



CITY OF PHILADELPHIA

Procurement Department
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Monique Nesmith-Joyner
Procurement Commissioner

IMPORTANT INFORMATION FOR ALL SS&E BIDDERS!

City of Philadelphia Annual Bid Security Program for Services, Supplies, and Equipment (SS&E) **Bids Period of Coverage: July 1, 2024 – June 30, 2025**

(Bids for Professional Consulting Services, Public Works, Construction and Demolition [wrecking and building removal] are not covered under the City’s Annual Bid Security Program.)

Dear Vendor:

The City of Philadelphia announces the City’s Annual Bid Security Program for Fiscal Year 2025. The Annual Bid Security Program continues to have a reduced non-refundable fee of **\$100.00** and covers the time period from July 1, 2024 to June 30, 2025. Coverage begins from the date of enrollment and payment until June 30, 2025. **In order to be an eligible SS&E bidder, all bidders must be enrolled in the City’s Annual Bid Security Program.** All bidders must complete the registration form and pay the Annual Bid Security Program non-refundable fee of **\$100.00**. If applicable, an individual bid bond may also be required in the Invitation and Bid. However, for the majority of SS&E bids, the Annual Bid Security Program will be the only bid security required.

To enroll in the Annual Bid Security Program for the period of **July 1, 2024 to June 30, 2025**, complete this registration form and return the form to phlcontracts@phila.gov. **Please note in order to be covered for FY25 Annual Bid Security Program bidder must pay at <https://epay.phila.gov/paymentcenter/accountlookup/> at least one day prior to the opening of the first bid that the bidder wants covered under the program. If the bidder chooses to submit the completed registration form and payment with their bid, payments must be made online at <https://epay.phila.gov/paymentcenter/accountlookup/> and payment receipt with the registration form should be attached to the Seller's quote on PHLContracts.**

For additional information or inquiries regarding this program, please contact Procurement Customer Service at phlcontracts@phila.gov

Email registration form to phlcontracts@phila.gov

SUBJECT: ANNUAL BID SECURITY PROGRAM FY2025

Fed EIN/SSN:

Company Name:

Street Address:

City, State, Zip:

Contact Person:

Email Address:

Telephone No:

Fax No:

Submit payments to <https://epay.phila.gov/paymentcenter/accountlookup/> in the amount of \$100.00 “Annual Bid Security Fee”.

Rcvd. / /