

Vendor Quotation Comparison Table

| Criteria | Vendor A | Vendor B | Vendor C |
|---------------------|------------------------------|------------------------------|------------------------------|
| Quoted Price | \$10,500 | \$10,750 | \$10,200 |
| Payment Terms | 30% advance, 70% on delivery | 40% advance, 60% on delivery | 25% advance, 75% on delivery |
| Delivery Time | 4 weeks | 6 weeks | 5 weeks |
| Warranty | 1 year | 2 years | 1 year |
| After-Sales Support | Email & Phone | Email & Onsite | Phone Only |
| Additional Notes | Includes installation | No installation included | Installation at extra cost |

Important Notes:

- Ensure all vendors are quoting for identical specifications for accurate comparison.
- Evaluate both price and value-added services such as warranty and support.
- Verify the validity period of the quotations before selection.
- Document should be reviewed and approved by relevant stakeholders.
- Always retain a copy of all vendor quotations for record-keeping and audit.