

# SPECIAL EVENT VENDOR APPLICATION

## Farmers Market 2023

**Event Date:**

Applicant Name (申請者名):

Business Name (ビジネス名):

Phone (電話番号):

Email (メールアドレス):

Please describe your brand, products, and items to be sold.

(販売する商品について簡潔に説明してください。)

### DO YOU HAVE BASE ACCESS?

If NO, how many people need base access?

(お持ちでない場合、イベントの参加人数を教えてください。)

*If selected, please be prepared to submit passport/driver's license.*

(選考された場合、パスをお持ちでない方はゲートパスの申請が必要です。申請には運転免許証やパスポート等の提出が必要になります。)

### VENDOR REQUIREMENTS

Do you need electricity? If so, there will be a charge of 1,000 yen.

(電力は必要ですか？電力を使用する場合には別途1千円を頂戴いたします。)

Yes (使います)       No (使いません)

### PAYMENT OPTIONS

Method of Payment Accepted. Ex: USD, Yen, Credit Card...

(料金の受け取り方法について：ドル、円、クレジットカードなど)

### BOOTH FEE

The minimum bid for a booth starts from 3,000 yen, and increase in increments of 100 yen. Tent, tables, and chairs will be provided for free.

(ブース数に限りがある為、公募入札制になります。最低入札価格は1ブース当たり3,000円からになります。増額は100円単位になります。テント、テーブル、イスは無料で提供いたします。)

Your bid (入札価額) \_\_\_\_\_ yen

**\*\*An offer by the bidder does not guarantee a booth\*\***

### STATUS

Please select one. (1つだけチェックをお願いします。)

Legal Residents of Japan (日本国民)    SOFA Sponsored (Active Duty/Spouse/Contractor/DoDEA)    Other

This event is rain or shine. (このイベントは雨天決行です)

| SIGNATURE  |   |
|--|---|
| I/We hereby apply to vendor at the Farmers Market event.   |   |
| Signature of applicant: _____ Date: _____  |   |
| We would like to make this process as easy and enjoyable as possible but please understand that FSS is in no way responsible for lost, damaged or stolen property. Contact us if you require any additional information, please contact NAF Contracting Office: <a href="mailto:374fss.farmers.1@us.af.mil">374fss.farmers.1@us.af.mil</a> |   |
| <u>For office use only</u>   |   |
| Space Assignment _____   | Payment received \$/¥ _____                       |
| Signature _____  | Date _____  |
| <input type="checkbox"/> Application Approved  | <input type="checkbox"/> Application Not Approved |
| <input type="checkbox"/> Application Incomplete  |   |

### EVALUATION (選考基準):

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 two (2) evaluation factors shall be used in the evaluation process:

- (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 above MCS as referenced in the paragraph 2. Technical Acceptability for all offerors will be rated as ‘acceptable’ or ‘unacceptable’ by the NAFI.

1. **Bidding for booth ( 1 ブース当たりの入札価額):** Lowest Bid will be **3,000JPY** per booth. The minimum increment when increase a bid is **100JPY**. Japanese Yen (JPY) is the only currency acceptable in this bidding.

2. **Technical Acceptability (応募内容における技術的評価順位):** 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 below:

**MCS1: Number / kinds of items which can be provided.** Proposals shall be ranked as below:

**Rank A:** Fresh produce (vegetable and fruits)

**Rank B:** Homemade food (see NOTE)

**Rank C:** Non-food/beverage items

**NOTE:** Processed food must be stored covered in sealed container.

**MCS2: Operation/Emergency plans including measures to prevent food from being contaminated.**

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

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