



**Republic of the Philippines**  
**SOCIAL SECURITY SYSTEM**  
 East Avenue, Diliman, Quezon City  
**NCR NORTH DIVISION**



**8th floor SSS Bldg. East Ave. Diliman QC**  
 Tel. No. 922-3453 Fax No. 435-9827

December 1, 2020

**CANVASS**

**REQ 2020 - 056**

Gentlemen :

Please furnish us with your quotation on or before **December 4, 2020** for the following item/s:

Supply, delivery and installations of counter glass barriers for SSS under NCR North Division.

Branch	Total No. of Requests	Qty	Counter	Worktop	Measurement based on BEMSD Recomm (Annex A)	Other Remarks	UNIT COST	TOTAL COST		
Batasan Hills	27	<b>MSS</b>								
		1	Section Head's Table	Rectangular	1.4 m x .9144 m	No Side Panels (both sides)				
		9	Transaction Counter/Generalist	Rectangular	1.4 m x .9144 m	With Side Panels (both sides)				
		1	ID Capture WorkStation	Rectangular	1.4 m x .9144 m	No Side Panels				
		1	PACD/Information Counter	U-Shaped	2 m x .9144 m	(LXH) No Side Panels				
		<b>E-Center</b>								
		2	E-Center Info Computer Table	Rectangular	1.49 m x .9144 m	With Side Panels (both sides)				
		4	E-Center Info Computer Table	Rectangular	1 m x .9144 m	No Side Panels				
		<b>Accounts Management Section</b>								
		1	Section Head's Table	Rectangular	1.4 m x .9144 m	No Side Panels (both sides)				
		3	Staff	Rectangular	1.49m x x .9144 m	With Side Panels (both sides)				
		<b>Administrative Section</b>								
		1	Section Head's Table	Rectangular	1.4 m x .9144 m	No Side Panels (both sides)				
		3	Staff	Rectangular	1.49m x x .9144 m	With Side Panels (both sides)				
		<b>Telling Section</b>								
		1	Section Head's Table	Rectangular	1.49m x x .9144 m	With Side Panels (both sides)				
		Congressional	33	1	PACD	U-Shaped	2m x .9144m x x .9144 m	1m length of both side panel		
				<b>MSS</b>						
				6	Counter 1 to 6	Rectangular	1.4m x .9144m	with side panel		
				4	Support Counter	Rectangular	1.5m x .9144 m	no side panel both sides		
1	MSS Head			Rectangular	1.5m x .9144m	with one side panel (left)				
3	E-Center			Rectangular	1.5m x .9144m	3 tables form as L-Shape				
<b>Medical Section</b>										
1	Staff			Rectangular	1.5m x .9144 m	no side panel both sides				
2	Physician's table			Rectangular	1.5m x .9144m	2 tables form as L-Shape				
<b>Accounts Management Section</b>										
1	AMS Head			Rectangular	1.5m x .9144m	with one side panel (right)				
6	AMS Counter			Rectangular	1.5m x .9144 m	no side panel both sides				
<b>Administrative Section</b>										
1	Admin Head			Rectangular	1.5m x .9144m	with one side panel (right)				
3	Admin Counter			Rectangular	1.5m x .9144 m	no side panel both sides				
<b>SM North - Service Office</b>										
1	Forms Counter			Rectangular	1.19m x .9144 m	no side panel both sides				
3	Counter 1 to 3			Rectangular	1.19m x .9144 m	no side panel both sides				

Cubao	47	<b>MSS</b>				
	1	Information Counter	D-Shaped	2m x .9144 m	no side panels	
	1	Public Assistance Desk	Rectangular	0.99m x .9144 m	with two side panels	
	1	Section Head's Table	Rectangular	2.16m x .9144 m	no side panels	
	<b>RDF Team</b>					
	1	Counter 1	Rectangular	1.5m x .9144 m	with two side panels	
	4	Counters 2-5	Rectangular	0.99m x .9144 m	no side panels	
	1	Team Head's Table	Rectangular	1.5m x .9144 m (L) & x .9144 m (R)	with two side panels	
	<b>Registration &amp; Coverage</b>					
	5	Counters 6-10	Rectangular	0.99m x .9144 m	with two side panels	
	1	Team Head's Table	Rectangular	1.5m x .9144 m (L) & x .9144 m (R)	with two side panels	
	1	Membership Side Table	Rectangular	0.99m x .9144 m	no side panels	
	<b>E-Center</b>					
	28	Counters 11-38	Rectangular	1.40m x .9144 m	with two side panels	
	2	Counters 39-40	Rectangular	0.99m x .9144 m	no side panels	
	1	Team Head's Table	Rectangular	1.5m x .9144 m (L) & x .9144 m (R)	with two side panels	

Deparo	17	<b>MSS (First Floor)</b>				
	1	Counter 1 -Priority Lane Counter	Rectangular	1.2 m x .9144 m	No side panel	
	3	Counter 2 to 4 - Membership and RDF	Rectangular	1.4 m x .9144 m	WITH 2 SIDE PANEL	
	1	Counter 5 - Team Head's Table	Rectangular	1.5 m x .9144 m	WITH LEFT SIDE PANEL	
	1	Counter 6 - Medical Evaluation Table	Rectangular	1 m x .9144 m	No side panel	
	1	Physician's Table	Rectangular	1 m x .9144 m	No side panel	
	1	PACD	U Shape	2 m x .9144 m	No side panel	
	<b>MSS(Second Floor)</b>					
	2	Counter 7 to 8- Issuance of SSS No. an	Rectangular	1.2 m x .9144 m	No side panel	
	1	UMID Table	Rectangular	1 m x .9144 m	No side panel	
	<b>Accounts Management Section (Third Floor)</b>					
	5	AMS Staff's Table	Rectangular	1.5 m x .9144 m	WITH 2 SIDE PANEL	
	1	AMS Supervisor's Table	Rectangular	1.5 m x .9144 m	WITH RIGHT SIDE PANEL	

Eastwood	22	<b>OBH</b>				
	1	Branch Head	Rectangular	1.84m x .9144 m	with only one side panel (right)	
	1	Staff (BH)	Rectangular	2.33m x .9144 m	with only one side panel (right)	
	<b>Administrative Section</b>					
	1	Section Head	Rectangular	2.33m x .9144 m	with only one side panel (left)	
	1	Jr Admin Assistant	Rectangular	1.49m x .9144 m	no side panel on both sides	
	1	Workstation vacant	Rectangular	1.49m x .9144 m	no side panel on both sides	
	1	Workstation vacant	Rectangular	1.49m x .9144 m	with only one side panel (left)	
	<b>Accounts Management Section</b>					
	1	Section Head	Rectangular	1.51m x .9144 m	with only one side panel (left)	
	2	Sr Analyst	Rectangular	1.50m x .9144 m	with only one side panel (right)	
	<b>MSS</b>					
	1	Section Head	Rectangular	1.51m x .9144 m	with only one side panel (right)	
	1	SICMAT	Rectangular	1.40m x .9144 m	no side panel on both sides	
	1	RDF	Rectangular	1.40m x .9144 m	no side panel on both sides	
	1	Membership	Rectangular	1.40m x .9144 m	no side panel on both sides	
	1	Corporate Lane	Rectangular	1.40m x .9144 m	no side panel on both sides	
	1	PACD	Rectangular	1.40m x .9144 m	no side panel on both sides	
	1	Data Capture Station	Rectangular	1m x .9144 m	with only one side panel (left)	
	<b>E-Center</b>					
	1	Workstation 1	Rectangular	1.50m x .9144 m	with only one side panel (left)	
	1	Workstation 2	Rectangular	1.50m x .9144 m	with only one side panel (left)	
	1	Workstation 3	Rectangular	1.50m x .9144 m	with only one side panel (left)	
	<b>Medical Section</b>					
	1	Medical Specialist	Rectangular	1.23m x .9144 m	with only one side panel (left)	
	1	Staff	Rectangular	1.25m x .9144 m	with only one side panel (left)	
	<b>Information</b>					
1	Forms Issuance	D-Shaped	2.05m x .9144 m	with only one side panel (right)		

Fairview	41	<b>MSS</b>							
		8	Transaction Counter / Generalist	Rectangular	1.400 m L x .9144 m	w/ side panels (0.455 m H)			
		1	Section Head Workstation	Rectangular	1.500 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (L: 0.450 m H & R: 0.150 m H)			
		2	SSO III (Staff Workstation)	Rectangular	1.500 m L x .9144 m m H	w/ side panels (0.150 m H)			
		3	Staff Workstation / Backroom (2 <sup>nd</sup> )	Rectangular	1.500 m L x .9144 m m H	w/ side panels (0.150 m H)			
		4	Staff Workstation / Backroom (3 <sup>rd</sup> )	Rectangular	1.500 m L x .9144 m m H	w/ side panels (0.150 m H)			
		1	ID Capture Workstation (Old table)	Rectangular	1.065 m L x .9144 m	no side panel			
		1	Information / Counter Booth	U-Shaped	0.200 m L x .9144 m	no side panel			
		<b>e-Center</b>							
		2	E-Center Info Computer Workstation	Rectangular	1.000 m L x .9144 m	no side panel			
		2	E-Center Info Computer Workstation	Rectangular	1.500 m L x .9144 m	no side panel			
		<b>Medical</b>							
		1	Section Head Workstation	Rectangular	1.500 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (L: 0.450 m H & R: 0.150 m H)			
		1	Section Head Workstation	Rectangular	1.500 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (R: 0.450 m H & L: 0.150 m H)			
		1	Staff Workstation	Rectangular	1.500 m L x .9144 m H	w/ side panels (0.150 m H)			
		<b>AMS</b>							
		1	Section Head Workstation	Rectangular	1.500 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (L: 0.450 m H & R: 0.150 m H)			
		6	Staff Workstation	Rectangular	1.500 m L x .9144 m H	w/ side panels (0.150 m H)			
		<b>OBH</b>							
		1	Branch Head Workstation	D-Shaped	1.800 m L x .9144 m	no side panel			
		1	Asst. Branch Head Workstation	P-shaped	2.400 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (R: 0.450 m H & L: 0.150 m H)			
		<b>Admin</b>							
		1	Section Head Workstation	Rectangular	1.500 m L x .9144 m H (left) & x .9144 m H (right)	w/ side panels (R: 0.450 m H & L: 0.150 m H)			
		4	Staff Workstation	Rectangular	1.500 m L x .9144 m H	w/ side panels (0.150 m H)			
		Kalookan	47	<b>Ground</b>					
				6	MSS-Membership Counters	Rectangular	1.50m x .9144 m	with Side Panel (one side)	
				1	Forms	Rectangular	1.50m x .9144 m	with Side Panel (one side)	
				1	PACD/Information Counter	Rectangular	1.50m x .9144 m	No Side Panels	
				1	Disability	Rectangular	1.50m x .9144 m	No Side Panels	
				2	Head's Table	Rectangular	1.50m x .9144 m	With Side Panel (one side)	
				2	MEC	Rectangular	.60m x .9144 m	With Side Panel (one side)	
				2	Data Capture Station	Rectangular	.46m x .9144 m	With Side Panels (both sides)	
				<b>2nd Floor MSS Death, Retirement, Funeral Counters</b>					
				3	Funeral	Rectangular	1.50m x .9144 m	With Side Panel (one side)	
				4	Death, Retirement, ACOP	Rectangular	1.2m x .9144 m	With Side Panel (one side)	
				1	Team Head's Table	Rectangular	1.50m x .9144 m	with Side Panels (both sides)	
				1	Scanning Table	Rectangular	1.50m x .9144 m	with Side Panel (one side)	
				<b>2nd Floor-Administrative Section</b>					
				1	Section Head's Table	Rectangular	1.50m x .9144 m	With Side Panel (one side)	
				3	Staff	Rectangular	1.50 m x .9144 m	With Side Panel (one side)	
				1	Staff	Rectangular	2.7m x .9144 m	No Side Panel	
1	Bayad Center			Rectangular	1.22m x .9144 m	With Side Panels (both sides)			
<b>3rd Floor-MSS Corporate Lane Counters</b>									
6	Educ Loan; SicMat Reim; PLP; SL			Rectangular	1.50 m x .9144 m	with Side Panel (one side)			
1	Team Head' Table			Rectangular	1.50 m x .9144 m	with Side Panel (one side)			
<b>3rd Floor-Accounts Management Section</b>									
1	Section Head's Table			Rectangular	1.50 m x .9144 m	With Side Panel (one side)			
7	Staff			Rectangular	1.50 m x .9144 m	With Side Panel (one side)			
2	Union Bank			Rectangular	1.50 m x .9144 m	With Side Panel (one side)			

Navotas	15	<b>OBH</b>					
	1	Branch Head	D-Shaped	1.8m x .9144 m	no side panels		
		<b>Administr</b>					
	1	Section Head	Rectangular	1.5m x .9144 m	with side panel on one side (right side)		
		<b>MSS</b>					
	1	Section Head	Rectangular	1.5m x .9144 m	with side panel on one side (left side)		
	1	PACD	U-Shaped	2m x .9144 m	no side panels		
	1	E-Center	Rectangular	1.5m x .9144 m	with side panel on both sides		
	3	Counters 1-3	Rectangular	1.4m x .9144 m	with side panel on both sides		
	2	Counters 4-5	Rectangular	1.5m x .9144 m	with side panel on both sides		
	1	ID Capture	Rectangular	1m x .9144 m	no side panels		
		<b>Accounts Management Section</b>					
	1	Section Head	Rectangular	1.5m x .9144 m	with side panel on one side (right side)		
	2	AO's Workstation	Rectangular	1.5m x .9144 m	with side panel on both sides		
		<b>Telling Section</b>					
	1	Section Head	Rectangular	1.5m x .9144 m	with side panel on both sides		

Paso De Blas	17	<b>MSS</b>					
	1	PACD	U-Shaped	2.032 m x .9144 m	no side panel on both sides		
	1	Section Head workstation being used as	Rectangular	1.4986 m x .9144 m (L) & .9144 m (R)	with side panels		
	3	Counters 2,3,4	Rectangular	1.4224 m x .9144 m (each for LR)	with side panels		
	1	Counter 5	Rectangular	1.524 m x .9144 m	no side panel on both sides		
	3	E-Center - Counters - Counters 6,7,8	Rectangular	1.4224 m x .9144 m (each for LR)	with side panels		
		<b>Accounts Management Section</b>					
	1	AMS Section Head	Rectangular	1.4986 m x .9144 m (L) & x .9144 m (R)	with side panels		
	2	Staff	Rectangular	1.4986 m x .9144 m (each for LR)	with side panels		
		<b>Administrative Section</b>					
	1	Admin Section Head	Rectangular	1.4986 m x .9144 m (R)	with only one side panel (right)		
		<b>MEC</b>					
	1	Physician	Rectangular	1.4986 m x .9144 m (L) x .9144 m (R)	with side panels		
	1	Staff	Rectangular	1.0033 m x .9144 m	no side panel on both sides		
		<b>Data Capture Workstation</b>					
	1	PhilPost Operator	Rectangular	1.0033 m x .9144 m	no side panel on both sides		
		<b>Bayad Center</b>					
	1	Bayad Center Teller	Rectangular	1.4986 m x .9144 m	no side panel on both sides		

MSS					
2	Membership Counter	Rectangular	1.46 m x .9144 m	with side panels	
1	Team Head, RCS	Rectangular	1.6 m x .9144 m	with only one side panel (left)	
1	Forms Counter	U- Shaped	2 m x .9144 m	no side panel on both sides	
1	PACD	Rectangular	1.8 m x .9144 m	no side panel on both sides	
8	Counters 1- 8 (E-Center)	Rectangular	1.45 m x .9144 m	with side panels	
1	Team Head, E-Center	Rectangular	1.6 m x .9144 m	with only one side panel (right)	
1	MSS, Section Head	Rectangular	1.6 m x .9144 m	with only one side panel (left)	
4	Counters 9 -12 (OAS & SMEC)	Rectangular	1.45 m x .9144 m	with side panels	
1	Counter 13 (Union Bank)	Rectangular	1.3 m x .9144 m	no side panel on both sides	
1	Counter 14 (Union Bank)	Rectangular	0.762 m x .9144 m	no side panel on both sides	
4	Counters 15 -18	Rectangular	1.6 m x .9144 m	with side panels	
1	UMID Screening	Rectangular	1.46 m x .9144 m	with side panels	
Telling Section					
2	Teller Counters 1 -2	Rectangular	1.6 m x .9144 m	with side panel; with glass barrier but not sufficient for Covid-19 protection	
2	Teller Counters 3-4	Rectangular	1.3 m x .9144 m	1 counter with 2 side panels, 1 counter with only 1 side panel	
1	Counter for Telling Concerns	Rectangular	0.762 m x .9144 m	no side panel on both sides	
Accounts Management Section					
3	AMS Counters 1 -3	Rectangular	1.27 m x .9144 m	no side panel on both sides	
Medical Evaluation Section					
3	MES Counters 1-3	Rectangular	1.29 m x .9144 m	no side panel on both sides	
1	Physician's table	Rectangular	1.29 m x .9144 m	with only one side panel (left)	

MSS					
12	Transaction Counter	rectangular	1.2m x .9144 m	with side panels	
3	Team Head Work Station	rectangular	1.5m x .9144 m	2-w/ left side panel, 1-no side panel	
2	Staff work station/corp.lane	rectangular	1.5m x .9144 m	no side panels	
1	Staff WS-Clerk/free standing table	rectangular	.8m x .9144 m	no side panels	
2	Staff WS -RCS&UMID releasing/free st	rectangular	1m x .9144 m	no side panels	
2	E-Center / Free Standing Table	rectangular	1.5m x .9144 m	no side panels	
1	Forms Issuance	U-shape	2.01m x .9144 m	no side panels	
2	ID Capture/ Free Standing Table	rectangular	1.2m x .9144 m	no side panels	
Medical					
2	Section Head work station	rectangular	1.5m x .9144 m	1-w/ right side panel, 1-w/ left side panel	
2	Staff work station	rectangular	1.5m x .9144 m	no side panels	
AMS					
1	Section Head Work Station	rectangular	1.5m x .9144 m	w/ left side panel	
4	Staff work station	rectangular	1.5m x .9144 m	no side panels	
OBH					
1	BH work Station	rectangular	1.8m x .9144 m	no side panels	
1	ABH Work Station	P-shape	2.4m x .9144 m	with left side panel	
Admin					
1	Section Head Work Station	P-shape	1.8m x .9144 m	with right side panel	
2	Staff work station	rectangular	1.5m x .9144 m	no side panels	
1	Staff work station/free standing table	rectangular	1.5m x .9144 m	no side panels	
1	Staff work station/free standing table	rectangular	1.5m x .9144 m	no side panels	

Diliman	46	1	AMS	4.92' long x 2.99' tall (rectangular)			
		6	MSS	4.92' long x 2.99' tall (rectangular)			
		1	MSS	19.69' long x 2.99' tall (u-shaped)			
		32	MSS	3.94' long x 2.99' tall (rectangular)			
		1	Admin Section	4.92' long x 2.99' tall (rectangular)			
		1	OBH (JEA)	4.92' long x 2.99' tall (rectangular)			
		2	UMID Capture	3.28' long x 2.99' tall (rectangular)			
		2	Union Bank	3.94' long x 2.99' tall (rectangular)			

Malabon	76	4	MSS	4.6' long x 3' tall x 6mm thk glass			
		8	Section Heads Workstations	4.92' long x 3' tall x 6mm thk glass (front)			
		8	Section Heads Workstations	1.97' long x 3' tall x 6mm thk glass (side)			
		12	Staff Workstations - 1	3.93' long x 3' tall x 6mm thk glass (front)			
		24	Staff Workstations - 1	1.97' long x 3' tall x 6mm thk glass (side)			
		14	Staff Workstations - 2	1.97' long x 3' tall x 6mm thk glass (side)			
		2	UMID Workstation	3.28' long x 3' tall x 6mm thk glass (front)			
		4	UMID Workstation	1.97' long x 3' tall x 6mm thk glass (side)			

North Caloocan	30	6	MSS	4.6' long x 3' tall x 6mm thk glass		
		3	Section Heads Workstations	4.92' long x 3' tall x 6mm thk glass (front)		
		3	Section Heads Workstations	1.97' long x 3' tall x 6mm thk glass (side)		
		5	Staff Workstations	3.93' long x 3' tall x 6mm thk glass (front)		
		10	Staff Workstations	1.97' long x 3' tall x 6mm thk glass (side)		
		1	UMID Workstation	3.28' long x 3' tall x 6mm thk glass (front)		
		2	UMID Workstation	1.97' long x 3' tall x 6mm thk glass (side)		
Novaliches	69	11	MSS	4.6' long x 3' tall x 6mm thk glass		
		9	Section Heads Workstations	4.92' long x 3' tall x 6mm thk glass (front)		
		9	Section Heads Workstations	1.97' long x 3' tall x 6mm thk glass (side)		
		7	Staff Workstations (Type 1)	3.93' long x 3' tall x 6mm thk glass (front)		
		14	Staff Workstations (Type 1)	1.97' long x 3' tall x 6mm thk glass (side)		
		16	Staff Workstations (Type 2)	1.97' long x 3' tall x 6mm thk glass (side)		
		1	UMID Workstation	3.28' long x 3' tall x 6mm thk glass (front)		
2	UMID Workstation	1.97' long x 3' tall x 6mm thk glass (side)				

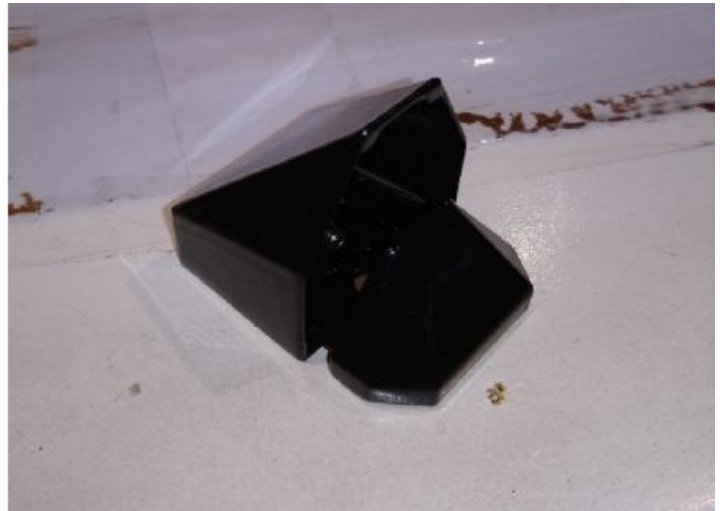
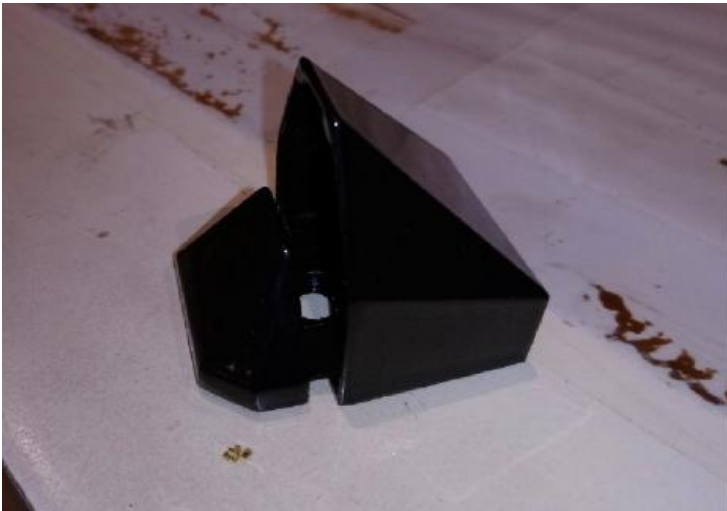
**Notes:**

Your total quotation shall include the following:

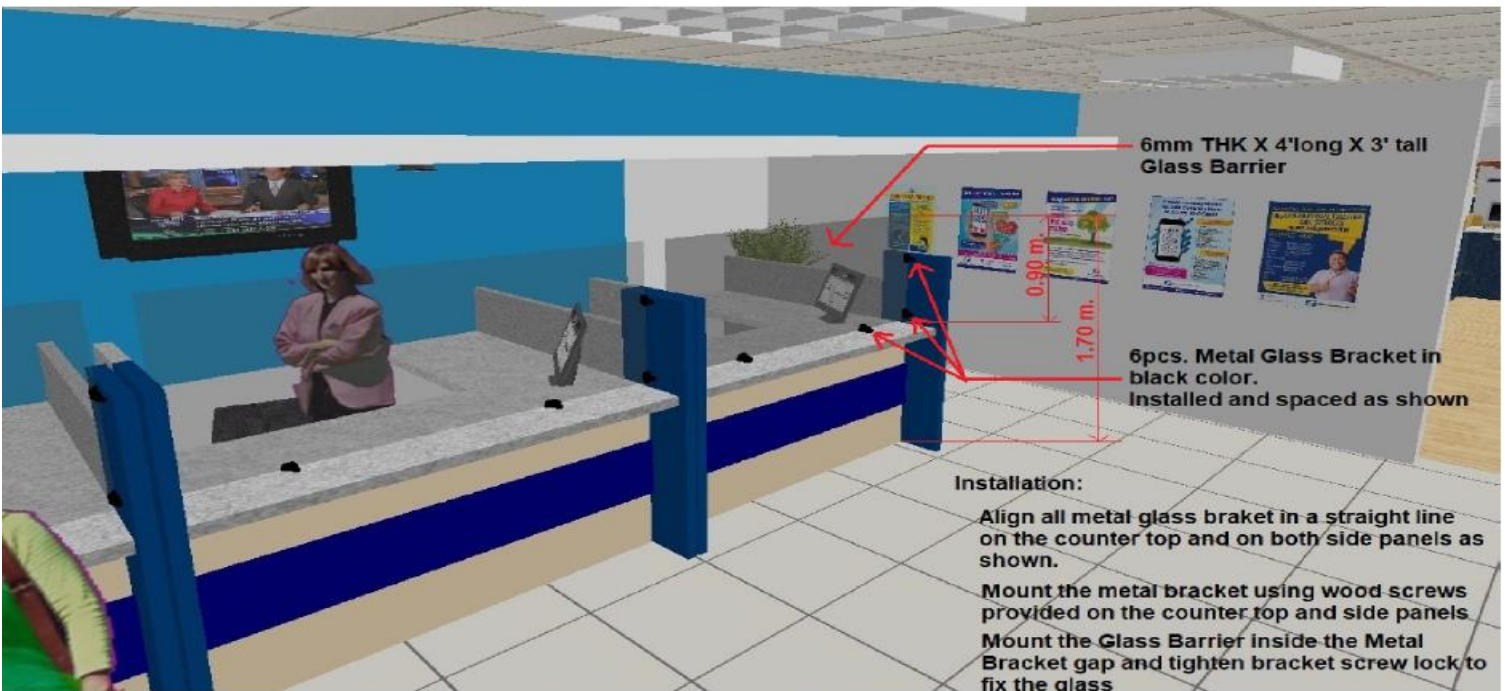
- 566 pcs. glass panel (6mm. thick per piece of glass panel)
- 1698 pairs of metal glass bracket (black color, 3 pairs for each piece of glass panel)
- one (1) lot installation cost
- price quotation is inclusive of VAT

**Sample Diagram:**

**Metal Glass Bracket**



**Installation of Glass Panel**



End User: SSS Batasan, Congressional, Cubao, Deparo, Diliman, Eastwood, Fairview, Kalookan, Navotas, Malabon, North Caloocan, Novaliches, Paso De Blas, SFDM & Valenzuela Branch.

**Approved Budget for the Contract : Php985,000.00**

The SSS shall withhold the VAT from the amounts payable to the supplier in accordance with the BIR Regulations.

Price Validity: Three (3) months

This is to certify that my firm/company has paid/updated in all SSS Obligations / contribution payments to the Social Security System.

Signature: \_\_\_\_\_

Name of Owner/Company Rep: \_\_\_\_\_

**Business Name:** \_\_\_\_\_





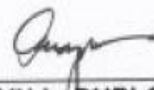

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**NCR NORTH DIVISION**



**TERMS AND CONDITIONS**

1. Prospective suppliers are advised to conduct site inspection. To determine all necessary considerations and include the same in their proposal of any incidentals, materials and activities that are necessary to be furnished and executed to complete the project.
2. Price quotation should be made with extra care taking into account the specifications and unit of quantity to avoid errors.
3. All bids in excess of the Approved Budget Contract shall be automatically rejected.
4. Bidders must present demo units of their offered units on the scheduled inspection, if required.
5. The offeror binds himself to this quotation.
6. Completion period: Fifteen (15) calendar days upon receipt of Purchase Order.
7. Quotations not using the prescribed/official canvass and/or unsealed form shall automatically be disqualified.
8. Indicate the correct SSS Number of supplier/contractor in the quotation form.
9. Please make certain to affix the signature of the owner, manager or any of its duly authorized representatives in a clear legible manner.
10. Bidder shall offer one (1) quotation only. Alternative bids shall be rejected.
11. Please send your **SEALED QUOTATION/CANVASS** to the above address with the following Eligibility Requirements, failure to attach the following legal documents shall be a ground for automatic disqualification of the submitted quotation:
  - a. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
  - b. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
  - c. Valid Certificate of PhilGEPS Registration or PhilGEPS Registration Number
  - d. Latest Form SSS R5 Contributions Paymen
  - e. BIR Certificate of Registration (Form 2303)
  - f. Notarized Omnibus Sworn Statement

Very truly yours,

  
\_\_\_\_\_  
**EVELYN L. DUPLON**  
Chairperson, Local BAC 

PLEASE SIGN YOUR :

NAME: \_\_\_\_\_

BUSNAME: \_\_\_\_\_

ADD : \_\_\_\_\_

SS EMPLOYER ID NO: \_\_\_\_\_

TIN NO. \_\_\_\_\_

TEL/FAX NO \_\_\_\_\_