

VENDOR PROFILE FORM

General Business Information:				For HABC Use Only:	
Name of Business, Organization, or Name of Person (if payment is to an individual):				Vendor No.	
Mailing Address for Payments:					
City:	State:	Zip Code:	E-Mail Address:		
Telephone No.:		Fax No.:		Toll Free No.:	
How Long in Business:		Federal Employment Identification Number:		Business SIC Code:	
President/General Manager:		Principal products and/or services offered:			
Type of Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Proprietorship					
Number of Employees: Regular (Full Time): _____ Part-Time: _____					
Account Contacts Account Rep: _____ Phone: _____ Email: _____ Invoice Matters: _____ Phone: _____ Email: _____					
Status (check all that apply) If Minority, What Status? <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Asian Indian American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Hasidic Jews <input type="checkbox"/> MBE Certified <input type="checkbox"/> Small Business <input type="checkbox"/> Women-Owned Business					
SIGN BELOW:					
Signature of Authorized Representative of Vendor:					Date:
If the vendor will be supplying goods and/or services through an HABC Purchase Order, by signing immediately above, the vendor hereby agrees to HABC's Terms and Conditions applicable to Purchase Orders. A copy of the Terms and Conditions is available upon request by calling (210) 225-0071.					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Return this form to➔</p> </div> <div style="width: 40%; text-align: center;"> <p>Housing Authority of Bexar County Purchasing Department 1017 N. Main Ave., Suite 201 San Antonio, TX 778212</p> <p>Phone: 210-225-0071 FAX: 210-225-6976</p> </div> </div>					

Vendor Profile Form Instructions

Thank you for your interest in doing business with the Housing Authority of Bexar County (HABC).

In order for the HABC to procure goods or services from you, we need the information requested on the Vendor Profile Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

The Vendor Profile Form also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use.

- A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals.
- A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- Small Business: A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.

We look forward to doing business with you. If you have any questions about completion of the Vendor Profile Form, please call us at (210) 225-0071.