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Two Offers. One Comparable Overview.

One Prompt. Differences at a Glance.



BECHTLE SWITZERLAND · IN COLLABORATION WITH MICROSOFT · 2026

Compare Offers in a Structured Way

This prompt enables Copilot to compare two provided offers using a consistent set of criteria. Services, costs, and terms are presented in a clear and structured way, along with any missing information and limitations affecting comparability.

1

The Challenge

I have two offers and want to understand how their services, costs, and terms differ.

A different structure, different pricing models, and important details hidden in the fine print: Do both offers cover the same requirements? What costs will arise over the desired period? And what needs to be clarified with the vendors before a decision can be made?

2

The Goal

An objective comparison overview with source references, transparent cost calculations, and targeted follow-up questions, without replacing missing information with assumptions.

3

Your Prompt

> *"Compare the offers [Offer A] and [Offer B] for [Procurement Project]. Present services, costs, and terms in a comparative table, and clearly identify missing information as well as any differences affecting comparability."*

This short prompt merely serves as an introduction. To ensure Copilot takes different scopes of services and cost structures into account, the prompt should also include key instructions, comparison criteria, and the desired response structure.

You can find the complete prompt on page 5 for direct copy-and-paste use.

Refining the Prompt

Rules for a transparent comparison. Incorporate these instructions into the prompt. They help Copilot present offer details and calculations transparently.

- Use only the two provided offers.
- Substantiate statements with page numbers or section headings.
- Mark missing information as "Not specified".
- Mark differences in scope of services as "Not directly comparable" and briefly explain them.
- Calculate total costs only if quantities, prices, and conditions for the desired period are fully specified.
- Disclose the calculation by showing the input values, formula, and sources.
- Do not make any implicit assumptions regarding taxes, exchange rates, or optional services.
- Do not treat missing cost information as zero, and do not derive a price ranking from incomplete information.

These criteria belong in the comparison.

- Scope of services and explicitly stated exclusions.
- One-time and recurring costs, currency, and tax treatment.
- Contract term and termination conditions.
- Delivery or implementation timelines.
- Support services and customer responsibilities.
- Total costs for [period], provided they can be calculated in full.

Define the comparison period clearly, for example: "24 months from the start of service." Verify figures, terms, and calculations against the original offers before making a decision.

Turn Two Offers into a Clear Overview

Specify to Copilot what the result should look like. This helps you identify differences and ask providers targeted follow-up questions.

1 **Comparison table**

All criteria side by side: information from Offer A and Offer B, the respective sources, and notes on differences or missing information.

2 **Total costs for the desired period**

A transparent calculation for each offer, provided all required information is available. Otherwise, provide a specific list of the missing calculation inputs.

3 **The most important differences**

A brief summary of the key differences in services, costs, and terms and conditions, including the limitations of a direct comparison.

4 **Questions for the providers**

Targeted questions for each provider regarding missing, contradictory, or not directly comparable information that should be clarified before making a decision.



A lower price alone does not necessarily mean a better overall offer. Only a comparable scope of services and complete terms and conditions allow for a reliable evaluation. **The full prompt can be found on the next page.**

Your complete prompt

Simply copy, provide both offers to Microsoft 365 Copilot, and replace the placeholders.



Compare the two provided offers [Offer A] and [Offer B] for [procurement project].
The desired cost comparison period is [period].

The goal is to provide an objective, transparent comparison as a basis for further clarification and decision-making.

Important instructions:

- Use only the two provided offers.
- Substantiate statements with page numbers or section headings from the respective offer. Do not invent citations.
- Mark missing information as “Not specified” and contradictory information as “Unclear”.
- Mark differences in the scope of services as “Not directly comparable” and briefly explain the difference.
- Calculate the total costs for each offer for the specified period only if the necessary quantities, prices, and conditions are fully available. Otherwise, specify exactly which information is missing for the calculation.
- Disclose each calculation by showing the input values, formula, period, currency, tax treatment, and sources. Consider explicitly stated price changes or discounts only according to their documented conditions.
- Do not make any implicit assumptions regarding taxes, exchange rates, or optional services. Present optional services separately; do not include them in the total costs without a clear documented basis.
- Do not treat missing pricing information as zero. Do not convert different currencies without a documented basis provided in the sources.
- Do not derive a price ranking if the scope of services, currency, or cost basis does not allow for a direct comparison.
- If one offer is missing or unreadable, explicitly state the limitation.

Please structure the response as follows:

1. Comparison table
   Use the columns “Criterion”, “Offer A”, “Source A”, “Offer B”, “Source B”, and “Difference / Clarification Needed”.
   Compare the following criteria:
   - Scope of services
   - Explicitly stated exclusions
   - One-time costs
   - Recurring costs and billing interval
   - Currency
   - Tax treatment
   - Contract term
   - Termination conditions
   - Delivery or implementation timelines
   - Support
   - Customer responsibilities and obligations to cooperate with the provider

2. Total costs for [period]
   For each offer, assess separately whether a complete calculation is possible. Present the calculation transparently or specify the missing information. Clearly indicate if calculable totals are not directly comparable due to differences in services or conditions.

3. The most important differences
   Summarize the key differences in a maximum of five points. Base the summary on documented information and identify any limitations in comparability.

4. Questions for the providers
   List specific questions for each provider that should be clarified before making a decision. Link each question to missing, contradictory, or not directly comparable information. Label these questions as follow-up questions derived from the comparison. Write in an objective and concise manner. Do not provide a general purchase recommendation. Instead, make the decision criteria and any open issues transparent.

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One prompt. More clarity before making a decision.

And what else could Copilot do for you? Use Microsoft 365 Copilot to evaluate offers in a structured way, make differences visible, and prepare targeted follow-up questions.

We show you how to integrate Copilot effectively into your processes and unlock the full potential of Microsoft 365.

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Your Bechtle Team