

Supplier Rate Comparison Worksheet

Compare supplier responses on one reviewed commercial basis

PROJECT / RFQ	CUSTOMER	REVIEWER	DATE

How to use: confirm the controlling evidence, record exceptions in the response column, assign an owner, then preserve the reviewed copy with the quote record. Example entries are illustrative and must be replaced.

Printable review sheet

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Supplier and quote reference		
☐	Specification, quantity, and unit		
☐	Currency, tax, price, and freight		
☐	Minimums, surcharges, and exceptions		
☐	Lead time and validity		
☐	Selected estimate basis and approval		

Review decision

DECISION	REQUIRED ACTION / CONDITION	APPROVER / DATE
Proceed / Clarify / Hold / Decline		

Method and limitations

Kwantflow prepared this resource as a practical, estimator-led workflow aid. It does not determine legal obligations, engineering adequacy, manufacturability, contract risk, tax treatment, production instructions, or the correct commercial decision. Preserve source evidence and record accountable human review.