



**FY22 GOLF PENCILS WITH NO ERASER
REQUEST FOR QUOTES (RFQ)**

SCOPE OF WORK

The South Carolina Education Lottery (SCEL) is soliciting written quotes from qualified vendors to supply Golf Pencils with No Erasers as specified below. All items must be new and meet the minimum specification requirements provided herein.

SPECIFICATION REQUIREMENTS

ITEM	DESCRIPTION	COLOR	QUANTITY
1	Golf Pencil with NO Eraser	Royal Blue	1,002,240
2	Golf Pencil with NO Eraser	Light Green	1,002,240

DESCRIPTION

Golf pencils with NO erasers MUST be hex-shaped, pre-sharpened, and approximately 3 ½” in total length. Material must feature a bonded lead core and NOT be made of rainforest wood. Royal blue pencil color should match closely to PMS 286 blue and light green pencil color should match closely to PMS 361 green. Substitution in colors will NOT be accepted. All items must be deemed acceptable by SCEL.

ARTWORK

Imprint: **SCEDUCATIONLOTTERY.COM**
 1-color (white) imprint
 Text imprint only. Font style must be Sanserif (i.e. Helvetica, Arial or similar)
 1 line with 22 characters and no spaces

Imprint Area: Approximately 1 7/8” W x 1/8” H

SAMPLE ILLUSTRATION OF ARTWORK (Not Scaled to Size)



SCHEDULE OF KEY EVENTS	
	Dates Subject to Change
Request for Quotes - Issue Date	Monday, December 6, 2021
Deadline for Questions (DUE 2PM ET)	Monday, December 13, 2021
Bid Opening (Quotes and Samples DUE 2PM ET)	Monday, December 20, 2021
Award	Tuesday, December 21, 2021
Delivery in Full	Week of April 18-22, 2022

SAMPLE REQUIREMENTS FOR BID SUBMISSION*

1. Two (2) pencil samples (Royal Blue -1; Light Green -1) are required with bid submission. Physical samples are preferred but not required. If a Bidder is unable to submit physical sample(s) prior to bid opening, then the Bidder MUST submit two (2) virtual samples (Royal Blue-1; Light Green-1).
2. Sample pencils must contain a text imprint; any color imprint is acceptable.
3. Samples MUST BE CLEARLY MARKED AND LABELED with name and address of Bidder (NOT the Manufacturer’s name). Samples which are not clearly labeled with the Bidder’s name may be deemed non-responsive.

*All samples become SCEL property unless otherwise requested. Vendors requesting samples to be returned must indicate so on Page 5 as directed and are responsible for any associated shipping fees.

AWARD

Award will be made to the lowest responsible and responsive bidder.

PRE-PRODUCTION PROOFS AND FINAL PRODUCTION SAMPLES

Two (2) physical pre-production proofs (Royal Blue – 1; Light Green – 1) shall be required for SCEL approval prior to the start of final production; and four (4) physical final production samples (Royal Blue – 2; Light Green – 2) shall be required at the time the full shipment is delivered to the SCEL Warehouse. All proofs/samples must contain the required color(s) and imprint(s) and shipped to the SCEL Main Office address. Any/all costs associated with these requirements must be included in the bid price.

PACKAGING

Each box of bundled pencils (i.e. 144/box) should be designed as follows. Illustration of box design shown below is for sample purposes only.

- **Box Style:** “Snap-Bottom” Lock Box; a.k.a. “Auto-Bottom” Lock Box with a “Tuck-In Top”
- **Box Material:** Sturdy paperboard with a minimum 14 point thickness
- **Suggested Bundles:** 144 pencils per box @ 20 boxes per carton (2,880 pencils)

Sample of Box Design



All boxes/cartons should contain the same color and quantity of items. Multiple colors in the same box are **not acceptable**. Cartons should not weigh more than 33 lbs. each. Contents of each carton must be clearly labeled with the item name, color, and quantity on the outside of packaging **AND** include a packing slip with description of contents to include the item name, color, quantity, and packaging specifications (i.e. how the order is bundled, grouped, and/or boxed).

DELIVERY

SCEL prefers to receive the order in full no later than Friday, April 22, 2022. Partial deliveries will be considered upon SCEL's approval. SCEL remains cognizant of the disruptive effects that COVID-19 continues to have on the global supply chain in the United States and abroad. We are all subject to the risk of disruption by events beyond our control and the risks associated with our reliance on imported goods from third parties. Considerations will be made to extend delivery date requirements if necessary.

Bidders may submit multiple quotes with multiple delivery transport methods (i.e. sea, air, etc.) if so desired. All items must be delivered via Freight on Board (FOB) destination and shall be delivered and unloaded onto the receiving dock with all transportation and unloading charges to be prepaid by the contractor. After Award, all deliveries and services shall be made to the "Ship To" addresses specified below.

SHIP TO – PRE-PRODUCTION & FINAL PRODUCTION SAMPLES - SCEL Main Office

S.C. Education Lottery
Attn: SCEL FY22 Golf Pencil Proofs – Teresa Brock
1333 Main Street, Suite 400
Columbia, SC 29201
Teresa.Brock@sclot.com

SHIP TO – FINAL PRODUCTION/FULL SHIPMENT - SCEL Warehouse

S.C. Education Lottery c/o SGI
Attn: Dan Dyar (803) 237-9746
120 Metal Park Drive
Columbia, SC 29209

QUALITY – NEW (JAN 2006)

All items must be new. [03-3060-1]

SPECIAL INSTRUCTIONS FOR BIDDERS

Bidders must complete and submit the required information on pages 5, 6, and 7 of this solicitation. Quotes/virtual samples should be submitted electronically. Questions must be submitted in writing and sent via email to the Procurement Officer at Petrina.Marsh@sclot.com. If quotes are submitted via U.S. mail or delivered by hand to the address below, then samples should be included in the same sealed package with bid. If a bidder fails to submit quotes/samples by the bid opening date/time listed above, then the bidder will be deemed non-responsive.

BIDS/SAMPLES – SCEL Main Office (Physical/Mailing address)

S.C. Education Lottery
ATTN: FY22 Golf Pencil with No Eraser RFQ
SCEL Procurement Officer – Petrina F. Marsh
1333 Main Street, Suite 400
Columbia, S.C. 29201

HISTORICAL PRICING DATA

SCEL FY21 GOLF PENCILS WITH NO ERASER RFQ

VENDOR	AWARD DATE	TOTAL QUANTITY	COLOR	UNIT COST	EXTENDED PRICE	AWARD AMOUNT
Red Hot Branding, Inc. Columbia, SC	7/31/2020	1,002,240	Royal Blue	\$0.0183	\$18,340.99	\$36,681.98*
	7/31/2020	1,002,240	Light Green	\$0.0183	\$18,340.99	

*Award Amount listed above includes set-up/freight charges but does not include sales tax. Delivery requirements for the above referenced solicitation differed from the current solicitation as follows.

FY21 Golf Pencil with No Eraser RFQ

(1) FULL Shipment Delivered on or before October 16, 2020 [Royal Blue (1,002,240); Light Green (1,002,240)]

This Procurement is conducted on behalf of the South Carolina Education Lottery (SCEL) under authority of the SC Education Lottery Act as provided in SC Code of Laws §59-150-10 – §59-150-410; R. 44-10 – 44-140; and remains compliant with the SC Consolidated Procurement Code (Code) as provided in Title 11, Chapter 35 of the SC Code of Laws. The method used to procure the items in this RFQ is pursuant to the Code’s Small Purchase procedures for Commercially-Off-the-Shelf products (COTS) [§11-35-1550 (2)(b)]. Vendor preferences do not apply to COTS [§11-35-1524(E)(5)].

ATTACHMENT 1 – REQUIRED BIDDER INFORMATION

NAME OF BUSINESS

(Full Legal Name of Business and Type of Entity)

NAME OF BIDDER

(Print name of person submitting bid)

TITLE

(Business title of person above)

BIDDER CONTACT INFORMATION

Area Code/Phone Number

E-Mail Address

Mailing Address

Street No. and Name

City, State, and Zip Code

STATE REGISTERED VENDOR NUMBER

(Register to Obtain S.C. Vendor No. at

www.procurement.sc.gov)

CERTIFIED SC SMALL & MINORITY OWNED BUSINESS

(Yes/No – If yes, include Certification number)

REQUEST RETURN OF SAMPLES (Yes/No)

AUTHORIZED SIGNATURE OF BIDDER

(Person must be authorized to submit binding offer on behalf of above Business Entity)

ATTACHMENT 2 - BID WORKSHEET

**VENDOR RESPONSE FOR ITEM 1
GOLF PENCIL WITH NO ERASER - ROYAL BLUE**

ROYAL BLUE COLOR (Must be close match to PMS 286)

**MEETS ITEM DESCRIPTION, COLOR, AND
QUANTITY SPECIFICATION REQUIREMENTS** _____

Packaging Specifications – Qty/CTN:_____; Wt./CTN:_____; #Full CTN:_____; #Partial CTN:_____

Delivery – Meets Full Shipment Date of April 22, 2022 **(YES/NO)** _____

Delivery Days ARO (After Receipt of Order) _____ days

Unit Cost _____

Extended Cost _____

Set-Up/Other Related Charges _____

Shipping/Freight Charges _____

Bid Total _____

**VENDOR RESPONSE FOR ITEM 2
GOLF PENCIL WITH NO ERASER - LIGHT GREEN**

LIGHT GREEN COLOR (Must be close match to PMS 361)

**MEETS ITEM DESCRIPTION, COLOR, AND
QUANTITY SPECIFICATION REQUIREMENTS** _____

Packaging Specifications – Qty/CTN:_____; Wt./CTN:_____; #Full CTN:_____; #Partial CTN:_____

Delivery – Meets Full Shipment Date of April 22, 2022 **(YES/NO)** _____

Delivery Days ARO (After Receipt of Order) _____ days

Unit Cost _____

Extended Cost _____

Set-Up/Other Related Charges _____

Shipping/Freight Charges _____

Bid Total _____

**ATTACHMENT 3 - BID PRICING SUMMARY
AND ACKNOWLEDGEMENT OF AMENDMENTS**

BID PRICING SUMMARY

ITEM	DESCRIPTION	COLOR	QTY	UNIT PRICE	EXTENDED PRICE	SHIPPING/FREIGHT	TOTAL BID PRICE*
1	Golf Pencils With NO Erasers	ROYAL BLUE	1,002,240	\$-	\$-	\$-	\$-
2	Golf Pencils With NO Erasers	LIGHT GREEN	1,002,240	\$-	\$-	\$-	\$-

*Vendors should include the following information when preparing the above Bid Pricing Summary:

- 1) Unit/Extended prices for each item above must include all costs associated with artwork, set-up, proofs, and any other related fees; 2) Shipping charges should be separate; and 3) Total Bid Price must include all costs listed above WITHOUT TAX.

Bidder's Signature _____

Date _____

AMENDMENTS TO THE SOLICITATION

The Solicitation may be amended at any time prior to bid opening. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

ACKNOWLEDGMENT OF AMENDMENTS

All actual and prospective Bidders must acknowledge receipt of any issued amendments. To acknowledge amendments, Bidders must provide the amendment number, issue date, and an authorized signature in the spaces indicated below. Bidders must complete this information and return this page with the submission of their bids and samples as required.

AMENDMENT NO.	AMENDMENT ISSUE DATE	SIGNATURE OF BIDDER ACKNOWLEDGEMENT