Pharr

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Pharr Purchasing

Procurement Opportunities

Welcome to the City of Pharr online system dedicated to administering formal and informal procurement solicitations (e.g. IPQ – Informal Price Quotations, RFI – Request for Information, RFP - Request for Proposals, RFQ – Request for Qualifications and SB - Sealed Bids). The goal of this site is to provide you, our business partners, with an efficient and effective method of participating in the formal and informal procurement process that results in outstanding goods and services at competitive prices. The City of Pharr's Purchasing Department is striving to establish a "centralized purchasing function for the city." We aim to promote "PRIDE" in everything we do.

PROFESSIONALISM | RESPECT | INTEGRITY | DISCIPLINE | ETHICS

Step 1: Register as a Vendor Company

Click on the "Log In | Register" button top right if you have not previously registered. All vendors are required to register and maintain their company's information through this secure system. Please pay particular attention to the selection of category codes during the registration process. Notifications of future solicitations will be e-mailed to vendors based on category codes; so it is important that companies select all category codes that match the goods and/or services they provide.

Step 2: Participate in our Active Procurement Bid Solicitations

Once you are logged in, click on the "Bids" navigation link and then check the "Open" status box to view our active procurement solicitations.

Please Note: Solicitations should be submitted pursuant to the instructions contained in the pertinent solicitation documents. All solicitation documents can be downloaded in pdf (or similarly accessible format). Registered vendors will be notified via e-mail of any addenda or similar updates.   However, it is the responsibility of the vendor to check this site to ensure they have final documents before submitting their bid/proposal as e-mail notifications cannot be guaranteed (e.g. due to technological issues including spam filters).

Step 3: View Awarded Procurement Solicitations

Filter "Bids" grid above to view our closed/awarded procurement solicitations by checking the boxes for "Closed" and/or "Awarded".

Thank you for your time and your interest in our procurement opportunities. We look forward to working with you!

ProcureWare Help

Search   🔍

Procureware Vendor > FAQs > Registration

How do I register my company?

Registration is a 2 step process.

Step 1 - Initial Registration

1. Navigate to the ProcureWare website you want to register with and click the "Log In | Register" button in the upper right corner of the screen.

2. Locate the "Register" section on the login screen and click the "Register" button under the "Create New Company Account" section.

3. Select the "Register" button and fill out the required information on the screen. (Required fields are indicated with ***** .)


4. Click the "Next" button.

5. A message will then be sent to the email address you provided with instructions on how to continue the registration process. *If you do not recieve the email, see* <u>*Why am I not receiving my password reset email?*</u>
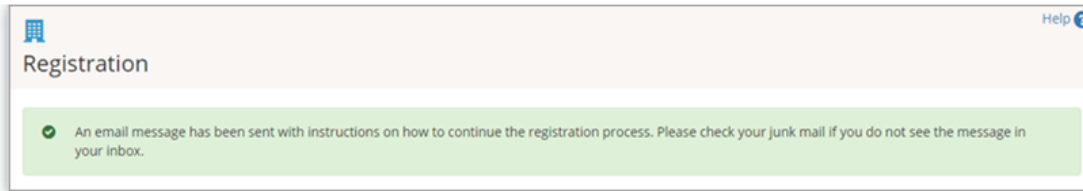
Step 2 - Continue and Complete Registration

1. Once you've created your password, you will be able to complete the remaining steps of your registration. Fill out the required information on each tab and click "Save." (Required fields are indicated with *.)

- Use the "Next" and "Previous" buttons to move between tabs or just click the tabs directly to select them.
- Complete tabs display a green checkmark.
- Incomplete tabs display a red **X**.
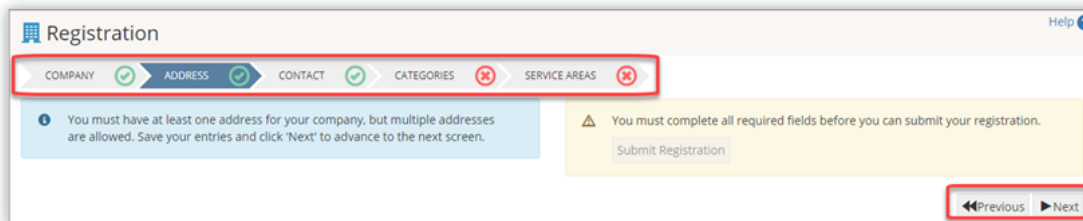
2. The orange "Submit Registration" button will become clickable in the upper-right corner of the screen once all tabs are complete.
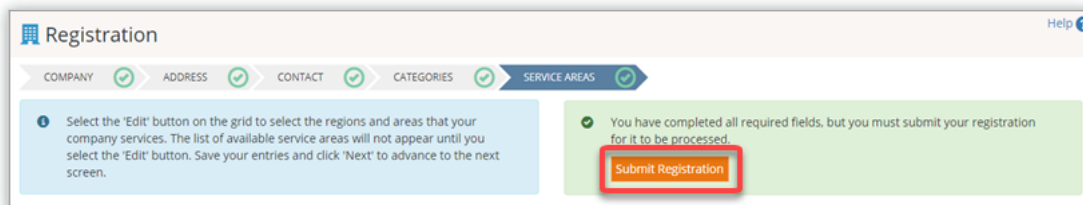
3. Upon successful registration submission, you will be logged in to the ProcureWare site.
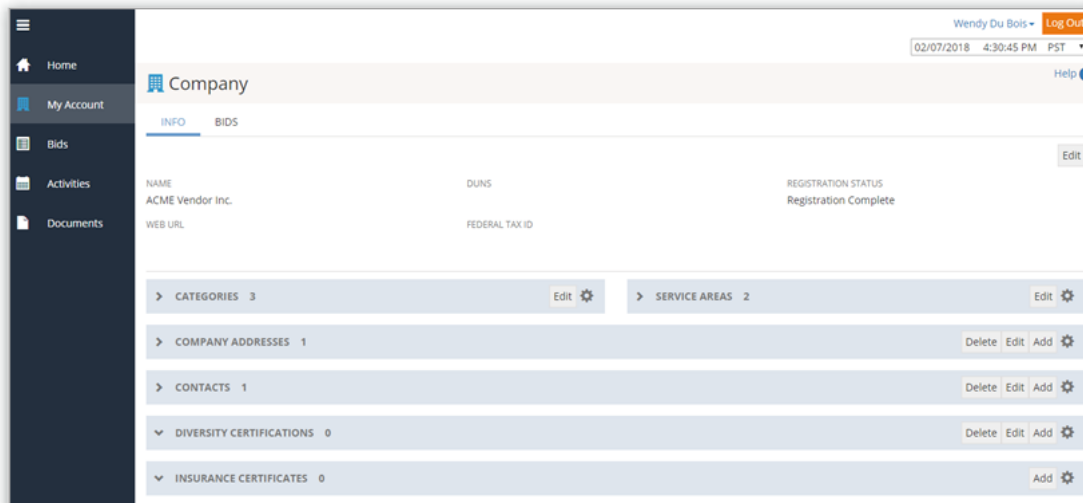
4. Depending on the workflow process of the procurement site administrator, you may need to be approved before you can participate in the bidding process.
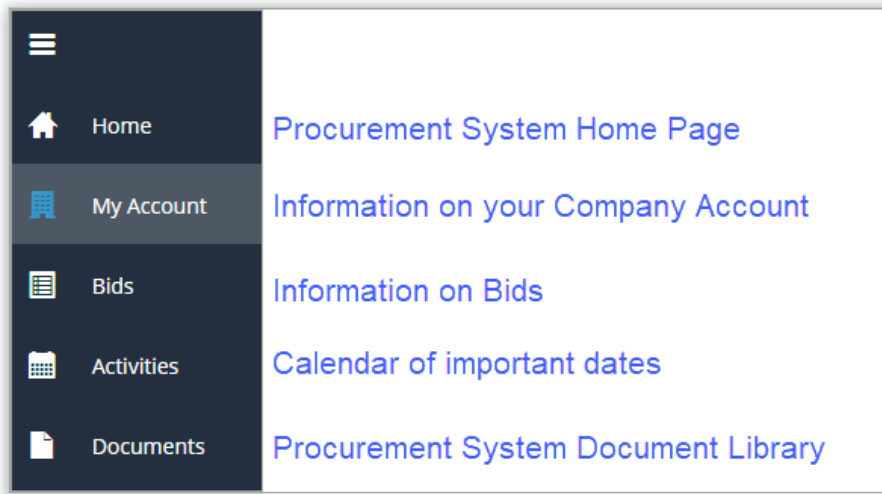
Was this article helpful? 👍 👎　　0 out of 9 found this helpful