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□ Vendors should ensure Email contact address and NIGP codes for products or services are up-to-date. Automatic bid notices are generated, <u>daily</u> .	
□ Contact Vendor Support for assistance (210-207-0118 leave a voice message) or via email Vendors@sanantonio.gov ; on email’s use a subject line “Re: RFx...”.	

SAePS Portal Logon

<https://www.sanantonio.gov/purchasing/saeps>



User ID *

Password *

Enter Permanent username (Vxxxxxxx)

Enter your Current Password

Supplier Logon Problems? [Get Support](#)

Access to this system is limited to authorized users only. Unauthorized access to the system, the unauthorized use of an account, or the unauthorized use of a password are criminal offenses under Section 33.02 Texas Penal Code.



Tab Overview

Bidder


Home

My Bids

Other Bids

My Vendor Profile

My NIGP Codes

- **Home**: This is your portal dashboard, it contains helpful indicators.
- **My Bids**: Contains bids you are able to Create, Save and Submit an electronic bid response.
- **Other Bids**: Allows you to View and/or Participate on any competitive bid not already under your ‘**My Bids**’ tab. Important: you must click on ‘**Add to My Bids**’ button to become a recognized bidder for the solicitation and receive addendums. 
- **My Vendor Profile**: Contains your company information. Allows you to setup and maintain additional information; if shaded, contact Vendor support (210-207-0118 leave a message for immediate follow up).
- **My NIGP Codes**: Allows you to identify the services or products you offer. At least one code is required to be fully registered.

Home tab – When you first logon, this is the default portal tab showing any urgent and important action required by you. See Vendor Messages section for your attention.

The screenshot displays the SAePS Home tab interface. At the top, there is a navigation bar with the following links: [Home](#) | [My Bids](#) | [Other Bids](#) | [My Vendor Profile](#) | [My NIGP Codes](#). Below this, a 'Vendor Message' section is visible. On the left side, there is a 'Detailed Navigation' menu with a minus sign icon, containing a selected item 'Vendor Message' and an expandable item 'Personalization'. Below that is a 'Portal Favorites' section with a plus sign icon. The main content area features a 'Vendor Messages' header with a clipboard icon. Underneath, there are two items, each with a green checkmark: 'My Vendor Profile details completed' and 'Registered for NIGP codes'. At the bottom of the main content area, there is a 'User Profile' link with a person icon.

My Bids tab - Click on the **My Bids** tab and select **All**. If you do not see the RFX listed, click the **Refresh** button. See next slide if you do not see a solicitation.

Bidder

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

Bid Processing

Active Queries

eRFXs **All (3)** [Published \(1\)](#) [Ended \(1\)](#) [Completed \(0\)](#)
Without Category Assignment

eRFXs - All

Show Quick Criteria Maintenance

Create Response Refresh Export

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Be aware of this information

My Bids tab – below is a scenario if you do not see the RFX listed, click on “Show or Hide Quick Criteria Maintenance” to remove filters which may be preventing a refresh, then click **Apply**.

Active Queries

eRFxs **All (4)** [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Bid Number:	<input type="text"/>	To	<input type="text"/>	
Bid Status:	<input type="text"/>			
Creation Date:	<input type="text"/>	To	<input type="text"/>	
Deadline Date Flag:	<input type="text"/>			
Status:	<input type="text"/>			
Response Timeframe:	<input type="text"/>			
Smart Number:	<input type="text"/>			

Apply

My Bids tab - when the RFX number you are looking appears in the **Bid Number** column, click on the bid number to view or participate.

Bidder

Home | **My Bids** | Other Bids | My Vendor Profile | My NIGP Codes

Bid Processing

Active Queries

eRFxs **All (3)** [Published \(1\)](#) [Ended \(1\)](#) [Completed \(0\)](#)
Without Category Assignment

eRFxs - All

Hide Quick Criteria Maintenance

Bid Number: To

Bid Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Apply

Create Response | Refresh | Export

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Click here

My Bids tab – To **VIEW** or **download** bid attachments, click the **Bid Number**, then click “**Notes and Attachments**” **NOTE:** if not already, it is preferred you save the document(s) to your computer to use as reference when creating a bid response.

Click here

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SHIND Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Close Participate Do Not Participate Tentative Create Response Questions And Answers (0)

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Table Extensions Payment Synopsis User-Specified Status

Time Zone: CST

Start Date: 00:00:00

Submission Deadline: * 08/27/2020 14:00:59

Opening Date: * 08/27/2020 14:01:00

End of Binding Period:

Currency: USD

3 **Note:** ‘Save’ each of the document(s) below to your Computer.

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Created On
Document Header	Standard Attachment	PowerPoint AC for Citywide Janitorial Services	PowerPoint_AC for Citywide Janitorial Services.pptx	1		<input type="checkbox"/>	pptx	15939	146477	07/08/2020
Document Header	Standard Attachment	UTILIZATION PLAN	UTILIZATION PLAN.pdf	1		<input type="checkbox"/>	pdf	1252	146477	07/08/2020
Document Header	Standard Attachment	VOSBPP Tracking Form 7-8	VOSBPP Tracking Form 7-8.pdf	1		<input type="checkbox"/>	pdf	32	146477	07/08/2020
Document Header	Standard Attachment	Local PP Ident Form	Local PP Ident Form.pdf	1		<input type="checkbox"/>	pdf	40	146477	07/08/2020
Document Header	Standard Attachment	Solicitation Language (SBEDA)	Solicitation Language (SBEDA).pdf	1		<input type="checkbox"/>	pdf	111	146477	07/08/2020

Screen scroll down & up

Below is screen clarity:

***Participate** – notifies Procurement you intend to participate & allow email reminders.

Do Not Participate – notifies Procurement you are not participating.

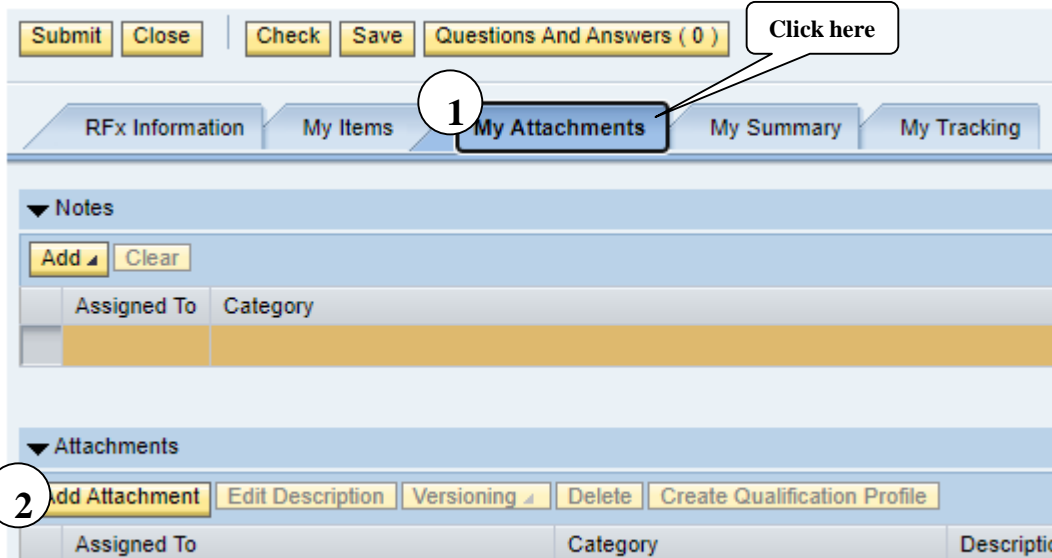
***Tentative** – click if you are not certain.

Create Response – click this if you are ready to start your bid response process.

Questions and Answers – notifies Procurement you have questions on this RFX.

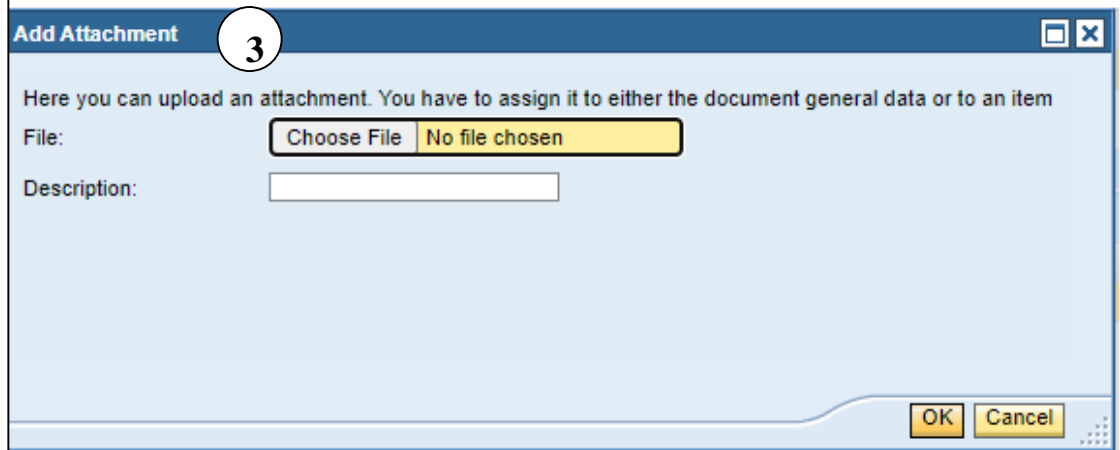
“*” indicates bid must still be submitted

My Bids tab – To Create, Save or **Submit** a bid response - click “**Create Response**”, then “**My Attachments**” then “**Add Attachments**” to save or submit your bid response.



Below is screen clarity:
Submit click this button, if you are ready to execute a bid Submission. You *will receive* an email confirmation listing all your attachments.
Check – verifies your bid-response (optional)
Save– click this button, if you have started your bid-response and additional changes are pending. **Reminder** your bid is not Submitted.
Questions and Answers – notifies Procurement you have questions on this RFx.

Below is screen clarity:
Choose File – select a file on your computer. For multiple attachments, continue this process for each attachment.
Description– enter a short description.
Click “**OK**” for each attachment. Once a successful submission occurs your attachment(s) will be summarized in an email to you.



My Bids tab – To re-Save or Submit a bid response – previously ‘Saved’ click Bid Response Number, then “Edit Response**”, then “**My Attachments**” then “**Add Attachments**” .**

Create Response Refresh Export

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020	7000016473	Saved	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Click here

1

Edit Response Close Check Questions And Answers (0)

RFX Information My Items My Attachments My Summary My Tracking

Basic Data Questions Notes and Attachments Payment

Submit Close Check Save Delete Questions And Answers (0)

RFX Information My Items My Attachments My Summary My Tracking

Basic Data Questions Notes and Attachments Payment

3

Below is screen clarity:

Edit Response – will allow changes to your bid.

Submit - click this button, to execute a bid Submission. You *will receive* an email confirmation listing all your attachments.

Save– click this button, to save current attachments and additional changes are upcoming.

Remember your bid is not Submitted.

Questions and Answers – notifies Procurement you have questions on this RFX.

Add Attachment 4

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: Choose File No file chosen

Description:

OK Cancel

Below is screen clarity:

Choose File – select a file on your computer. For multiple attachments, continue this process for each attachment.

Description– enter a short description.

Click “**OK**” for each attachment. Once a successful submission occurs your attachment(s) will be summarized in an email to you.

My Bids tab - If you saved your response and need to edit for submission, click **Edit** to continue your response. Once you finish making changes, click on **Check** to verify no errors exist. Then click on **Submit** to send your response electronically. Do not click **Save** to submit your response; **Save** will simply save your response for future editing.

Display Response : 7000000242

RFX Response Number 7000000242 RFX Number 6100000732
RFX Version Number 2

Edit Close | Check Questions And Answers (0)

RFX Information Items **Notes and Attachments**

▼ Notes

Add Clear

Assigned To	Category

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category
Document Header	Standard Attachment

Edit Response : 7000000242

RFX Response Number 7000000242 RFX Number 6100000732 Status Saved
RFX Version Number 2

Submit Close | **Check** Save Delete Questions And Answers (0)

RFX Information Items **Notes and Attachments** Summary Track

▼ Notes

Add Clear

Assigned To	Category

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category
Document Header	Standard Attachment

My Bids tab - After uploading your bid response, check the **“Size (KB)”** field to ensure the value is not zero. A zero indicates an empty file. Upload your response again if you see a zero.

Create RFX Response

RFX Response Number 7000000241 RFX Number 6100000732 Status In Process Submission Deadline 03/15/2019 09:00:00 CST Opening Date 03/15/2019 09:01:00 CST Remaining Time 97 Days 20:18:50 RFX Owner ZD_BUYER2 Total Value
 RFX Version Number 1

Submit Close Check Save Questions And Answers (0)

RFX Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Document Header	Standard Attachment	Bid Response	Bid Response.xlsx	1		<input type="checkbox"/>	xlsx	12

My Bids tab - *If you're responding to an RFX with line items, simply enter your bid price in the **Price** column of the RFX. If you're responding to an RFX without line items, download the Price Schedule and any additional corresponding documents from the **Notes and Attachments** tab. Fill out documents as requested and upload them as attachments.*

Create RFX Response

RFX Response Number 7000000241 RFX Number 6100000732 Status In Process Submission Deadline 03/15/2019 09:00:00 CST Opening Date 03/15/2019 09:01:00 CST Remaining Time 97 Days 20:18:50
 RFX Version Number 1

Submit Close Check Save Questions And Answers (0)

RFX Information

Items

Notes and Attachments

Summary

Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
•	Building	Material		05505	ANTI-THEFT/SEC AUTO	5.00	5.00	EA	100.00	USD	1
•	Framing	Material		05510	BRAKE ADJUSTERS	5.00	5.00	EA	50.00	USD	1
•	Pavement	Material		05520	CONV KIT SYS CNG/LPG	5.00	5.00	EA	70.00	USD	1

My Bids tab - If you're offering a prompt payment discount, please update the payment terms in the **Payment** section of the **RFx Information** tab.

Create RFx Response

RFx Response Number 7000000241

RFx Number 6100000732

Status In Process

RFx Version Number 1

Submit

Close

Check

Save

Questions And Answers (0)

RFx Information

Items

Notes and Attachments

Summary

Tracking

Basic Data

Questions

Notes and Attachments

Payment

Payment Terms:




Incoterm Key / Location:



My Bids tab - Check the **Questions** section of **RFx Information** tab to ensure the Procurement Specialist is not requesting specific information. You cannot submit a response unless all questions are answered.

Create RFx Response

RFx Response Number 700000242 RFx Number 610000732 Status In Process Submission Deadline 03/15/2019 09:00:00 CST Opening Date 03/15/2019 09:01:00 CST Remaining Time 97 Days 19:47:05 RFx Owner ZD_BUYER2 Total Value 1,100.00 USD
RFx Version Number 2

 Attribute Is your facility located within 10miles of the Bex is mandatory; maintain attribute value

Submit Close Check Save Questions And Answers (0)

RFx Information

Items

Notes and Attachments

Summary

Tracking

Basic Data

Questions

Notes and Attachments

Payment

Question

Reply

Comment

Is your facility located within 10miles of the Bexar County Line: *

Yes No

My Bids tab - You will receive the messages below and an email after you click **Submit**. If you do not receive these messages, please ensure that you clicked **Submit** and not Save. After the messages appear, click **Close** and you will be directed to the **My Bids**.

Display Response : 700000242

[Help](#)

RFX Response Number 700000242 RFX Number 610000732 Status Submitted Submission Deadline 03/15/2019 09:00:00 CST Opening Date 03/15/2019 09:01:00 CST Remaining Time 97 Days 18:00:30 RFX Owner ZD_BUYER2 Total Value 1,100.00 USD RFX Response Version Number Active Version RFX Version Number 2

- RFX response 700000242 submitted
- RFX response 700000242 is complete and contains no errors

[Edit](#) [Close](#) [Withdraw](#) [Questions And Answers \(0 \)](#)

RFX Information | [Items](#) | [Notes and Attachments](#) | [Summary](#) | [Tracking](#)

Basic Data | [Questions](#) | [Notes and Attachments](#) | [Payment](#)

Event Parameters

Currency:

Pricing Arrangement:

Celling Amount:

Pricing Arrangement

Service and Delivery

Status and Statistics

Created on:

Created by:

Last Processed on:

Last Processed by:

Partners and Delivery Information

[Details](#) [Send E-Mail](#) [Call](#) [Clear](#)

[Filter Settings](#)

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

My Bids tab - check the **Response Status** for the response you submitted and ensure the status says “Submitted”.

Bidder

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

Bid Processing

Active Queries

eRFxs **All (6)** [Published \(1\)](#) [Ended \(1\)](#) [Completed \(0\)](#)
 Without Category Assignment

eRFxs - All

Hide Quick Criteria Maintenance

Bid Number: To ↗
 Bid Status: To ↗
 Creation Date: To ↗
 Deadline Date Flag:
 Status:
 Response Timeframe:
 Smart Number:

Apply

Be aware of this information

Create Response Refresh Export

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

My Bids tab - You can submit questions pertaining to the RFX through the **Questions and Answers** button. To submit a question, click on **Questions and Answers**, type your question, and click **Send**. The question is received and answered by the Procurement Specialist assigned to the RFX.

The screenshot displays the 'Create RFX Response' web interface. At the top, it shows 'RFX Response Number 7000000242', 'RFX Number 6100000732', and 'Status In Process'. Below this are buttons for 'Submit', 'Close', 'Check', 'Save', and 'Questions And Answers (0)'. The 'Questions And Answers' dialog box is open, featuring a 'Refresh' button, a checked 'Display Time Stamps' option, and a table with columns for 'Timestamp', 'Sender', and 'Message'. At the bottom of the dialog, there is a 'Send Message' section with a text input field and a 'Send' button. A 'Cancel' button is located at the bottom right of the dialog. The page number '18' is visible in the bottom right corner.

Create RFX Response

RFX Response Number 7000000242 RFX Number 6100000732 Status In Process
RFX Version Number 2

Submit Close | Check Save **Questions And Answers (0)**

Notes and Attachments

▼ Notes
Add
Assign

▼ Attachments
Add Attachment
Assign
Document

Questions And Answers

Refresh Display Time Stamps

Timestamp	Sender	Message
-----------	--------	---------

Send Message
Message:

Send Cancel

18

Other Bids tab – Allow the portal to load all competitive bids (“Refresh is running”) will appear. Then, search for the RFX you are needing; best practice is to use the sort feature on **Bid Number**. Important: To submit an electronic bid response you must move the RFX to **My Bids**. If you don’t see the RFX, click **Refresh** button and double-check **My Bids** tab.

The screenshot shows the SAePS Bidder portal interface. The top navigation bar includes 'Home', 'My Bids', 'Other Bids', 'My Vendor Profile', and 'My NIGP Codes'. The main content area is titled 'Published RFX' and contains an 'Active Queries' section with 'Public eRFxs' and 'Public Rfx bids (Refresh is running)'. Below this is a table of RFXs with columns for Bid Number, Bid Description, Bid Type, Bid Status, and End Date. A callout labeled '1 Sort feature' points to the 'Bid Number' column header. Another callout labeled 'Screen scroll down & up' points to the scrollbar on the right side of the table. At the bottom right, a progress bar shows 'Refresh is running 12%'.

Bid Number	Bid Description	Bid Type	Bid Status	End Date
6100011208	AVI - Paging Modernization & Implement	Compet. Sealed Bid	Published	04.09.2020
6100012503	ITSD - Resident Connection Platform	Compet. Sealed Bid	Published	28.08.2020
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	27.08.2020
6100012553	A/C ON-CALL PLUMBING SERVICES CITYWIDE	Best Value Bid	Published	29.07.2020
6100012578	Parking Guidance System Hardware Maint	Best Value Bid	Published	21.08.2020
6100012591	A/C Pest Control Services - BESD/ITSD	Invitation for bid	Published	29.07.2020
6100012579	A/C Fire Alarm System Insp, Main, & Rep	Best Value Bid	Published	14.08.2020
6100012822	SAPD,AC BICYCLE REPAIR PARTS & ACCES,IFB	Invitation for bid	Published	07.08.2020
6100012834	Maint& Repair Svcs of Emergency Power Eq	Compet. Sealed Bid	Published	03.08.2020
6100012878	SC 2000590027Robert Esparza6927 W COMMERCE ST BLDG 3 SAN ANTONIO, TX 78228-4435	Invitation for bid	Published	19.08.2020

Other Bids tab –When you find the RfX, click the box ‘left’ of the Bid Number. Then, click the “Add to My Bids” button, this will move this bid to “My Bids”. Important: To submit an electronic bid response you must move the RfX to **My Bids**. If you don’t see the RfX listed, click the **Refresh** button and double-check **My Bids** tab.

Bidder

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

Published RfX

Detailed Navigation

- Published RfX

Portal Favorites

Active Queries

Public eRFxs **Public Rfx bids (34)**

Public eRFxs - Public Rfx bids

Show Quick Criteria Maintenance

1 Click here

2

Screen scroll down & up

Add to My Bids Refresh Export

Bid Number	Bid Description	Bid Type	Bid Status	End Date
6100011208	AVI - Paging Modernization & Implement	Compet. Sealed Bid	Published	04.09.2020
6100012503	ITSD - Resident Connection Platform	Compet. Sealed Bid	Published	28.08.2020
<input type="checkbox"/> 6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	27.08.2020
<input type="checkbox"/> 6100012553	A/C ON-CALL PLUMBING SERVICES CITYWIDE	Best Value Bid	Published	29.07.2020
<input type="checkbox"/> 6100012578	Parking Guidance System Hardware Maint	Best Value Bid	Published	21.08.2020
<input type="checkbox"/> 6100012591	A/C Pest Control Services - BESD/ITSD	Invitation for bid	Published	29.07.2020
<input type="checkbox"/> 6100012579	A/C Fire Alarm System Insp, Main, & Rep	Best Value Bid	Published	14.08.2020
<input type="checkbox"/> 6100012779	AVI-A/C FOR CUP PM & REPAIRS	Best Value Bid	Published	27.07.2020
<input type="checkbox"/> 6100012822	SAPD,AC BICYCLE REPAIR PARTS & ACCES,IFB	Invitation for bid	Published	07.08.2020
<input type="checkbox"/> 6100012834	Maint& Repair Svcs of Emergency Power Eq	Compet. Sealed Bid	Published	03.08.2020

Last Refresh 26.07.2020 12:45:21 CST Refresh

Other Bids tab - The system will generate a message to identify NIGP codes are missing from your Vendor profile and the RFX will now appear on the **My Bids** tab.

Home | My Bids | **Other Bids** | My Vendor Profile | My NIGP Codes

Published RFX

Click here

1 Clicked "Add to My Bids", below are typical system messages.

W:ZSAP_SRM_COMM:125 If you would like to receive future Solicitations # related to NIGP Codes , be sure to manually add them on the NIGP Codes tab

W:ZSAP_SRM_COMM:126 NIGP Codes-60002

You are registered to the RFX and will be informed of changes

Bidder

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

Bid Processing

Click here

2 Click "My Bids", to access the RFX selected above.

Active Queries

eRFxs Without Category Assignment

All (3) Published (1) Ended (1) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

Be aware of this information

3

Click here

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Other Bids tab– To VIEW or download bid attachments, When you find the RFX, click the Bid Number. NOTE: It is preferred you save the document(s) to your computer to use when creating a bid response.

Click here

Bid Number	End Date	Bid Description	Bid Type	Bid Status
6100011208	09/04/2020	AVI - Paging Modernization & Implement	Compet. Sealed Bid	Published
6100012503	08/28/2020	ITSD - Resident Connection Platform	Compet. Sealed Bid	Published
6100012553	07/29/2020	A/C ON-CALL PLUMBING SERVICES CITYWIDE	Best Value Bid	Published
6100012578	08/21/2020	Parking Guidance System Hardware Maint	Best Value Bid	Published
6100012579	08/14/2020	A/C Fire Alarm System Insp, Main, & Rep	Best Value Bid	Published
6100012591	07/29/2020	A/C Pest Control Services - BESD/ITSD	Invitation for bid	Published

Close Add to My Bids Questions And Answers (0)

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Table Extensions Payment Synopsis User-Specified Status

Time Zone: CST

Start Date: [] 00:00:00

Submission Deadline: * 07/29/2020 14:00:59

Opening Date: * 07/29/2020 14:01:00

Below is screen clarity:

Close – return flow to previous screen.

Add to My Bids – will move this Bid to “My Bids” tab. To submit a bid response this bid must be on “My Bids”.

Questions and Answers – notifies Procurement you have questions.

Attachments

Add Attachment Edit Description

Note: ‘Save’ each of the document(s) below to your Computer.

Assigned To	Category	Description	File Name	Version	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	Attachment O Pre-Solicitation Conference Agenda	Attachment O - Pre-Solicitation Conference Agenda.pdf	1	<input type="checkbox"/>	pdf	422	146441	06/09/2020
Document Header	Standard Attachment	Attachment N SBEDA Program Presentation (Pre-Solicitation Confer	Attachment N - SBEDA Program Presentation Pre-Solicitation.pdf	1	<input type="checkbox"/>	pdf	2650	146441	06/09/2020
Document Header	Standard Attachment	Attachment G VOSBPP Form	Attachment G - VOSBPP Form.pdf	1	<input type="checkbox"/>	pdf	985	146441	06/09/2020
Document Header	Standard Attachment	Attachment F SBEDA UP Commitment Form	Attachment F - SBEDA UP Commitment Form.pdf	1	<input type="checkbox"/>	pdf	1277	146441	06/09/2020
Document Header	Standard Attachment	Attachment E SBEDA Language	Attachment E - SBEDA Language.pdf	1	<input type="checkbox"/>	pdf	136	146441	06/09/2020

Screen scroll down & up

Email example - Notification of a published RFx

Subject: RFx 6100000733

We would like to draw your attention to the following RFx:
IFB Test for Sole Source 6100000733

Closing date for submission of responses: 03/15/2019 12:00:00 Central Time

Please log into your supplier account on our website, <https://dv1portal.sanantonio.gov/irj>, and click on the "My Bids" tab to view this RFx. Note that responses to solicitations MUST be submitted prior to the submission deadline above in order to be considered.

Once you have created a bid response, click the "Submit" button in order to electronically transmit your response.

We would be pleased to receive an RFx response from you.

Best regards,

The City of San Antonio

If you need immediate assistance viewing a solicitation or submitting a response, call the Vendor Support Line at 210-207-0118 or e-mail vendors@sanantonio.gov to receive assistance from a member of the Vendor Support Team. Please indicate the name and number of the solicitation in the e-mail subject line.

We strongly recommend that you verify that you are able to access your vendor record, view solicitations, and submit your responses in SAePS at least one day prior to the solicitation deadline.

Email example - Notification of a successful Bid submission

From: noreply@sanantonio.gov <noreply@sanantonio.gov>

Sent: Friday, July 24, 2020 10:38 AM

To: xxxxxxxxxxxx (bidders name)

Subject: City of San Antonio – Solicitation Bid Response Co

Thank you for successfully submitting a bid response for bid number “61000xxxxx – RFx Description”; your response number is “70000xxxxx”. Your proposal will be reviewed and evaluated after the bid deadline; the following attachments were submitted:

Attachment #1 , Attachment Name - date / time attached

Attachment# 2 . Attachment Name - date / time attached

Should you need any clarity or have a question, call Vendor Support at 210-207-0118 or via e-mail Vendors@SanAntonio.gov prior to the submission deadline regarding your online submission.

Once again, thank you for your interest in doing business with the City of San Antonio.

Troubleshoot Overview tab

- Unable to see a solicitation...
 1. Portal supports either Internet Explorer (IE) or Google Chrome internet browser.
 2. Click on “**Other Bids**” tab, if not able to see any RFX:
 - Make sure your website is allowing pop-up blockers
 - Make sure you have no filters/conditions set under Show/Hide Quick Criteria Maintenance.
 3. Click on the “Refresh” or “Export” button.
 4. If not able to see any RFX, make sure your Security/Downloads are set to enable:
 - Go to Tools
 - Click on “Internet Options”
 - Click on “Security” tab
 - Select “Internet” Icon
 - Click on “Custom level” button
 - Look for “downloads – on Automatic prompting for file downloads
 - Select “Enable”.....Click on “Ok” button.....Log back into the SAePS Portal
 - Click on “**Other Bids**” tab.
 - After the automatic refresh, you should see RFX numbers.
 5. If still not able to see an RFX, contact Vendor Support (210-207-0118 leave a message) or via email Vendors@sanantonio.gov On email’s use a subject line “Re: RFX.....”



Thank you for your interest in doing
business with the City of San Antonio.