



**REQUEST FOR QUOTATION FOR SMALL PURCHASE (UNDER \$50,000)**

**AMENDMENT 1**

**Date Issued:** Monday, August 29, 2016

**Description:** FY17 Retailer Customer Appreciation Promo Packs for the South Carolina Education Lottery (SCEL)

**Submit Offer By:** Tuesday, September 13, 2016, at 3:00 PM ET (Late proposals **will not** be accepted)

**Questions Must Be Received By:** Tuesday, September 6, 2016, at 3:00 PM ET

Offerors desiring an explanation or interpretation of the solicitation must request it in writing. Oral explanations or instructions will not be binding [See R. 19-445.2042(B)]. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors.

**Amendment:** Answers to questions will be issued through an Amendment and will be posted on Wednesday, **September 7, 2016**, to SCEL's website at the following link: <http://www.sceducationlottery.com/lottery/procurement.aspx>. An Amendment becomes part of the Contract with SCEL and it may alter the scope of work or otherwise affect the information you must submit to SCEL.

**Award:** Award or the notice of intent to award is anticipated to be posted by **COB Wednesday, September 14, 2016**. The award will be made to the lowest responsible and responsive bidder.

The procurement for the services listed herein is pursuant to the Small Purchases procedures of the South Carolina Consolidated Procurement Code which may be over ten thousand dollars but not in excess of fifty thousand dollars [§11-35-1550 (2)(c)]. When providing pricing, Offerors shall include all costs for performing the work associated with that price.

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**Submit Bids/Inquiries/Questions to address, email, or fax below. Bids are preferred via email in pdf or Word format. Only one copy of the bid should be submitted.**

S.C. Education Lottery  
Attn: SCEL Procurement Retailer Promo Pack RFQ  
Petrina Marsh  
1333 Main Street, Suite 400  
Columbia, SC 29201  
Phone: (803) 737-2808/Fax: (803) 737-0047/Email: [Petrina.Marsh@sclot.com](mailto:Petrina.Marsh@sclot.com)

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SCEL's Request for Quotation for Small Purchase is conducted under the authority of the South Carolina Code of Laws and State Regulations and is pursuant to all applicable statutes and regulations within the South Carolina Consolidated Procurement Code located on the following link. <http://www.scstatehouse.gov/code/t11c035.php>

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**VENDOR INFORMATION AND CERTIFICATION**

**LOTTERY VENDORS (SCEL)**

If selected, Offerors must provide an attestation certifying that the Offeror and its employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act). The Offeror is responsible for reviewing and understanding the obligations, requirements, and prohibitions contained in these Acts."

"I certify that I and my employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act)."

\_\_\_\_\_  
Offeror's Name

\_\_\_\_\_  
Date

The submission of the attestation is deemed a substitute for the \$5,000.00 deposit requirement for criminal background check(s) for the purposes of this procurement.

<b>NAME OF OFFEROR</b>  (full legal name of business submitting the offer)		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.	
<b>AUTHORIZED SIGNATURE</b>  (Person must be authorized to submit binding offer to contract on behalf of Offeror.)		<b>TAXPAYER IDENTIFICATION NO.</b>  (See "Taxpayer Identification Number" provision)	
<b>TITLE</b>  (business title of person signing above)		<b>STATE VENDOR NO.</b>  (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)	
<b>PRINTED NAME</b>  (printed name of person signing above)	<b>DATE SIGNED</b>	<b>STATE OF INCORPORATION</b>  (If you are a corporation, identify the state of incorporation.)	
<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)		(See "Signing Your Offer" provision.)	
<input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Partnership	
<input type="checkbox"/> Corporate entity (not tax-exempt)		<input type="checkbox"/> Other _____	
<input type="checkbox"/> Corporation (tax-exempt)		<input type="checkbox"/> Government entity (federal, state, or local)	

COVER PAGE - PAPER ONLY (MAR. 2015)

<b>ACKNOWLEDGMENT OF AMENDMENTS</b> Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

## **AMENDMENTS TO SOLICITATION (JAN 2004)**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:  
<http://www.sceducationlottery.com/lottery/procurement.aspx>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

## **The following modifications have been made to this Solicitation's Cover Page.**

**Amendment:** Answers to questions will be issued through an Amendment and will be posted on Wednesday, **September 7, 2016**, to SCEL's website at the following link:  
<http://www.sceducationlottery.com/lottery/procurement.aspx>. An Amendment becomes part of the Contract with SCEL and it may alter the scope of work or otherwise affect the information you must submit to SCEL.

**Award:** Award or the notice of intent to award is anticipated to be posted by **COB Wednesday, September 14, 2016**. The award will be made to the lowest responsible and responsive bidder.

## **QUESTIONS FROM OFFERORS (FEB 2015)**

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

## Questions and Answers to Bidders Questions

1. We are unable to review [http://www.crestline.com/surge\\_notebook-and\\_pen-combo-105922.aspx](http://www.crestline.com/surge_notebook-and_pen-combo-105922.aspx). Can I get a picture of it?
- A. Yes. A virtual image for the Royal Blue Notebook & Pen Combo is provided below (it is 1 of 5 items that must be included in the Royal Blue “Fantastic Five” Royal Blue Cooler Combo).

**SKU:** 105922 25A

**Style Number:** 105922

**Product Color:** Royal Blue



2. What is the quantity for Curvy Stylus Ball Pen?
- A. The total quantity for each requested item is 2,000; therefore, the total quantity requested for the Curvy Stylus Ball Pens is 2,000.

**Total Quantity: 2,000: “Fantastic Five” Cooler Combo Packs.**

Each “Fantastic Five” Royal Blue Cooler Combo Pack must contain each of the following four promotional items fully assembled and pre-packaged within each (1) Royal Blue Color-Block Cooler Bag: (1) 16 oz. Royal Blue Tumbler with Matching Royal Blue Colored Straw, (1) Royal Blue Notebook & Pen Combo, (1) Royal Blue LED Flashlight, and (1) Royal Blue Curvy Stylus Ballpoint Pen. (Crestline Product, “Fantastic Five” Item #112069) or similar product deemed acceptable by SCEL.

3. Is a sample required with bid?
- A. Samples are not required to be submitted with bids as stated on page 11 of the Solicitation. Although samples are not required to be submitted with bids, SCEL does require the Vendor to submit actual pre-production proof samples with an SCEL logo for each of the requested five items. If awarded, the Vendor must receive approval from SCEL for the actual samples with the requested SCEL logo before final production can begin.
4. Since you need delivery by mid October, and produce all goods overseas which will take 45-55 days after sample approval, will the bid be rejected for not being able to meet the delivery date?

I doubt that even purchasing domestically that one can meet that date with the sample approval process taking up at least 2 weeks, to produce the samples, ship them, and wait for approvals.

A. Yes. A bid will be rejected for not being able to meet the required delivery date.

The “Fantastic Five” Cooler Combo Pack is available for purchase domestically and is able to meet the required delivery date based on the distributor’s standard production schedule below.

**Distributor’s Standard Production Schedule\***

Pre-Order Processing: 1-2 business days (art prep and proof approval)

Production Time: 10 business days

Shipping Time: 4-5 business days (from CA)

**\*Rush service is also available.**

**SCEL Anticipated Timeline of Post Award Events**

<b>Date:</b>	<b>Milestone:</b>
COB Wed., Sept. 14, 2016	Award to be Posted
Thurs., Sept. 15, 2016	SCEL Purchase Order/Artwork sent to Vendor
Fri., Sept. 16—Tues., Sept. 20, 2016	Vendor to Begin Pre-order Process w/Distributor/or Manufacturer
Tues., Sept. 20-Wed., Sept. 21, 2016	SCEL receives/approves virtual pre-production proofs w/logo*
Thurs., Sept. 22—Wed., Oct. 5	Actual Production Time
Wed., Oct. 5—Fri., Oct. 14, 2016	In-Transit to Shipping Destination (SCEL Blythewood Warehouse)

Delivery shall be made **no later than noon on Friday, October 14, 2016. Full delivery is required.** No partial deliveries will be accepted.

\*Once SCEL staff receives electronic/virtual pre-production proofs with an SCEL logo for each of the requested five items, staff should be available to approve the virtual proofs the same day (if proofs are received Monday-Friday during SCEL business hours between 8:30 AM ET and 5:00 PM ET). The Vendor may proceed with processing the final production order at that time as long as SCEL approved the actual pre-production proofs with an SCEL logo for each of the requested five items (prior to processing the final production order).

**SCEL Logo as Requested**



The SCEL logo requested for each of the five items is a 1-color imprint as shown above.