



City of Philadelphia
Free Library of Philadelphia
MICRO PURCHASE - Bid# B2737394
PERSONALIZED PENS- LAMP FY27

1.1 Specification Information

It is strongly recommended that vendors include all shipping and freight charges in their quoted prices for each item. This ensures a fair and transparent comparison of all proposals. Once the bid is awarded, vendors **will not be permitted to change the pricing** for the quoted items **or add any additional shipping and freight charges.**

If an alternate product is proposed, it is mandatory for the bidder to specify both the brand and model number of such an item. Additionally, comprehensive documentation detailing the proposed alternative must be submitted alongside the bid.

The seller is expected to comply with all specifications outlined in this document to be considered for the contract. Failure to meet these requirements may result in disqualification from the bidding process.

1.2 Delivery Address

Tara Lynne Murphy
Library of Accessible Media for Pennsylvanians
1500 Spring Garden St, Suite 230
Philadelphia, PA 19130