

Set a common basis

Automation-proposal comparison

Compare both offers against the same dated brief. Record each answer with its document, section, version and date. Mark included, optional, excluded or to clarify, keeping any stated conditions.

Use the final column for the exact question or evidence still needed, the person to ask and the requested reply date. A blank stays unresolved. Agree acceptance criteria and methods with your engineering team. This worksheet does not score or rank suppliers.

Project / operation

Prepared by / date

Own brief / version / date

Offer A / supplier / reference

Offer B / supplier / reference

Requirement	Offer A	Offer B	Evidence missing
01 Dated brief and proposal versions used for this comparison			
02 Operation covered and boundaries of the supply			
03 Required product variants and expected operating conditions			

Continue on the next pages. Add application-specific requirements in rows 24 and 25.

Compare scope and responsibility

Write answers and their source in each offer column. Use the last column for open questions.

Requirement	Offer A	Offer B	Evidence missing
04 Existing equipment to retain and assumptions about its condition			
05 Required deliverables versus optional items			
06 Product transfers: task owner and responsibility boundaries			
07 Machine signals/data connections: task owner and responsibility boundaries			
08 Work assigned to the customer or another contractor			
09 Drawings, samples, access and decisions needed from the customer			
10 Items excluded or left for later clarification			
11 Installation schedule, dependencies and proposed shutdown requirements			

Keep the supplier's qualifications with each answer. Leave missing information open for clarification.

Compare conditions, evidence and handover

Write answers and their source in each offer column. Use the last column for open questions.

Requirement	Offer A	Offer B	Evidence missing
12 Handling of a changed brief, layout or schedule			
13 Quoted amount, currency, tax treatment and separately priced items			
14 Payment stages and the stated conditions for each stage			
15 Acceptance criteria and test method to agree with the engineering team			
16 Proposed evidence, product variants and conditions for acceptance			
17 Who provides samples, attends checks and records unresolved points			
18 Drawings, program copies and operating information to be handed over			
19 File formats, versions, access arrangements and recipient			

Keep the supplier's qualifications with each answer. Leave missing information open for clarification.

Complete the comparison and follow up

Write answers and their source in each offer column. Use the last column for open questions.

Requirement	Offer A	Offer B	Evidence missing
20 Training: scope, participants and materials			
21 Support: included assistance, period and contact route			
22 Support: chargeable items and access/visit arrangements			
23 Warranty terms and stated exclusions			
24 Additional requirement:			
25 Additional requirement:			

FOLLOW-UP RECORD

Open question	Responsible person / reply date	Answer / source / date
Effect on the comparison	Next agreed action	Discuss your own requirement: https://www.axistra.net/contact/

Related services: Robot integration Conveyors & handling Custom machines