

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

December 22, 2010

BID NUMBER: S1Z57230
TITLE: Toilet tissue, paper towels & Feminine Hygiene Products
DEPARTMENT: VARIOUS
DATE TO OPEN: January 12, 2011 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Attachment for SAMPLE SUBMITTAL FORM for Bid Package.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, L. Lewicki

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LL/mv

Attachment

SAMPLE SUBMITTAL FORM
To be submitted with samples for
Invitation and Bid: S1Z57230

PROCUREMENT SAMPLE SUBMITTAL	SUBMIT TO: Procurement Department Procurement Buyer, Room 120 MSB Building 1401-J.F.Kennedy Blvd. Philadelphia, PA 19102
Vendor Name: _____ Bid Number: _____ Address: _____ Phone # : _____ Opening Date: _____ Contact Name: _____ Item Reference No. from Bid (Section5): _____ Manufacturers Brand and Number: _____	
Remarks:	

REQUEST FOR TEST	TO: MATERIALS ENGINEERING LABORTORY Room 120 Municipal Services Building 1401-J.F.Kennedy Blvd. Philadelphia, PA 19102	LAB NO.
SAMPLE NO.	MANUFACTURER	DATE
CONTRACT NO. OR JOB	LOCATION: Procurement Department, Rm. 120 Municipal Service s Bldg. Phila, PA., 19102	
DESCRIPTION OF SAMPLE		
INTENDED USE		
SPECIFICATION		
<input type="checkbox"/> MATERIALS NOW IN USE <input type="checkbox"/> MATERIAL SUBMITTED PRIOR TO USE		
REMARKS		
SUBMITTING DEPT. AND UNIT PROCUREMENT	PHONE NO. (215) 686-4791	ENGINEER OR INSPECTOR (Signature) PRPI