

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract for Office, Computer, Electronics, and Breakroom Supplies - Citywide

Solicitation Number: RFX 6100018789

Description: The City of San Antonio is soliciting bids for the purchase and delivery of a wide assortment of general office, break room, school, and computer supplies as well as office equipment, calendars, planners and visual presentation aids. This contract will provide catalog discount pricing for an unknown quantity to be purchased on an “as needed” basis by various departments and facilities throughout the City.

Applicable Product Categories: Class Codes 204 Computer Peripherals; 205 Computer Peripherals Environmentally Certified; 207 Computer Accessories and Supplies; 600 Office Machines, Equipment and Accessories; 605 Office Mechanical aids, Small Machines, and Apparatuses; 615 Office Supplies, General; 616 Office Supplies, General, Environmentally Certified; 620 Office Supplies; 640 Paper and Plastic Products

Date Issued: January 8, 2025

Due Date & Time: January 31, 2025, 2:00 P.M. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 15, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2631 772 0620 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb98cdf6e27dba35c66350cc600d8b7ca>

Staff Contact Person: Velma Fontenot, Procurement Specialist II velma.fontenot@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

