Example of description

Application Form Procurement of Frequency Converters for Tokyo-Chubu Interconnection Project

April XX, 2017

To: Purchasing Group Purchasing and Contracting Department Chubu Electric Power Co., Inc.

To: Equipment Contracts Office Procurement Department Electric Power Development Co., Ltd.

	signature
Name of Representative	XXXX XXXX
Company name	XXXX Co., Ltd.
Address	XXXX XXXX

We hereby agree to the content of "*General Technical Specifications of Frequency Converters for Tokyo-Chubu Interconnection Project*" and desire to apply as a bidder for "Procurement of Frequency Converters for Tokyo-Chubu Interconnection Project".

We undertake to treat technical and/or business information of your companies disclosed throughout the project as strictly confidential and not to divulge them to any third party without acceptance of your companies.

Company name		XXXX Co., Ltd.
Zip code		XXX-XXX
Address of headquarter		1 XXXX -cho, XXXX -ku, XXXX, JAPAN
Representative		Representative CEO, XXXX XXXX
Contact *	Division/department	XX division XX department
	Title	Manager of XX dept.
	Name	XXXX XXXX
	Phone number	XXX-XXX-XXXX
	email address	XXXX@ XXXX XXXX

* The person should be the contact for various inquiries on this project.

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