



S.C. Education Lottery  
Finance Department  
Attn: SCEL Procurement  
1333 Main St., 4<sup>th</sup> Floor  
Columbia, SC 29201  
Phone (803) 737-2002/ Fax (803) 737-0047/Email: Procurement@sclot.com

**REQUEST FOR QUOTATION** (This is not an order)

Date Posted: **Monday, 11/19/12**

Inquiries/Questions must be received by: **Wednesday, 11/28/2012 at 11 a.m. ET**

**All Answers will be posted on SCEL's website by Thursday, 11/29/2012**

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Quotation must be received by: **Thursday, 12/6/2012 at 11 a.m. ET. Late bids NOT considered.**

Send Quotations/Inquiries/Questions to above address or email or fax to attention:  
**SCEL Procurement/ Procurement@sclot.com / Fax (803) 737-0047**

Solicitation number (write on outside of envelope): **2012-2 Pencils**

Commodity: **1,000,000 Sharpened hex-shaped small "golf" style pencils**

**Inquiries/Questions must be received by: Wednesday, 11/28/2012 at 11 a.m. ET**

**Bid Due Date: Thursday, 12/6/2012 at 11 a.m. ET. Late bids will NOT be considered. Not a public bid opening.**

**Delivery: Week of January 14, no later than noon ET on Friday, Jan.18, 2013.**

Note: See attached sheets for preference clauses and provisions, certification and authorization, special conditions, and specifications and bidding schedule.

This section must be completed by the vendor.

Vendor Name:

Area Code/Telephone Number/Fax:

Mailing Address:

City:

State:

Zip Code:

FEIN/SSN:

**SOUTH CAROLINA PROCUREMENT PREFERENCES  
CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**

[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

**PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

**PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009):** To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

**Please check the appropriate box below.**

**South Carolina (In-State) Resident Vendor**

**In-State Office Address (If different from vendor mailing address on page 1)**

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**Non-Resident Vendor**

**SOUTH CAROLINA PROCUREMENT PREFERENCES (CONTINUED)**  
**CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**  
[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

PREFERENCES - **SC/US END-PRODUCT** (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

**Please check the appropriate box below if it applies.**

**South Carolina End- Product**

**U.S. End- Product**

**CERTIFICATION AND AUTHORIZATION**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I agree, if this quotation is accepted within 60 days from date of closing, to furnish any and all items/services at the price quoted.

Authorized Signature\_\_\_\_\_

Print or Type Name and Title\_\_\_\_\_

**SOUTH CAROLINA EDUCATION LOTTERY**  
**SOLICITATION NUMBER: 2012-2 Pencils**

**Purpose and Scope of Work:**

**Special Conditions**

1. **Award:** The Contract will be awarded to the lowest responsible and responsive bidder.
  
2. **Delivery:** S.C. Education Lottery  
c/o Scientific Games International  
Attn: John (Dan) Dyar (803) 237-9746  
120 North Point Court  
Blythewood, SC 29016

Please Note: *Warehouse staff is only available to accept deliveries every other week.*  
**The preferred pallet size is 4'W x 4'L x 4'T.** Please ensure delivery will be this pallet size.

As the Blythewood warehouse is approximately 16 miles from the Columbia Office, 10 final samples (5 blue pencils and 5 green pencils) are requested to be sent to the Main Street address. Receiving final samples provides Procurement Staff the opportunity to view and approve the solicited items quickly, which in turn ensures the invoice will be approved expediently. Please note the final samples requested at the bottom left corner of the **Specifications and Bidding Schedule** on page 7.

3. **Invoicing:** The invoice must be itemized. Please email the invoice to [Accounts.Payable@SCLot.com](mailto:Accounts.Payable@SCLot.com) or send to the address on page one (1) of this RFQ
  
4. **Contact Person:** The contact listed on page one (1) of this RFQ is the only SCEL employee authorized to discuss this solicitation prior to award.
  
5. **Sample Request:** SCEL reserves the right to request imprinted or non-imprinted samples of the products requested herein for the purposes of inspecting design, quality or color from all bidders prior to award. **All bidders are required to supply samples of both colors of pencils with their bid. All samples must be labeled with the bidder's name.**
  
6. **Pre-Production Proof:** A pre-production proof is required prior to the order being processed for production. If there will be a charge for the press time necessary to produce the pre-production proof, please specify the charge in the bidding schedule.
  
7. **Artwork:** SCEL will provide final artwork to the winning bidder in one of the following Adobe file formats based on the printer's request: PDF, Illustrator, InDesign, or Photoshop.
  
8. **Setup, Die, Proof and Delivery Charges:** In preparing a bid for return to the South Carolina Education Lottery, SCEL requests that each vendor provide the following price information: 1) a price of production without tax; 2) any other charges, such as a set-up

charge, a die charge, or a pre-production proof charge; 3) shipping/delivery charges; and 4) total charges without taxes.

**9. Overruns/Underruns:** *Overruns or underruns will be based on the quantity ordered and shall not exceed 2.5%. SCEL will only pay for overruns up to 2.5%.*

**10. Performance Time Frame:** Requested delivery time is listed in the specifications and bidding schedule.

**11. New Clause for Part VIIB**

**SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009):** If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a nonqualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

**SPECIFICATIONS AND BIDDING SCHEDULE**

**Request for Quotes**

Date: Monday, November 19, 2012

**SCEL Procurement**

**Phone: 803-737-2002**

**Fax: 803-737-0047**

**[procurement@scslot.com](mailto:procurement@scslot.com)**

**Project: 2012-2 Pencils**

**Please quote the following and send a sample in both colors of the pencils when sending in bid:**

**Quantity:** 1,000,000.

**Colors:** 500,000 blue (PMS 286) and 500,000 green (PMS 361) (NO SUBSTITUTIONS on colors)

**Description:** Sharpened hex-shaped small “golf” style pencils without erasers

**Imprint:** White Imprint: **SCEDUCATIONLOTTERY.COM**

**Packaging: 348 Master Cartons packaged as listed below:**

173 cartons should be marked BLUE @ 20 boxes per carton @ 144 pencils per box= 498,240 Blue Pencils

173 cartons should be marked GREEN @ 20 boxes per carton @ 144 pencils per box= 498,240 Green Pencils

1 carton should be marked BLUE @ 2.53 boxes per carton @ 144 pencils per box= 1,760 Blue Pencils

1 carton should be marked GREEN @ 2.53 boxes per carton @ 144 pencils per box= 1,760 Green Pencils

**Artwork:** Provided by SCEL

**Proof:** Upon award, a pre-production proof is required in each color at the address below.

South Carolina Education Lottery  
Attention: Teresa Brock  
1333 Main Street, Suite 400  
Columbia, SC 29201

**Samples:** All bids and samples in both colors of pencils must be clearly marked with the vendor’s name and the following solicitation number: 2012-2 Pencils.

**Vendor Company:** \_\_\_\_\_

**Vendor Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Production Price:** \$ \_\_\_\_\_

**Set-up/Other Charge:** \$ \_\_\_\_\_

**Subtotal:** \$ \_\_\_\_\_

**Shipping:** \$ \_\_\_\_\_

**Total (without taxes):** \$ \_\_\_\_\_

**Overruns/underruns:** Overruns or underruns will be based on the quantity ordered and shall not exceed 2.5%. SCEL will only pay for overruns up to 2.5%.

**Delivery Shipment (348 Boxes of Pencils):** S.C. Education Lottery  
c/o Scientific Games International  
Attn: John (Dan) Dyar (803) 237-9746  
120 North Point Court  
Blythewood, SC 29016

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1,760 Green Pencils

Note: Partial Shipments **will not** be accepted. Only total shipments will be accepted.

Please also note: *Warehouse staff is only available to accept deliveries every other week.*  
**The preferred pallet size is 4'W x 4'L x 4'T.** Please ensure delivery will be this pallet size.

As the Blythewood warehouse is approximately 16 miles from the Columbia Office, 10 final samples (5 blue pencils and 5 green pencils) are requested to be sent to the Main Street address below. Receiving final samples provides Procurement Staff the opportunity to view and approve the solicited items quickly, which in turn ensures the invoice will be approved expediently.

**10 Final Samples**

South Carolina Education Lottery  
Attention: Teresa Brock  
1333 Main Street, Suite 400  
Columbia, SC 29201

**To view SCEL's Procurement webpage:**

<http://www.sceducationlottery.com/lottery/procurement.aspx>