Reason for recommendation: Reason for recommending this supplier as agreed at the meeting. Conditions before ordering: Conditions to be met before ordering from the recommended supplier. Suppliers not recommended and the reason in each case: Sarah Mitchell.

Signatures

Role	Name	Signature	Date
Preparer	Sarah Mitchell	Sarah Mitchell	Sarah Mitchell
Approver	James Patel	James Patel	James Patel