Quote Comparison Template

Quotes are easiest to compare when every supplier's answer is placed in the same table. Fill in this template as the quotes arrive, then weight the criteria that matter most to you before you decide.

Part 1. The facts from each quote

Write one supplier per column, and copy the figures exactly as they appear in the quote so that any difference is visible.

Criterion	Supplier A	Supplier B	Supplier C
Unit price			
Set-up, tooling and proofs			
Packaging and freight			
Total cost for the order			
Lead time from order or proof			
Delivery terms and place			
Payment terms			
Quote valid until			
Deviations from the request			
Certificates attached			
Warranty and complaints			

Part 2. Weight what matters

Give each criterion a weight so that the weights add up to 100, and score each supplier from 1 to 5 on that criterion. Multiply the score by the weight and add up the results, and the highest total is the quote that best fits your priorities.

Criterion	Weight	Score A	Score B	Score C
Total cost				
Lead time				
Quality and samples				
Certificates and documents				
Terms and warranty				
Weighted total	100			

Part 3. Before you decide

- [ ] Every quote covers the same specification, or the differences are written down.
- [ ] Costs that one supplier includes and another leaves out are added to the total of both.
- [ ] Clarifying questions were sent to all suppliers, so nobody got an advantage.
- [ ] The chosen supplier has passed your verification checks.
- [ ] The suppliers you did not choose get a short, polite answer.

> On Flobid the quotes arrive in the same structure, and the comparison view lets you weight price, lead time and terms, then download the comparison as a PDF to share with your team.