

# 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:

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## 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

RFQ Template provided by B2BPoland.com | [www.b2bpoland.com](http://www.b2bpoland.com)

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