JIEYAO LIGHTING • PROCUREMENT WORKING TOOL

Compare the scope before comparing the pole price

A quotation-difference worksheet for road-lighting poles, arms and their supply interfaces.

> Printable companion to the pole quotation comparison guide. Record each offer against the same drawing, quantity and delivery basis before comparing its total.

1. Freeze the comparison basis

Comparison field	Required project basis
Project / purchaser	
Location and delivery destination	
RFQ reference / revision / issue date	
Pole type marks and quantities / units	
Comparison currency / price date / tax basis	
Delivery term / named place / rule version	
Comparison owner / review date	

Document	Required identifier / revision	Approved by / status	Unknown information and owner
Pole and arm drawing / quantity schedule			
Equipment and attachment schedule			
Project criteria and responsible design reviewers			
Finish, inspection and handover schedule			

Document	Required identifier / revision	Approved by / status	Unknown information and owner
Delivery place, trade term and named version			

> A shared pole height does not establish an identical assembly. Record the relevant drawings and equipment configuration. Unresolved design inputs remain open questions for the responsible project reviewers.

Offer identity and commercial basis

Use the same offer label in the scope and adjustment records. If a supplier revises its offer, keep the earlier file and record the new revision before comparing again.

Record	Offer A	Offer B	Offer C
Supplier / offer ID			
Offer revision / issue date / validity			
Drawing and quantity-schedule revision quoted			
Type marks / quantity / unit of sale			
Currency / quoted unit and total basis			
Delivery term / named place / rule version			
Tax / freight / unloading scope			
Comparison copy prepared by / date			

2. Record what each offer includes

Use a separate downloaded copy or printed scope sheet for each offer. Use **I** (included), **E** (excluded), **U** (unclear), or **N/A** with a reason. Enter the supplier's document reference alongside the status.

Scope record for offer ID / revision: _____. Keep the matching offer ID and revision attached to each scope sheet.

Scope item	RFQ requirement	Offer status / evidence	Difference requiring resolution	Owner / response due
Shaft, section joints and material designation				
Arm quantity, orientation and luminaire interface				
Base plate, bolt pattern and anchor supply boundary				
Access door, cable openings and internal accessories				
Coating system and required evidence				
Inspection documents and acceptance responsibility				
Labels, packing, separation and storage instructions				
Freight, insurance, unloading and destination charges				
Installation, foundations and electrical work				
Spares, warranty scope and exclusions				

3. Keep price adjustments separate from assumptions

Offer ID / revision / currency	Quoted total / quantity / delivery basis	Confirmed addition / evidence	Confirmed deduction / evidence	Unpriced differences	Comparison status

Where the scope and pricing basis allow it, record an adjusted comparison total as quoted total + confirmed additions − confirmed deductions. Preserve the original quote. Do not enter zero for an unresolved item. Keep different currencies and trade terms separate until the comparison owner records a conversion date/rate and an agreed scope basis. This worksheet does not estimate duties, tax or local compliance costs.

Fictional example — not a quotation or customer record

Observed difference	Record	Next action
Offer A states “anchors by others”; Offer B lists an anchor assembly.	Mark A: E; B: I with its schedule reference. The adjustment remains unpriced.	Ask the supplier for a separate scoped price and obtain project review of the interface before comparing totals.

4. Close the record

Open items and effect	Accepted scope reference	Purchaser decision / authority	Supplier confirmation / date

Sources and use boundaries

Method references used in the 27 October 2026 worksheet are listed below. Worksheet updated 2 November 2026. Use project-specific quotations for pricing.

- Jieyao: pole cost factors and quotation comparison — companion background; this worksheet adds printable records rather than another selection guide.
- US DOT: FHWA Lighting Handbook — educational context for roadway lighting; does not certify this tool or prescribe universal requirements for international projects.
- American Galvanizers Association: Storage — explains moisture and airflow considerations for galvanized steel. Use it to ask for suitable handling instructions; do not infer service life or acceptance from appearance alone.

Final materials, structure, foundation interfaces, coating, inspection, contractual scope and market requirements must be resolved in the applicable project documents by the responsible parties. Filling in this worksheet is not acceptance of a supplier or design.
