

REQUEST FOR PROPOSAL

RFQ Number **YOKOF30086**

1. This document is to confirm the request for proposal (RFQ) requested by NAF Contracting Office, 374 FSS/FSRC for awarding a massage service concession contract in accordance with AFMAN 64-302.

2. Requirement Description: Massage Service concession contract for 374th Force Support Squadron Tama Hills Recreation, Bldg. 375, Yokota Air Base, Japan

3. Points of contact:

Contract Specialist: Atsushi Mori (Mr.): atsushi.mori.jp@us.af.mil

Contracting Officer: Daisuke "Yoshiaki" Komazaki (Mr.): daisuke.komazaki.jp@us.af.mil

4. Response Date and time: Proposal(s) must be provided together with the attached FEE SCHEDULE (Attachment 2), dated and submitted by **30 June 2023, 23:59 hrs**. Japan Standard Time (JST), to both of the points of contact listed in the paragraph 3.

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 contract 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 Period: Preferred in forty five (45) calendar days after receipt of the contract.

Deliver To: 374th Force Support Squadron Tama Hills Recreation, 374 FSS/FSWL, Bldg. 375, 1310 Ohmaru, Inagi-shi Tokyo, Japan 206-0801

INSTRUCTION TO OFFERORS

Submit written proposal(s) in reference to this RFP number **YOKOF30086**. Potential bidders are to provide a proposal for the purchase outlined in the contract document (Attachment 1, Massage Service Concession Contract).

Proposal Specifics:

Proposals are due no later than **30 June 2023, 23:59 hrs**, Japan Standard Time. Proposals may be sent via e-mail to atsushi.mori.jp@us.af.mil and daisuke.komazaki.jp@us.af.mil Email submissions are preferred.

Point of contact:

Atsushi Mori, Contract Specialist, TEL: 042-552-2511, Ext. 225-9949

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

All proposals must include the following information:

Use the **Attachment 2 ("FEE SCHEDULE")**, 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.
4. Offerors shall submit the fill-in NAF Standard Clauses 32, 33 and 34, paragraph c. Representation (page 17 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. **Percentage Fee (%) or Predetermined Fee (JPY)** offered to the NAFI from the gross receipt of the machines, less state/local taxes

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) stated in Attachment 1, (i.e., products brochures and/ or products data shall be attached to the fee proposal) when submitting equal items.

(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 massage courses which can be provided, and the varieties.

MCS2: Emergency plans when client gets sick or might require medical treatment.

(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. 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 Government.

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.

4. **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.

5. **Relevancy Assessment.** The NAFI will conduct an evaluation of all recent PPI obtained to determine whether the products provided/services performed under those contracts relate to the products/services identified within the Attachment 1. 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.

(b) 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 Message Service Concession Contract
- Attachment 2 Fee Schedule
- Attachment 3 NAF Standard Clauses Dated 3 November 2022
- Attachment 4 Performance Work Statement of Message Service