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Procurement Toolkit

Six blank, reusable resources for building a clearer decision record.

Vendor Comparison Matrix

Normalize scope, pricing, timing, terms, and decision criteria across competing responses.

Editable: vendor-comparison-matrix.xlsx Printable: vendor-comparison-matrix.pdf

Procurement Risk Register

Identify, score, assign, mitigate, and monitor commercial and delivery risks.

Editable: procurement-risk-register.xlsx Printable: procurement-risk-register.pdf

Sourcing Report

Document the requirement, research logic, qualified market, evidence, and recommended next actions.

Editable: sourcing-report.docx Printable: sourcing-report.pdf

Request for Quotation Package

Give every invited vendor the same requirement, response structure, and commercial context.

Editable: rfq-package.docx Printable: rfq-package.pdf

Vendor Qualification Summary

Organize capability evidence, documentation status, delivery fit, gaps, and follow-up items.

Editable: vendor-qualification-summary.docx Printable: vendor-qualification-summary.pdf

Procurement Decision Memorandum

Preserve the rationale, tradeoffs, conditions, approvals, and next action behind a purchasing decision.

Editable: decision-memorandum.docx Printable: decision-memorandum.pdf

Important use note

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.