

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

March 18, 2026

ADDENDUM 1

TO

INVITATION FOR BIDS

IFB NO. 26003

IMPRINTED ENVELOPES, BUSINESS CARDS, AND GOLD FOIL STATE SEAL STATIONERY

The Pre-Bid Conference for IFB No. 26003 Imprinted Envelopes, Business Cards, And Gold Foil State Seal Stationery was held on March 12, 2026 at 10:00AM HST via Microsoft Teams and covered the following topics of the IFB Solicitation:

- Objective of Procurement
- Invitation for Bids (IFB) Schedule of Events
- IFB Process
- Hawaii Systems - HlePRO, Hawaii Compliance Express (HCE)
- Certification of Independent Cost Determination
- Tax Liability
- Bidder Checklist
- Offer Forms
- Questions

Bidders are not required to bid on all Groups. However, all items and quantities in a Group Offer Form must be bid on. For example, Offer Form 4 (Group A – Imprinted Envelopes, Gummed) contains Items A through E, with six (6) different quantities. Bidder must insert a bid price for all items and all quantities on this Offer Form. If a bid price on an Offer Form for an item is missing, the bid for that Group will be deemed non-responsive. Reference the IFB, Section 36 Method of Award.

Pursuant to HRS Chapter 103D-102, the applicability of Chapter 103D shall not apply to contracts with governmental bodies of the State. Bidders, who qualify under this chapter, shall submit their tax-exempt status and cite the HRS Chapter or section allowing the exemption as an attachment to their HlePRO bid. Tax-exempt agencies are required to list their Federal Employer Identification Number (FEIN) on Offer Form 1.



Dayna Omiya
Procurement Officer