

PURCHASING DEPARTMENT - BID ANALYSIS SHEET

PRODUCT _____ DATE _____ QUOTE CLOSE DATE _____

QTY. REQUESTED	UNITS	DESCRIPTION	REQUISITION # _____
WEIGHT PER UNIT _____	PER SHPMT. _____	DELIVERY REQUESTED _____	ANNUAL PURCHASE AMOUNT UNITS _____ DOLLARS _____

SUPPLIER'S NAME				
DATE BID RECEIVED				
SUPPLIER PART #				
PAYMENT TERMS				
F.O.B POINT				
CARRIER AND ROUTING				
QUOTED DELIVERY DATE				
TOTAL SETUP COST				
SETUP EACH = (SETUP COST)/QTY				
UNIT PRICE				
DISCOUNT				
SUB TOTAL UNIT PRICE				
SUB TOTAL AMOUNT = UNIT PRICE * QTY.				
PLUS ANY FREIGHT COST				
+ OR - OTHER (DUTY, PACKAGING, ETC.)				
TOTAL COST FULL QUANTITY				
DELIVERED UNIT COST				

PURCHASE APPROVAL _____ COMMENTS _____