

Procurement Quotation Evaluation Template

Project/Department: _____

Date: _____

Reference No.: _____

Item Description: _____

Quotation Summary

Supplier	Offer Details			Warranty/Terms	Remarks
	Qty	Unit Price	Total Price		

Evaluation Criteria

Criteria	Supplier A	Supplier B	Supplier C
Price Competitiveness			
Quality/Specifications			
Delivery Schedule			
After-sales Support			
Warranty Terms			

Recommendation & Justification

Prepared by: _____

Checked by: _____

Approved by: _____

Signature: _____

Signature: _____

Signature: _____