

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bids for Annual Contract Bulk Copy Paper for Print Shop

Solicitation Number: RFX 6100017824

Description: The City of San Antonio is soliciting bids for the purchase and delivery of multi-use copy paper in various sizes as specified herein. This requirement will be utilized in digital by the Print Shop.

Applicable Product Categories: 64539 Duplicator and Mimeograph Paper (Including Recycled)

Date Issued: February 28, 2025

Due Date & Time: March 17, 2025, 2:00 P.M. Central Time

Staff Contact Person: Mary Alice Alvarez, Procurement Specialist II MaryAlice.Alvarez@sanantonio.gov

For SAePS language -

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.

