

REQUEST FOR QUOTATION (RFQ)

Template for B2B Sourcing from Polish Suppliers

BUYER INFORMATION

Company Name: _____

Address: _____

Contact Person: _____

Email: _____

Phone: _____

Date: _____

PRODUCT SPECIFICATION

Product Name: _____

HS Code / Category: _____

Technical Specifications: _____

Required Certifications: _____

(e.g., CE, ISO, FDA, etc.)

ORDER DETAILS

Item	Description	Quantity	Target Unit Price

COMMERCIAL TERMS

Minimum Order Quantity (MOQ): _____

Annual Volume (Estimated): _____

Target Price Range: _____

Preferred Incoterms: ☐ EXW ☐ FOB ☐ CIF ☐ DAP ☐ DDP

Payment Terms: ☐ 30% advance ☐ L/C ☐ Net 30/60 days ☐ Other: _____

Required Delivery Date: _____

Lead Time Expected: _____

Shipping Destination: _____

SAMPLE REQUIREMENTS

- ☐ Samples required before order
- ☐ Buyer pays for samples and shipping
- ☐ Samples refundable after order confirmation

Number of samples needed: _____

ADDITIONAL INFORMATION

Special requirements, packaging specifications, quality standards, or other relevant information:

RESPONSE INSTRUCTIONS

Please submit your quotation by: _____ (date)

Submit quotations to:

Email: _____

Phone: _____

Required in quotation:

- ☐ Detailed product specifications and technical data sheets
- ☐ Pricing breakdown (unit price, MOQ, volume discounts)
- ☐ Lead time and production capacity
- ☐ Payment terms and shipping options
- ☐ Certifications and quality assurance documentation
- ☐ Company profile and references

