

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

Formal Invitation for Bid for Annual Contract for Backpacks and School Supplies for Various City Council Offices

Solicitation Number: RFX 6100019130

Description: The City of San Antonio (City or CoSA) is soliciting bids from responsible bidders for the purchase and delivery of backpacks and school supplies for ten (10) City Council Offices in support of back-to-school events.

Applicable Product Categories: 78586 Recycled School Equipment and Supplies; 78532 Classroom Equipment and Supplies

Date Issued: June 4, 2025

Due Date & Time: June 20, 2025, 2:00 p.m. Central Time

Pre-Bid Conference: None

Staff Contact Person: Velma Fontenot, Procurement Specialist 2, velma.fontenot@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

