

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

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

Solicitation Number: RFX 6100018966

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: 64564 OFFSET PAPER (INCLUD

**Date Issued: April 02, 2025**

**Due Date & Time: April 16, 2025, 2:30 P.M. Central Time**

Staff Contact Person: Mary Alice Alvarez, Procurement Specialist II [MaryAlice.Alvarez@sanantonio.gov](mailto: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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

