

City to Host “Meet the Buyer” Purchasing Forum

On Thursday, November 19th, City departments will come together to host the first annual “Meet the Buyer” Purchasing Forum. The free event will be held at the George R. Brown Convention Center, from 9:00 a.m. to 1:00 p.m., in Room 370. Registration will begin at 8:00 a.m.

You will have a unique opportunity to meet with actual buyers from City departments who routinely solicit bids in order to meet their procurement needs. There will also be information presented on City procurement processes and requirements.



The forum will feature onsite vendor registration and information on current and upcoming purchasing needs and contracting opportunities; as well as information on certification.

The event is being co-sponsored by the Mayor's Office of Affirmative Action and Contract Compliance; the Administration and Regulatory Affairs Department/Strategic Purchasing Division; the Houston Airport System; the Information Technology Department; and the Department of Public Works and Engineering.

For additional information or questions, please call 713.837.9015.



**City of Houston "Meet the Buyer" Purchasing Forum
November 19, 2009**

VENDOR PROFILE & REGISTRATION FORM

**ONLINE REGISTRATION DEADLINE: FRIDAY, NOVEMBER 13, 2009
Fax to aad@cityofhouston.net or fax to 713.837.9015**

******Print copies of this form and bring with you to distribute to Buyers******

Company Name: _____

Contact Person: _____

Title/Position: _____

Address: _____

Telephone Number _____

Email Address: _____

What is the best way to contact you for bidding opportunities? Phone ___ Email ___ Fax ___

Please describe the products/services your company provides in the space(s) below:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Payment Methods: Credit ___ Check ___ Purchase Order ___ Other (explain) _____

Please tell us how the City of Houston can assist you in accessing City opportunities:

City of Houston Certification: (Please indicate one) MBE WBE DBE SBE PDBE