

INSTRUCTIONS

Persons or concerns wishing to be added to the Bank's mailing list for the purchase of goods and / or services should send this properly completed and certified SOLICITATION MAILING LIST APPLICATION, together with such other lists as may be attached to this application, to the address on the reverse side, top left corner.

Identify the equipment, supplies and / or services on which you desire to bid. Also provide your Standard Industrial Classification Code, if available.

If you fail to respond to future solicitations after being placed on the Bank's SOLICITATION MAILING LIST, the Bank will remove the name of your company from the list unless the Bank is notified in WRITING that your company is unable to bid on a particular solicitation request but nevertheless wishes to remain on the Bank's SOLICITATION MAILING LIST.

Any questions regarding this Application should be referred to the Bank's Procurement Division; the phone numbers are 215 574-6274, 215 574 6282, or 215 574 6285.

AFFILIATES – Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls the other, or (ii) a third party controls both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.

SIZE OF BUSINESS DEFINITIONS

(See Item 1a.)

1a. Small business concern -- A small business concern is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for the Bank's business, and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures).

1b. Number of employees – (Item 1b). In connection with the determination of small business status, "number of employees" of its domestic and foreign affiliates is based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods for the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS

(See Item 2a)

a. "Woman-owned business" – means a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control and operate the business.

b. "Minority owned business" - means a business that is at least 51% owned, operated, and controlled on a daily basis by one or more (in combination) U.S. citizens of the following classifications:

1. African American
2. Asian American (includes West Asian Americans (India, etc.) and East Asian Americans (Japan, Korea, etc.)
3. Hispanic American - not of the Iberian Peninsula
4. Native American including Aleuts

c. "Other" – means a business that is at least 51% owned, operated, and controlled on a daily basis by a U.S. citizen who is also a veteran or a person with a disability.