

# REQUEST FOR PROPOSAL

RFP # **YOKOF23Q0002**

---

1. This document is to confirm proposal requested by NAF Contracting Office, 374 FSS/FSRC for awarding a booth sale concession service contract in accordance with AFMAN 64-302 and AFMAN 10-1004.

2. Requirement Description: Concession Booth contract for the “2023 Friendship Festival” hosted by 374<sup>th</sup> Force Support Squadron in Yokota Air Base.

3. Points of contact:

TEL: 042-552-2511, Ext. 225-9949

**Contract Specialist:** Atsushi Mori (Mr.)

**Contracting Officer:** Yoshiaki Komazaki (Mr.)

\*NOTE: All questions must be e-mailed to [374fss.yukosai.1@us.af.mil](mailto:374fss.yukosai.1@us.af.mil)

4. Response Date and time: Proposal must be submitted by **31 January 2023, 2359 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 Schedule

Desired Delivery Date: **20-21 May 2023**

Deliver To: **Flight Line / Hangar 15 in Yokota Air Base, Fussa-shi, Tokyo, Japan 197-0001**

## INSTRUCTION TO OFFERORS

Proposal must be referenced with the Request for Proposal (RFP) number **YOKOF23Q0002**, due no later than **31 January 2023, 2359 hrs** (JST). Proposals may be sent via e-mail to [374fss.yukosai.1@us.af.mil](mailto:374fss.yukosai.1@us.af.mil)

**All proposals must include the following information:**

- a. Bidding price per booth\*
- b. Number of booths
- c. Vendor name, address, telephone number, emails
- d. Menu\*\*
- e. Booth Layout
- f. Operation Plan

\* Proposal must be valid for a period of no less than sixty (60) days.

\*\* Proposal shall not include the consumption tax in the selling price(s).

For the information b, c and d, use Attachment 3 (“メニュー表-Excel”). As for the information e and f, there is no format. If offerors fail to submit the information listed above, offerors may be considered non-responsive and may be determined ineligible for contract award.

## **EVALUATION:**

(a) NAF Contracting Office (NAF CO) will award a contract resulting from this solicitation to the most responsible offeror whose proposal conforming to the solicitation will be most advantageous to the NAFI in 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 four (4) evaluation factors shall be used in the evaluation process:

(i) Initially, proposals shall be ranked according to evaluated fee(s). When multiple vendors bid the same price per booth, the NAFI will see the number of booths which each vendor applied for, and evaluate the total bidding price of the booths requested. If vendor changes the number of booths after the competition, the NAFI will reevaluate the proposal.

(ii) Next, the NAFI will evaluate technical information. Technical Acceptability for all offerors will be rated as “acceptable” or “unacceptable” by the NAFI.

(iii) Third, the NAFI will see the contents of menu.

Contract will be awarded to the most competitive offeror who submitted a proposal of the highest fee(s) and technically acceptable. Incomplete proposals shall be rejected and eliminated from further consideration.

**FACTOR 1. Bidding for booth:** Lowest bid will be 200,000JPY per booth. The minimum bid increment is 1,000JPY. JPY is the only currency acceptable in this bidding. \*JPY: Japanese Yen

**FACTOR 2. Technical Acceptability:** Next, the NAFI will evaluate technical information based on the following Minimum Characteristics Requirements (MCR). Technical Acceptability for all offerors will be rated as “acceptable” or “unacceptable” by the NAFI.

**MCR1:** Booth floor plan

**MCR2:** Operation/Emergency plans including measures to prevent food from being contaminated and liability insurance.

**MCR3:** Experience of Food Booth

FACTOR 3. **Menu:** Number/kinds of products which will be provided. Proposals shall be ranked according to the evaluation:

**Rank A:** Subsistence foods (foods that are consumed as a meal such as hamburgers, hot dogs, fried chicken, pizza, loaded nachos, etc.)

**Rank B:** Snacks (cake, fried ores, popcorn, just chips and cheese nachos, snow cones, etc)

**Rank C:** Drinks

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 友好祭 2 0 2 3 出店者向け資料

Attachment 2 メニュー表

Attachment 3 メニュー表-Excel