

Two proposals become a comparison with points to verify

You practise this in the course

SOURCES

Supplier A proposal (14 pp), Supplier B proposal (11 pp)

Point	Supplier A	Supplier B
Price basis	Per user, monthly (p. 4)	Flat annual fee (p. 3)
Support	Business hours (p. 7)	24/7 (p. 6)
Data location	Australia (p. 9)	Not stated
Contract term	12 months (p. 12)	24 months (p. 10)

To verify before deciding

- Supplier B: where is data stored? The proposal does not say.
- Supplier B: does 24/7 support have exclusions or extra costs?

YOU START WITH

Proposals from two suppliers, 14 and 11 pages.

WHAT YOU PRACTISE

Extracting the same points from each document, side by side, with a page reference for every cell.

THE PROMPT USED

“Compare the two proposals on price basis, support hours, data location and contract term. Use a table with a page reference in every cell. Write “not stated” where a proposal is silent; do not guess.”

THE FINISHED OUTPUT CONTAINS

- A side-by-side table on the points that matter
- A page reference for each answer
- A separate list of points to verify

STILL NEEDS HUMAN CHECKING

- Each cell against the cited page
- Gaps marked “not stated”, never guessed
- Points to verify with each supplier

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