



ADDENDUM

Date: **March 20, 2024**

Subject: **PLCB 2024 GIFT CARDS – Q&A**

IFB Number: **IFB 270768**

Due Date/Time: **April 2, 2024 / 12:00 P.M. EST**

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 P.M. March 18, 2024, along with the PLCB’s responses.

If you have already submitted a bid to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the above address.

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,

Name: **Tanya L. Readinger**
Title: **Procurement Specialist II**
Phone: **(717) 705-2238**
Email: **Treadinger@pa.gov**

PLCB – 2024 Gift Cards

IFB 270768

Questions and Answers

Q1. The following requirement appears on page 11 of the Invitation for Bid: “Delivery of cards must be within four (4) weeks of final approval of artwork and proof.” Given the scope of work, this lead time is quite a bit shorter than industry standard and would be particularly difficult for a non-incumbent supplier to satisfy. Would the PLCB consider awarding to a bidder that is unable to commit to this turn time?

*A1. As stated within the specifications, this single award contract will be awarded to the lowest responsive and responsible bidder as determined by the total cost that meets the requirements and criteria set forth in this IFB. By submitting a bid, the bidder is confirming they are able to commit to all specifications, including delivery time. However, the PLCB is willing to accept delivery **within four (4) to six (6) weeks** of final approval of artwork and proof.*

Q2. There is a quantity discrepancy in the IFB for the item PLCB #86997, the FWGS \$25 COC. On Page 7 of the IFB, the quantity for this item is indicated as 7,000. On Attachment #4, the Sample Cost Sheet, the quantity for this item is indicated as 1,000. Please confirm which quantity is correct.

A2. Confirming total quantity needed for PLCB item #86997, Gift Card, FWGS \$25 Hanging (COC) is 7,000 cards. (25 cards per pack X 280 packs= 7,000 cards).