



SAMPLE COMPARISON REPORT

Kitchen equipment - combi oven replacement

Property: 142-room city hotel | Category: Kitchen equipment | Prepared in 24 hours

Report reference	TCC-2418	Offers reviewed	3 supplier quotes
Decision objective	Replace one 10-grid combi oven	Currency	EUR, excluding VAT
Review scope	Price, delivery, installation, warranty, payment terms, missing details	Status	Sample report

Executive summary

Best price	Supplier C has the lowest headline equipment price at EUR 8,120, but delivery and installation are not specified, so total landed cost cannot be confirmed.
Best value	Supplier B is the strongest value if the hotel can accept the longer lead time. It includes delivery, installation, commissioning, training and a 24-month warranty.
Lowest risk	Supplier B has the clearest scope and lowest commercial risk. Supplier A may be acceptable if fast delivery matters, but on-site installation must be quoted before approval.

Preliminary recommendation

Proceed with Supplier B subject to confirming installation date, delivery schedule, warranty start date and staff training scope. If replacement is urgent, request a revised all-in price from Supplier A within 24 hours.



NORMALIZED COMPARISON

Supplier quotes side by side

The table below normalizes the commercial elements that were available in the supplier offers. Missing items should be clarified before the hotel commits to any supplier.

Combi oven 10-grid	EUR 8,420	EUR 8,950	EUR 8,120
Delivery to property	EUR 640	Included	Quoted on request
On-site installation	Excluded	Included	Not specified
Commissioning & training	-	Included	-
Warranty	12 months	24 months	12 months
Payment terms	100% advance	30 / 70	50 / 50
Lead time	3 weeks	6 weeks	4 weeks
Confirmed landed cost	EUR 9,060 before installation	EUR 8,950 all-in	Incomplete
Commercial clarity	Medium	High	Low

Important: Supplier C is not comparable on a like-for-like basis until delivery, installation and warranty conditions are confirmed. The lowest equipment price does not equal the lowest operational risk.



RISK REVIEW

Hidden costs and missing information

This section shows the items that can change the actual cost or operational risk after the offer is approved.

Installation	Excluded	Included	Not specified	Can add cost, delay and external coordination.
Delivery	EUR 640	Included	Quoted on request	Can change total landed cost significantly.
Training	Not included	Included	Not mentioned	Affects first-week adoption and staff errors.
Warranty terms	12 months	24 months	12 months	Longer warranty reduces after-sales exposure.
Payment terms	100% advance	30 / 70	50 / 50	Affects cash flow and supplier accountability.
Lead time	3 weeks	6 weeks	4 weeks	Supplier B has stronger scope but longer timeline.

Key observation

Supplier B is not the cheapest headline quote, but it has the most complete scope. Supplier C cannot be recommended without clarification because several commercial elements are missing.



SUPPLIER FOLLOW-UP

Questions to ask before approval

These questions can be sent to each supplier to make the offers comparable and reduce approval risk.

Supplier A	<ol style="list-style-type: none">1. Please provide a fixed price for on-site installation, commissioning and staff training.2. Does the 12-month warranty include parts, labour and travel?3. Can delivery be guaranteed within 3 weeks from purchase order?4. Can payment be split into deposit and balance after installation?
Supplier B	<ol style="list-style-type: none">1. Confirm that delivery, installation, commissioning and training are fully included in the EUR 8,950 price.2. Confirm the earliest installation date.3. Confirm warranty start date: delivery date or commissioning date?4. Are travel and service visits included during warranty?
Supplier C	<ol style="list-style-type: none">1. Please confirm delivery cost to the property.2. Is on-site installation included or excluded?3. Does the offer include commissioning and staff training?4. Confirm warranty coverage, service response time and payment terms.5. Please send a revised all-in landed price.

Suggested email wording

“Thank you for the offer. To compare the proposals on a like-for-like basis, please confirm whether delivery, installation, commissioning, staff training, warranty labour/travel and payment terms are included in the quoted price.”



DECISION SCENARIOS

Best price, best value, lowest risk

Different hotel priorities can lead to different shortlists. The table below separates price, value and operational risk instead of forcing one simplistic “cheapest offer” answer.

Best headline price	Supplier C	Lowest listed equipment price: EUR 8,120.	Incomplete landed cost. Delivery and installation are not confirmed.
Best value	Supplier B	All-in commercial scope: delivery, installation, commissioning, training and 24-month warranty.	Lead time is 6 weeks. Must confirm timeline fits hotel operations.
Lowest implementation risk	Supplier B	Most complete scope and clearest payment structure.	Need written confirmation of warranty response and commissioning date.
Fastest timeline	Supplier A	3-week lead time is the fastest stated timeline.	Installation excluded; final cost may exceed Supplier B.

Decision note

If the hotel can wait six weeks, Supplier B is the preferred option. If replacement timing is critical, Supplier A should be asked for a complete all-in installed price. Supplier C should not be approved until the missing commercial items are clarified.



FINAL DECISION MEMO

Recommended next steps

This section turns the comparison into a practical approval path for the hotel team.

	Ask clarifying questions Send the follow-up questions from page 4 to Supplier A and Supplier C. Ask Supplier B to confirm that all included items are fixed in writing.
	Request final all-in price Require a single confirmed landed price including delivery, installation, commissioning and training. Do not compare equipment-only prices against full-service prices.
	Confirm timeline Check whether the longer Supplier B lead time is operationally acceptable. If the existing oven is failing, timeline may override value.
	Approve with conditions If Supplier B confirms scope and dates, approve Supplier B. If timing is too slow, reconsider Supplier A after receiving the all-in installation price.

Final recommendation:
Shortlist Supplier B as preferred best value / lowest risk. Keep Supplier A as fallback if the hotel needs a faster replacement and the supplier confirms installation cost. Do not approve Supplier C until missing delivery, installation and warranty details are clarified.

About this sample

This is a fictional demonstration report created for TrueCost Compare. It shows the format and decision logic of our supplier quote comparison service. Actual reports depend on the documents, pricing, terms and operational context provided by the hotel.