

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:

### **Formal Invitation for Bids for Annual Contract for Thermal Printer Supplies - Citywide**

Solicitation Number: RFX 6100019327

Description: The City of San Antonio is soliciting bids for the purchase and delivery of thermal printer consumables in accordance with the specifications listed herein. This contract will provide discounted pricing to be purchased on an as-needed basis by various departments located throughout the City.

Applicable Product Categories: 20772 - Printer Accessories and Supplies

**Date Issued: February 06, 2026**

**Due Date & Time: March 11, 2026, 2:00 p.m. Central Time**

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

