

**INVITATION FOR BID
FOR
PROMOTIONAL PRODUCTS
FOR
PENNSYLVANIA TREASURY DEPARTMENT**

ISSUING OFFICE:

**PA Treasury Department
Bureau of Support Services
3T-A Finance Building
Harrisburg, Pennsylvania 17120**

IFB23-003

**BID RELEASE DATE: Thursday, May 25, 2023
SUBMISSION DATE: Friday, June 23, 2023**

CALENDAR OF EVENTS

The Pennsylvania Treasury Department will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Issue of IFB23-003 posted to Treasury's website at www.patreasury.gov	Issuing Office	Thursday, May 25, 2023
Deadline to submit Questions via email to: IFB23-003@patreasury.gov	Providers	Thursday, June 1, 2023
Answers to potential provider questions will be reviewed by the Issuing Office and posted.	Issuing Office	Friday, June 9, 2023
Submissions must be received by the Issuing Office electronically to IFB23-003@patreasury.gov . The providers should be clearly identifiable in each email.	Providers	Friday, June 23, 2023, by 5:00PM

Please be advised submission deadlines that include times refer to EST. Treasury's standard business hours are 8:30 am – 5:00 pm. All responses to this IFB must be received by Treasury's Issuing Office on or before 5:00 pm EST on Friday, June 23, 2023; no submissions will be accepted after the due date and time.

**PA TREASURY DEPARTMENT
CONSUMER PROGRAMS
FY 2023
PROMOTIONAL ITEMS**

1. **Overview**

Below is an overview of estimated Promotional Items (“items”) for PA Treasury’s Consumer Programs (“Programs”) for the period time spanning July 1, 2023 to June 30, 2024.

2. **Specifications of Product/Services Requested**

Treasury’s Consumer Programs is requesting Promotional Items for general marketing use and outreach events. Example of each item are below.

Interested bidders must be able to provide:

- a. Items made in the United States of America (Made in USA);
- b. Items containing one or more Program logos;
- c. Item Program logos containing one or multiple colors (full color);
- d. Items which include, but are not limited to:
 - Ink Pens and other writing instruments
 - Tote Bags
 - Drinkware
 - Keychains
 - Other promotion items

I. **Promotional Item 1 – Ink Pen**

- **White Plastic Pen with Black Plastic Grip/Clip - Blue or Black Ink**
- **One Full Color Logo for each Program**
 1. Program 1
 2. Program 2
 3. Program 3
 4. Program 4



II. **Promotional Item 2 – Tote Bag**

- **Multi-Color Tote Bag (colors shown for illustration purposes only)**
- **Two 1-Color or Full-Color Logos (Front/Back)**
 1. Program 1 – Color #1
 2. Program 2 – Color #2
 3. Program 3 – Color #3
 4. Program 4 – Color #4



III. **Promotional Item 3 – 16 Ounce Plastic Beverage Drinkware/Cup**

- **Multi-Color Cup**
- **Two 1-Color or Full-Color Logos (Front/Back)**
 1. Program 1 – Color #1
 2. Program 2 – Color #2
 3. Program 3 – Color #3
 4. Program 4 – Color #4



<u>Pricing</u>					
<u>Item</u>	<u>500</u>	<u>1,000</u>	<u>2,000</u>	<u>2,500</u>	<u>5,000+</u>
Pen	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.
Tote Bag	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.
Cup	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.	\$ /ea.

Term of Contract-----

The term is July 1, 2023 – June 30, 2024

Any questions regarding the bid should be directed to Support Services at IFB23-003@patreasury.gov.
(Please use "IFB23-003" in the Subject line.)

Payment Terms-----

Invoices should be submitted to the Pennsylvania Treasury Department at
PATreasuryAccountsPayable@patreasury.gov