

# Supplier quotes / comparison worksheet

Compare the same scope. Record currency and the tax / delivery basis exactly as quoted; leave unclear details for confirmation.

Goods / service / common scope

Prepared by / date

Currency / budget reference

## Compare the quotes

| Criterion                       | Supplier A: _____ | Supplier B: _____ | Supplier C: _____ |
|---------------------------------|-------------------|-------------------|-------------------|
| Quote ref. / date / valid until |                   |                   |                   |
| Scope / quantity included       |                   |                   |                   |
| Quoted amount / currency        |                   |                   |                   |
| Tax basis as quoted             |                   |                   |                   |
| Delivery cost / timing          |                   |                   |                   |
| Support / service included      |                   |                   |                   |
| Other terms / exclusions        |                   |                   |                   |

|                                                                           |                                                                                                     |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>QUESTIONS TO CONFIRM</b><br>Supplier / question / person following up: | <b>RECOMMENDATION / REASONS</b><br>Proposed option and reasons:<br><br>Decision owner / date: _____ |
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