

## 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.