



ADDENDUM

Date: **August 31, 2023**

Subject: **Holiday Gift Cards - Questions & Answers, Artwork
Language Change**

IFB Number: **270151**

Due Date/Time: **September 13th, 2023 / 12:00 PM ET**

Addendum Number: **1**

To All Offerors:

A solicitation “Addendum” is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation to Bid, Request for Proposals or Request for Quotations).

List any and all changes:

- Attached are questions received as of 12:00 PM ET August 30th, 2023, along with the PLCB’s responses.
- Attached is the revised artwork containing language changes made to the back of the gift cards and hangers.

When an addendum is posted to the PLCB’s online self-service Oracle Supplier Portal (the “Portal”), bidders who have already submitted a bid will receive a system-generated email notification alerting them to the change. The bidder must log into the Portal to review and acknowledge the addendum in order to have their bid considered. Failure to review and acknowledge the addendum will be considered a non-responsive bid and result in bid rejection.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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IFB 270151

PLCB 2023 Holiday Gift Cards

Questions and Answers

Q1. We need more information to quote the carrier.

- **Thickness?**
- **Ink specifications?**
- **Regarding delivery, how much flexibility is there with the two weeks notes? For a project this size, two weeks is aggressive.**

A1. We do not have a specific thickness for the gift card carriers. Bidders are expected to quote an industry standard 3.625-inch x 5-inch cardboard backing.

The ink specification will be the same as the gift cards (4-color process). The only difference is the back would also be 4-color process instead of 1-color since we have the Happier Holidays logo on the back. The color output specs are packaged within the InDesign file under print presets. (Default/Composite CMYK/Document Profile: U.S. Web Coated (SWOP) v2/Color Handling: Let InDesign Determine Colors/Printer Profile: Document CMYK).

Per the IFB specifications, pages 8-9; cards are for primary use during the 2023 holiday season commencing as early as October 13th, 2023. Cards must be delivered no later than this date.

Q2. Are there any actual photos of the single card and the cardboard backing for our reference?

A2. The artwork for the gift cards and carriers was included in the original solicitation posting. Revised copies of the artwork have been included in this addendum. Language updates have been made to the cards and carriers. The updated files have been saved with the extension of "Rev. 8.31.23"