PENNSYLVANIA LIQUOR CONTROL BOARD

INVITATION FOR BID 275464

PLCB 2026 HOLIDAY GIFT CARDS

OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a Contractor to provide fifteen (15) different versions of branded gift cards in accordance with the specifications set forth in this Invitation for Bid (IFB). The cards will be used in over 600 Fine Wine & Good Spirits Stores.

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 212, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001. Tanya Readinger is the Issuing Officer and the **sole point of contact** at the PLCB for this IFB. Email: treadinger@pa.gov .

PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter and administer contracts and make written determinations with respect to contracts. The PLCB Contracting Officer is Tammy Wenrich, Manager of Purchasing and Contract Administration, Room 212, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001.

PLCB CONTACT PERSON

The PLCB Contact Person, defined as the PLCB employee charged with reviewing and accepting receipt of the goods to be provided under the Contract, is Zachery Shaffner, Management Analyst of Retail Infrastructure Development, Room 311, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001

CONTRACTOR CONTACT PERSON

The Contractor shall provide the PLCB with a single point of contact for all Contract related questions or problems. Immediately upon notification of award, the Contractor shall provide the PLCB with the name, address, email address, and telephone number of this individual.

SUPPLIER REGISTRATION

The PLCB uses the online self-service Oracle Supplier Portal (the "Portal") to facilitate its business needs with contracted suppliers. Bidders are required to register in the Portal as a "Non-Merchandise" supplier of goods and services. During the registration process, every bidder must complete a questionnaire to verify their supplier type (Merchandise or Non-Merchandise). Every bidder must enter the details of the "PLCB Purchasing team contact person". This information can be found in the "Issuing Office" section on **Page 1 of this IFB.**

Registration must be completed before a bid can be submitted. Information on how to register and related training can be found by clicking the link below. ***(Please Note: A PLCB Supplier number will NOT be immediately generated upon submission of registration. The request will be processed within 3-5 business days from date received. It is recommended that bidders allow sufficient time to register before the bid deadline).***

https://www.pa.gov/agencies/lcb/supplier-vendors/goods-and-services-suppliers.html

Upon contract award, the Contractor will use the Portal to manage and update account information, upload and view invoices, view and acknowledge POs and related documents, view payment information, and track payment status.

It is the Contractor's responsibility to ensure that the supplier information contained in the Portal is accurate and complete. **Failure to update the Portal of any changes to supplier information may result in delayed payments.**

QUESTIONS

Questions regarding this IFB must be submitted via email only, with the subject line entitled "IFB #275464 Questions" to the Issuing Officer, Tanya Readinger, at Treadinger@pa.gov no later than **4:00 p.m. ET on Wednesday, July 29, 2026.** Bidders shall not contact the Issuing Officer by any other means. All questions received will be answered, in writing, and such responses shall be posted to the Department of General Services ("DGS") website at www.emarketplace.state.pa.us as an addendum to the IFB by **4:00 p.m. ET on Monday, August 3, 2026.**

All questions and official responses are an addendum to, and part of, this IFB. The PLCB is not bound by any verbal information, nor is the PLCB bound by any written information not part of the IFB or formally issued as an addendum by the Issuing Office. Questions submitted to the IFB are not considered to be, nor are they treated as a protest to the specifications or of the solicitation.

CONTENT OF AND ADDENDA TO THE IFB

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at www.emarketplace.state.pa.us as well as posting within the Portal. **It is the bidder's responsibility to periodically check each system for any new information or addenda to the IFB. When an addendum is posted to 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 to have their bid considered. Failure to review and acknowledge the addendum will be considered a non-responsive bid and result in bid rejection.**

THE CONTENT OF THIS SPECIFICATION DOCUMENT, ITS ATTACHMENTS AND ADDENDA SUPERSEDES ANY LANGUAGE IN THE PORTAL SHOULD THERE BE A CONFLICT. For example, if this specification contains requirements regarding bid validity or delivery date, then no language in the Portal (or bidder entry into the Portal, if solicited via an entry field) will change those requirements.

RESPONSE DATA

Bidders must submit their bids through the Portal. See the Supplier Registration paragraph above for further information on the submission process.

NOTE TO AVOID DISQUALIFICTION

- **ATTACHMENT #1 – Bid Form BOP-1206** must be signed in ink by an official legally authorized to bind the Contractor to its provisions. **Failure to sign the Bid Form BOP-1206 in accordance with these signatory requirements shall disqualify the bid.**

- All applicable bid documents must be timely uploaded through the Portal. *See "Required Documents" below to avoid rejection of the bid.*

- For this IFB, the bid must remain valid for at least 60 days. The contents of the Contractor's bid will be incorporated into the contract. See Supplier Registration section above for more information on accessing the Portal and registering as a Supplier.

To be considered, submit the bid through the Portal on or before **12:00 PM ET on Thursday, August 6, 2026. ALL BIDS MUST BE SUBMITTED THROUGH THE PORTAL. BIDS SUBMITTED BY EMAIL OR HARD COPY WILL BE REJECTED AND WILL NOT BE CONSIDERED.**

REQUIRED DOCUMENTS:

The following documents must be included with your bid. Failure to include these required documents will be considered a non-responsive bid and result in bid rejection.

1. ATTACHMENT #1 - BOP-1206	**Referenced on Page 3**
2. ATTACHMENT #2 – GSPUR-89	**Referenced on Page 4**
3. ATTACHMENT #3 – BOP-2201	**Referenced on Page 4**

METHOD OF AWARD

This will be a single award contract to the lowest responsive and responsible bidder, whose bid will be determined by the Total Cost for all requirements and criteria set forth in this IFB.

WORKER PROTECTION AND INVESTMENT EXECUTIVE ORDER

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Bidders must complete **ATTACHMENT #3 – BOP-2201 Worker Protection and Investment.** **FAILURE TO SUBMIT THIS FORM WILL RESULT IN BID REJECTION.**

RUSSIA BELARUS CERTIFICATION

This procurement is subject to the Restrictions for Associations with Russan and Belarus Act 57 of 2023 (Act 57), which prohibits the Commonwealth and its agencies from contracting with, awarding grants to, or extending tax credits for any individual or business linked to the governments of Russia or Belarus, according to criteria established by the U.S. Treasury's Office of Foreign Assets Control. Act 57 requires agencies to verify that bidders are not on the Treasury-published list of disqualified entities. The PLCB will certify the Bidder's compliance with Act 57 and complete a "Russia/Belarus Certification" form BOP-2401.

RECIPROCAL LIMITATIONS ACT REQUIREMENTS

This procurement is subject to the Reciprocal Limitations Act (62 Pa.C.S.§ 107), which applies to all Commonwealth procurements that exceed the small-purchase threshold set under § 514 of the Procurement Code. 62 Pa.C.S.§ 514. This form is attached as **ATTACHMENT #2 - GSPUR-89 Reciprocal Limitations Act Requirements.** Bidders must complete sections 3 and 4 of this form and submit with the bid. **FAILURE TO SUBMIT THIS FORM WILL RESULT IN BID REJECTION.**

BID TABULATIONS RESULTS

Results of this bid will be posted within 48 hours to the DGS website at http://www.emarketplace.state.pa.us/. Bid results do not confer any contractual rights until a formal written contract has been executed by all necessary PLCB and Commonwealth officials and a Notice To Proceed (NTP) letter has been issued. Any additional information will require a Right to Know request found at: http://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm.

REJECTION OF INVITATION FOR BID/CANCELLATION OF SOLICITATION

The PLCB reserves the unqualified right to reject any and/or all bids received for this IFB, to waive technical defects or any informality in bids, and to accept or reject any part of any bid or to cancel this IFB, if, in its sole judgment, it is in the best interest of the Commonwealth.

For this bid, quantities in the Portal, and on the specifications are exact.

TERMS AND CONDITIONS

The IFB's Contract is governed by the PLCB's Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders (Form 54-FA-2.1). Form 54-FA-2.1 is attached as **ATTACHMENT #4 - Form 54-FA-2.1** and incorporated by reference.

INCURRING COST

The PLCB is not liable for any cost incurred by anyone prior to issuance of a Notice to Proceed letter. The PLCB will pay the contractor only for goods that conform to the specifications as stated in the contract.

OFFSET PROVISION

The Contractor agrees that the Commonwealth may set off the amount of any state tax liability or other debt or obligation to the Commonwealth or its subsidiaries that is owed to the Commonwealth and is not being contested on appeal against any payments due to the Contractor under this or any other contract with the Commonwealth.

PRIME CONTRACTOR RESPONSIBILITY AND SUBCONTRACTING

The selected bidder, as prime Contractor, shall be required to assume responsibility for all services requested in this IFB whether or not it performs them. Further, the PLCB will consider the selected bidder to be the sole point of contact with regard to contractual matters.

Per the Contract Specifications herein, work must be performed by Contractor's in-house staff. Outsourcing to third party services will not be acceptable. Any use of subcontractors by the selected Bidder must be identified in the bid.

During the contract term, use of any subcontractors by the selected bidder must be approved in writing by the PLCB prior to any work being done.

INVOICING

If assistance is needed to create and submit an invoice through the Portal, please review the course on how suppliers enter an invoice in the Portal and/or quick reference guide located on the PLCB's website at the following link: https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx

PAYMENT

The PLCB shall put forth reasonable efforts to make payment of undisputed amounts billed, less applicable credits, within 30 days of receipt of a proper invoice. A "proper" invoice is not received until it has been submitted to the Portal and the PLCB accepts the service as satisfactorily performed and goods satisfactorily received.

The PLCB will make contract payments through Automated Clearing House (ACH).

Within 10 days of award of the contract the awarded bidder, as Contractor, must submit or must have already submitted their ACH information within their user profile in the Portal.

The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the PLCB's ACH remittance advice to enable the Contractor to properly apply the State agency's payment to the invoice submitted.

It is the responsibility of the Contractor to ensure that the ACH information contained in the Portal is accurate and complete. Failure to maintain accurate and complete information may result in delays in payment.

PAYMENT INQUIRES/QUESTIONS

Any question or inquiries concerning payment of invoices shall be emailed to Comptroller Operations at: RA-PLCBExceptionProcess@pa.gov.

IFB 275464

PLCB 2026 HOLIDAY GIFT CARDS

SPECIFICATIONS

CARD MATERIAL AND THICKNESS: 30 mil PVC

CARD QUANTITY: 130,850 total. 129,950 Single Cards and 900 Cards on Carriers (COC), to be delivered in full to one (1) PLCB location **(See "Shipping Information" below)**.

FIFTEEN (15) FINE WINE & GOOD SPIRITS (FWGS) VERSIONS:

- PLCB #100064081 – Holiday Cocktails – Single Card 29,500 each @ 25 cards/pack = 1,180 total packs.
- PLCB #100064096 –Holiday Gifts – Single Card 29,475 each @ 25 cards/pack = 1,179 total packs.
- PLCB # 100064099 –Holiday Snowflakes – Single Card 29,475 each @ 25 cards/pack = 1,179 total packs.
- PLCB # 100064101 – Holiday Cocktails Hanging (COC) - Single Card 13,825 each @ 25 cards/pack = 553 total packs.
- PLCB # 100064102 – Holiday Gifts Hanging (COC) – Single Card 13,850 each @ 25 cards/pack = 554 total packs.
- PLCB # 100064108 – Holiday Snowflakes Hanging (COC) - Single Card 13,825 each @ 25 cards/pack = 553 total packs.
- PLCB # 100064110 – Holiday Cocktails $25 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.
- PLCB # 100064112 – Holiday Cocktails $50 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.
- PLCB # 100064120 – Holiday Cocktails $100 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.
- PLCB # 100064121 – Holiday Gifts $25 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.
- PLCB # 100064123 – Holiday Gifts $50 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.

- PLCB # 100064126 – Holiday Gifts $100 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.

- PLCB # 100064127 – Holiday Snowflakes $25 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.

- PLCB # 100064128 – Holiday Snowflakes $50 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.

- PLCB # 100064133 – Holiday Snowflakes $100 Hanging (COC) - Single Card 100 each @ 25 cards/pack = 4 total packs.

FINISHED CARD SIZE: Single Card – Standard CR80 (2-1/8" x 3-3/8")

CARD FEATURES: Finish: laminated, glossy, 2 sides.

High-Coercivity encoded 2 track magnetic swipe which meets ISO/ANSI standards.

Gift card number printed on back of card above magnetic swipe **(See "Gift Card Numbering" on page 9 and 10)**.

The full 19-digit card account number for each gift card in Code 128 UPC format needs to replace the existing UPC printed on back of card below magnetic swipe **(see "Gift Card Numbering" on page 9 and 10)**.

Back of card verbiage **(See last page of artwork)**.

Generate a 6-digit numeric PIN number for each gift card. Contractor will securely send a CSV(comma separated value) file (or any other secure file method approved by the PLCB) that lists the PIN associated with each gift card number to the PLCB.

PIN number is to be covered with a safe industry standard "peel to reveal" sticker covering. **(For placement of PIN number, please see shaded box provided on last page of artwork).**

Cards designated with a hanging back (COC) shall have the cards affixed to a 3.625-inch x 5-inch cardboard backing. Cards shall be affixed with industry standard adhesive so that customer can remove card easily without damage to card artwork.

PRINTING: 4-color offset printing; 4-color process front/1 color back.

Full bleed on all 4 sides.

Inkjet imaging for variable information only.

ARTWORK: Artwork to be provided in any of the following formats: CDR (CorelDraw 9), EPS, PS, JPG, GIF, PDF, AI (Adobe Illustrator 9.0.1).

Color values will be CMYK. Fonts will be converted to curves or provided electronically.

Artwork is done on a PC in CorelDraw9 and can be provided on a CD-R disc. Color proof sized at 100% from a color laser printer.

PROOFS: Match print of each version must be provided to the PLCB Issuing Officer for approval within one (1) week of receipt of a purchase order.

PACKAGING:

- **Pack = 25 cards each. Each pack must be individually shrink wrapped and labeled.**
- **Sleeve (standalone cards) = 20 packs of 25 cards each (500 total cards/sleeve).**
- **Sleeve (cards on carriers) = 10 packs of 25 cards each (250 total cards/sleeve).**
- **Carton (standalone cards) = Six (6) sleeves of 20 packs of 25 each (3,000 total cards/carton).**
- **Carton (cards on carrier) = Eight (8) sleeves of 10 packs of 25 each (2,000 total cards/carton).**

Standalone cards - 3,000 cards/per carton in sequential order and sleeves of 20 packs of 25 cards each within carton. Sleeves are to be labeled with the first card number in that bundle.

Cards on carriers – 2,000 cards/per carton in sequential orders and sleeves of 10 packs of 25 cards each within carton. Sleeves are to be labeled with the first card number in that bundle.

For Pack/Sleeve/Carton labeling, see example photos provided with specifications.

Cartons to be labeled as follows:

PLCB
Purchase Order Number
Description
1st Card Number – Last Card Number
Quantity
Company Information (i.e., inventory #, job number, run date, etc.)

GIFT CARD NUMBERING:

PLCB # 100064081 – HOLIDAY COCKTAILS CARD STARTING WITH:
918820430000000001X to 918820430000029500X

PLCB # 100064096 – HOLIDAY GIFTS CARD STARTING WITH:
918820440000000001X to 918820440000029475X

PLCB # 100064099 – HOLIDAY SNOWFLAKES CARD STARTING WITH:
918820450000000001X to 918820450000029475X

PLCB # 100064101 – HOLIDAY COCKTAILS HANGING (COC) CARD STARTING WITH:
918820460000000001X to 918820460000013825X

PLCB # 100064102 – HOLIDAY GIFTS HANGING (COC) CARD STARTING WITH:
918820470000000001X to 918820470000013850X

PLCB # 100064108 – HOLIDAY SNOWFLAKE HANGING (COC) CARD STARTING WITH:
918820480000000001X to 918820480000013825X

PLCB # 100064110 – HOLIDAY COCKTAILS $25 HANGING (COC) CARD STARTING WITH:
918828080000000001X to 918828080000000100X

PLCB # 100064112 – HOLIDAY COCKTAILS $50 HANGING (COC) CARD STARTING WITH:
918828090000000001X to 918828090000000100X

PLCB # 100064120 – HOLIDAY COCKTAILS $100 HANGING (COC) CARD STARTING WITH:
918828110000000001X to 918828110000000100X

PLCB # 100064121 – HOLIDAY GIFTS $25 HANGING (COC) CARD STARTING WITH:
918828120000000001X to 918828120000000100X

PLCB # 100064123 –HOLIDAY GIFTS $50 HANGING (COC) CARD STARTING WITH:
918828130000000001X to 918828130000000100X

PLCB # 100064126 –HOLIDAY GIFTS $100 HANGING (COC) CARD STARTING WITH:
918828150000000001X to 918828150000000100X

PLCB # 100064127 –HOLIDAY SNOWFLAKE $25 HANGING (COC) CARD STARTING WITH:
918828160000000001X to 918828160000000100X

PLCB # 100064128 –HOLIDAY SNOWFLAKE $50 HANGING (COC) CARD STARTING WITH:
918828170000000001X to 918828170000000100X

PLCB # 100064133 –HOLIDAY SNOWFLAKE $100 HANGING (COC) CARD STARTING WITH:
918828190000000001X to 918828190000000100X

SHIPPING INFORMATION:

The cards shall be delivered in full to the address listed below:

PLCB E-Commerce
East Greenville Business Center
668 Gravel Pike, Suite 500
East Greenville, PA 18041-2150
Attn: Alyssa Rivera

PRODUCTION TIME: Delivery of cards must be within 2 weeks of final approval of artwork and proof. Time is of the essence for all performance deadlines for this contract since the primary use of the cards is for the 2026 holiday season commencing as early as October 2026.

CONTRACTOR MUST AGREE TO THE FOLLOWING:

Prior to production, Contractor must provide sample cards for testing magnetic swipe of each version to the PLCB Issuing Officer for approval within two (2) weeks of receipt of a purchase order. Delivery of cards must be within two (2) weeks of the final approval of artwork. PLCB written approval must be provided before order production begins.

a. Contractor must remake damaged or missing cards and replace in sequential order prior to shipping.

b. Contractor must have a quality control procedure in place to ensure accuracy and integrity during the gift card production. This quality control procedure must include scanning of cards to ensure no duplicate cards, no missing cards, or out-of-sequence cards.

c. Contractor provides a sample and testing proof of the CVV printed on the card that is random and listed correctly on the file sent to the PLCB.

d. Contractor must upload the gift card PINs to the secure location approved by the PLCB.