

REQUEST FOR PROPOSAL

RFP # YOKOF20424

1. This document is to confirm the proposal requested by NAF Contracting Office, 374 FSS/FSRC for awarding a vending machine concession service contract in accordance with AFMAN 64-302.
2. Requirement Description: Food Booth Concession Service contract for the "FARMERS MARKET" event hosted by 374th Force Support Squadron in Yokota Air Base.

3. Points of contact:

Contract Specialist: Atsushi Mori (Mr.) TEL: 042-552-2511, Ext. 225-9949 and 225-9949

Contracting Officer: Daisuke "Yoshiaki" Komazaki (Mr.) TEL: 042-552-2511, Ext. 225-8113

4. Response Date and time: Proposal(s) must be provided on the attached "SPECIAL EVENT VENDOR APPLICATION" (Attachment 4), dated and submitted by **5 October 2022, 1200 hrs**, Japan Standard Time (JST), to the e-mail address in the paragraph titled "Proposal Specific" with attention to both of the points of contact listed in the paragraph 3 above.

5. This is a non-appropriated fund contract and it does not obligate appropriated funds of the United States Government. Non-appropriated funds (NAF) are generated by the military community through the sale of goods and services, and the collection of fees and charges for participation in military community programs. This contract does not involve federal tax dollars and Japanese sales consumption tax (*Shouhizei*) shall not be included in proposal(s) prepared by local vendors.

*Note: This is a NAF purchase and as such is exempt from having to conform to the requirements of the Federal Acquisition Regulation (FAR), per Air Force Manual 64-302 section 2.8, NAF Procurement Exemptions. (FAR may be used as guidance.)

6. DELIVERY:

Desired Delivery Date: 22 October 2022

Deliver To: Samurai Training Ground, Yokota Air Base, Fussa-shi, Tokyo, Japan 197-0001

INSTRUCTION TO OFFERORS

Submit written proposal(s) in reference to this Request for Proposal (RFP) number YOKOF20424.

Potential bidders are to provide a proposal for the purchase outlined in the contract document (Attachment 1, Beverage Vending Machine Concession Service Contract).

Proposal Specifics:

Proposals are due no later than 5 October 2022, 1200 hrs (JST). Proposals may be sent via e-mail to 374fss.yukosai.1@us.af.mil Email submissions are preferred.

All proposals must include the following information:

Use **Attachment 4 (“Appendix C – SPECIAL EVENT VENDOR APPLICATION”)**, when submit your proposal. **If offerors fail to submit the following, offerors may be considered non-responsive and may be determined ineligible for contract award.*

1. Company's complete mailing and remittance address.
2. Proposal(s) must be valid for a period of no less than sixty (60) days.
3. Proposal(s) shall not include the consumption tax in the selling price(s).
4. Proposal(s) shall not include Shipping fee and Delivery cost, not quoted as a separate line item.
5. Offerors shall submit the fill-in NAF Standard Clauses 32 and 33, paragraph c. Representation (page 18 thru 20) in Attachment 3

EVALUATION:

(a) NAF Contracting Office (NAF CO) will award a contract resulting from this solicitation to the responsible offeror whose proposal conforming to the solicitation will be most advantageous to the NAFI, price and other factors considered. NAF CO intends to award without discussions with respective offerors. The NAFI, however, reserves the right to conduct discussions if deemed in its best interest. The following three (3) evaluation factors shall be used in the evaluation process:

1. **Predetamined Fee (JPY)** offered to the NAFI *Lowest Bid will be 4,000JPY per booth

2. **Technical Acceptability:** Technical Acceptability is achieved when either the offeror provides the exact items/services requested, or provides an equal items/services with proof that the items/services meets the following Minimum Characteristics Requirements (MCS) as stated in Attachment 2, (“SOW - Farmers Market Concessionaire Booth”) when submitting the Attachment 4.

(i) Initially, proposals shall be ranked according to evaluated fee(s). Incomplete proposals shall be rejected and eliminated from further consideration.

(ii) Next, the NAFI will evaluate technical information based on the following MCS as referenced in the paragraph 2 above. Technical Acceptability for all offerors will be rated as ‘acceptable’ or ‘unacceptable’ by the NAFI.

MCS1: Number of kinds (brands) of vegetable/fruits which can be provided.

MCS2: Operation/Emergency plans including measures to prevent food from being contaminated and liability insurance.

(iii) Contract will be awarded to the most competitive offeror who submitted a proposal of the highest fee(s) and technically acceptable.

3. **Past Performance:** The Government (NAFI) will evaluate past performance information (PPI) submitted from the most competitive offeror under the evaluation factors (1 and 2) above. For example, if the most competitive offeror is determined to be acceptable based on the evaluation

process, no other offerors need to be evaluated for past performance. In the event that the most competitive offeror under the evaluation factors (1 and 2) is determined to be Unacceptable in the past performance, the offeror will be eliminated from consideration for award and the NAFI will then evaluate the next-placed competitive offeror's PPI. This process will continue until an offeror is found to have acceptable past performance.

Past performance evaluation considers each offeror's demonstrated recent and relevant record of performance in supplying products and services that meet the solicitation requirements as well as the quality assessment, based on contacting customers. In conducting the Past Performance evaluation, the NAFI reserves the right to use both the information provided in the offeror's Past Performance quote and any information obtained from other sources available to the NAFI.

The Past Performance evaluation results in an assessment of the offeror's probability of meeting the solicitation requirements. Offerors must receive a past performance rating of Acceptable to be eligible for award.

Recency Assessment. An assessment of the PPI will be made to determine if it is recent. To be recent, the effort must be ongoing or must have been performed during the past three (3) years from the date of issuance of this solicitation. Ongoing contracts shall have completed at least six (6) months of performance by the solicitation release date in order to be considered for acceptability. PPI that fails this condition will not be evaluated.

Relevancy Assessment. The NAFI will conduct an evaluation of all recent PPI obtained to determine whether the products provided/services performed under the contract relate to the products/services identified within the Attachment 4. A relevancy determination of the offeror's PPI will be made based upon the aforementioned considerations, including predecessor companies, teaming partner(s), and subcontractor(s). In determining the relevancy of effort performed under individual past performance contracts, the NAFI will only consider the specific effort or portion consistent with that proposed by the prime, teaming partner, or subcontractor. PPI pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. PPI forms and information obtained from other sources will be used to establish the relevancy of past performance. The NAFI will assess relevancy for each recent PPI using the following definitions in the below table.

A written notice of award will be furnished to the successful offeror within the time for acceptance specified in the proposal.

LIST OF ATTACHMENTS:

- Attachment 1 Food Booth Concession Service Contract
- Attachment 2 SOW – Farmers Market Concessionaire Booth
- Attachment 3 Nonappropriated Fund Standard Clauses (23 June 2022)
- Attachment 4 Appendix C – SPECIAL EVENT VENDOR APPLICATION