



**Bid Mailing List Application**  
NORTH EAST INDEPENDENT SCHOOL DISTRICT  
Department of Procurement & eCommerce  
8961 Tesoro Drive, Suite 317  
San Antonio, Texas 78217  
Telephone: 210.407-0175 • Facsimile: 210.804.7105  
Email: procure@neisd.net

This bid mailing list application is intended for use in identifying vendors desiring to receive invitations to bid and requests for proposal (RFP) related by the North East Independent School District for various goods and services. Submittal of this application is for the convenience of the Department of Procurement & eCommerce only and does not imply or guarantee to the submitter the receipt of any invitation to bid or request for proposal released.

Please check all categories that apply to your business on the commodities listing, and return via the address above or via facsimile correspondence, Attn: Bid Coordinator. When a bid is sent to the applicant, if the applicant does not wish to submit a bid but desires to be kept on the mailing list used for that bid, then they must respond marking it a "No Bid". This action is necessary in order for the addressee to remain on the mailing list for the good/service. **Failure to complete and return the Bid Form, if not bidding, will result in the addressee being immediately removed from the mailing list for the good/service. There will be no additional warning.**

Invitations to bid and requests for proposal for all goods and services are advertised in the Hart Beat. Invitations to bid and requests for proposal for construction bids are advertised in the San Antonio Express News. All bids and proposals submitted must be received and time-stamped at the Department of Procurement & eCommerce prior to the time specified as the bid opening time on the date due. **NEISD does not accept faxed or emailed bids. Submissions must be in a sealed bid.**

**IT IS THE RESPONSIBILITY OF EACH VENDOR TO INFORM THE DEPARTMENT OF PROCUREMENT & eCOMMERCE OF ANY CHANGE OF ADDRESS.**

**Legal Name of Company** if Individual, enter last name first)

**Sales Representative**

**Bid Contact & Title**

**Bid Mailing Address**

**City, State, Zip Code (9-digit)**

**Telephone (include area code)**

**Facsimile (include area code)**

**eMail**

**Website**

**Application Completed By**

**Date**

