

Quotation Assessment Template

1. Quotation Details

Supplier Name:

Quotation Reference Number:

Date Received:

Valid Until:

Contact Person:

2. Itemized Quotation

Item Description	Quantity	Unit Price	Total Price

Grand Total:

3. Assessment Criteria

Price Competitiveness:

Specification Match:

Delivery Time:

Payment Terms:

Additional Notes:

4. Recommendation

Assessment Conclusion:

Assessed By:

Date of Assessment: