



EDUCATIONAL SERVICE DISTRICT 112

## BIDDER'S NARRATIVE OF QUALIFICATIONS FORM ITB #ESD112-ETC-18

### Instructions for Writing the Bidder's Narrative of Qualifications

**INSTRUCTIONS:** The Bidder's *Narrative of Qualifications* shall provide evidence that a Bidder can dutifully and responsibly meet the requirements of this bid, and is qualified for participation in the ESD 112 Bid. All Bidders are required to submit a *Bidder's Narrative of Qualifications* in their sealed bid, as per the instructions below. Bids that do not contain the required evidence of qualification as listed below may be rejected. The quality and quantity of detail shall be used to evaluate the responsiveness of the bid and the responsibility of the Bidder as cited in RCW 49.19.1911(7-9) during the administrative screen of the bids.

**\*Please submit a separate document for each of the following:**

#### \_\_\_\_ **Company Profile.**

**Provide a written profile of your company** and its **background**, its **mission**, and the length of time your company has been in the industry. Bidders must have been in business a **minimum of three (3) years manufacturing or selling audio-visual and television production equipment identified in Bid Price Form A**. The company profile shall provide evidence of the following:

- Bidders company maintains a permanent place of business
- Bidders company has the capability to satisfactorily supply products that meet all bid requirements
- Bidders company provides evidence of capacity to carry out all scope of work requirements in ITB #ESD112-ETC-18
- Bidders company has the capability to provide satisfactorily customer service to eligible Purchaser

#### \_\_\_\_ **Business References.**

**Provide two (2) current letters of recommendation from public organizations** that provide evidence of **quality service and support**. Please include: name, address, telephone number, contact person, and the number of years in doing business with the references.