Compare offers on the same basis

Use one copy for the same BOQ item or package. Enter what each supplier has actually offered. Leave an unknown point open and record the question on page 2.

Project or BOQ reference

Schedule revision / review date

Check	Offer A	Offer B
Supplier / quote ref / item and quantity		
Offered make / model		
Technical description / deviations		
Included / excluded scope		
Evidence / document references		
Delivery location / schedule		
Price / currency / tax basis		
Validity / payment / warranty		

A blank cell is not agreement. Keep document references and written deviations with the quotation. Your project engineer confirms technical suitability against the approved requirement.

Privacy: this blank worksheet has no submit button or scripts. Keep completed copies, supplier prices and project documents private. Saving depends on your PDF viewer.

Keep open points visible

Carry the same project reference from page 1. State the question clearly, name who will answer it and record the agreed response or revised document reference.

Item ref	Question or evidence needed	Owner	Due / status

1. Match the evidence to the offer.

Record the offered product reference, document title, revision or date, and stated scope. A general brochure does not answer every product or project question.

2. Check the relevant source.

Use the approved project requirements and current manufacturer information. Where a standard or licence is relevant, use the appropriate official record rather than assuming a logo or reference proves the offered scope.

3. Close the comparison.

Keep the written answers with the dated quotation. Ask for an updated offer when a clarification changes the product, price, delivery or responsibilities.

Primary references for evidence checks

BIS: Know Your Standard

IEC: what the IEC 61850 series covers