



CITY OF PHILADELPHIA

Procurement Department
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Ronald Hovey
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, 2026 – June 30, 2027**

(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 2027. The Annual Bid Security Program continues to have a reduced non-refundable fee of **\$100.00** and covers the time period from July 1, 2026 to June 30, 2027. Coverage begins from the date of enrollment and payment until June 30, 2027. **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, 2026 to June 30, 2027**, complete this registration form and return the form to pvcoop@phila.gov. **Please note in order to be covered for FY27 Annual Bid Security Program bidder must pay at <https://www.phila.gov/make-a-payment/#other-payment-types> 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://www.phila.gov/make-a-payment/#other-payment-types> 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 Philadelphia Vendor Cooperative at pvcoop@phila.gov

Email registration form to pvcoop@phila.gov

SUBJECT: ANNUAL BID SECURITY PROGRAM FY2027

Fed EIN/SSN:

Company Name:

Street Address:

City, State, Zip:

Contact Person:

Email Address:

Telephone No:

Fax No:

Submit payments to <https://www.phila.gov/make-a-payment/#other-payment-types> in the amount of \$100.00 "Annual Bid Security Fee".

Rcvd. ____ / ____ / ____