TECHNICAL REQUEST FOR QUOTATION / ILLUSTRATIVE CASE

How do we get quotes we can compare?

The management decision

Use a common response sheet to expose gaps before an award meeting. Where several suppliers skip the same question, review whether the requirement itself is clear.

A broad request can bring back attractive offers built on different assumptions. Procurement then has to chase details before it can compare performance or understand the price differences. A technical request for quotation gives suppliers the same format and tells them what supporting information you need. It also gives procurement a record of what each bidder was asked to show if the recommendation is later challenged.

Worked example

Three bidders each need to answer 15 questions, giving 45 expected responses. Six blank entries show where procurement needs clarification before comparing the offers. A blank should remain visible to reviewers.

Example figure	What it represents
3	Bidders
45	Expected answers
6	Blank answers

What changes the answer

If four blanks relate to one unclear requirement, refine the question and give bidders the agreed opportunity to respond. Evaluate the evidence received by the stated deadline.

Technical request for quotation

What to commission

Prepare a technical quotation request and common response sheet for one approved purchase requirement.

We ask for performance under specified conditions, make room for suppliers to explain exceptions and identify the documents or figures they should provide. Common fields make it easier for your team to see which questions still need answers.

How to judge the result

Each supplier is asked for the same key figures, operating conditions and evidence, with a clear place to record an exception.

Track clarification rounds and unresolved mandatory fields. Compare like-for-like offers after suppliers have stated assumptions that affect performance or scope.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Procurement manager. Name the person who will approve the next step.
Records to gather	Your approved operating requirements, planned supplier questions and evidence needed to evaluate bids.
Agreed output	An editable technical request, a supplier response template and a list of required evidence.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Tell us what you plan to buy, when the request goes out and which supplier claims will influence the decision. Say whether the technical requirements have already been approved. A short outline of what past quotes left unclear can help focus the first review.

Email info@oxetc.co.uk and mention ENG-10. All figures in the worked example are illustrative.