

REQUEST FOR PROPOSAL

RFP # **YOKOF4Q0002**

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 Department of the Air Force Manual (DAFMAN) 64-119 and Air Force Manual (AFMAN) 10-1004.
2. Requirement Description: Concession Booth contract for the “2024 Friendship Festival” hosted by 374th Force Support Squadron in Yokota Air Base.
3. Points of contact:

Contracting Officer: **Mari Gulley**

Contracting Officer: **Yoshiaki Komazaki**

*NOTE: All questions must be emailed to: 374FSS.FSRC.FFContracting@us.af.mil

4. Response Date and time: Proposal must be submitted by **31 December 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 DAFMAN 64-119 section 2.8, NAF Procurement Exemptions. (FAR may be used as guidance.)

6. Delivery Schedule

Desired Delivery Date: **18-19 May 2024**

Deliver To: **Flight Line / Hangar 15**

INSTRUCTION TO OFFERORS

Proposal must be referenced with the Request for Proposal (RFP) number **YOKOF4Q0002**, due no later than **31 December 2023, 2359 hrs** (JST). Booth fee is \$500 per booth. Proposals may be sent via e-mail to 374FSS.FSRC.FFContracting@us.af.mil

All proposals must* include the following information:

- a. Vendor name, address, telephone number, emails
- b. Number of booths
- c. Menu
- d. Booth layout
- e. Operation Plan

For the information requested under item c, use Attachment 3 (“Appendix A, Menu Submission Spreadsheet FF2024”); for the information item d, refer to Attachment 5 (“Appendix C, Outdoor Booth Layout FF2024”) and Attachment 4 (Appendix B, Electrical Requirement Form) as necessary. When submitting your proposal, as for the information requested under items a, b, and d, there is no required format. **If offerors fail to submit the following, offerors may be considered non-responsive and may be determined ineligible for contract award.*

EVALUATION:

NAF Contracting Office (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 based on the number and types of products sold and technical acceptability. In order to avoid a potential food shortage a higher priority will be applied to offerors who propose menus with substance items available as detailed below under Factor 1. 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:

(i) Initially, proposals shall be evaluated according to the menu rank.

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

NOTE: Incomplete proposals shall be rejected and eliminated from further consideration

FACTOR 1. Menu: Number/kinds of products which will be provided. Initially, 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.) provided. Additional items may be added such as snacks, drinks, non-food/beverage items.

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

Rank C: Drinks only.

Rank D: Non-food/beverage items only.

FACTOR 2. Technical Acceptability: Next, the NAFI will evaluate technical information based on the following Minimum Characteristics Requirements (MCR) as stated in Attachment 2 (“FF Concessionaire SOW (On-Base)”) when submitting the Attachment A. Technical Acceptability for all offerors will be

rated as “acceptable” or “unacceptable” by the NAFI. Contract will be awarded to the most competitive offeror who submitted a proposal which meets the requirements in the paragraph 1. Menu and technically acceptable. Incomplete proposals shall be rejected and eliminated from further consideration.

MCR 1: Booth floor plan

MCR 2: Operation/Emergency plans including measures to prevent food from being contaminated and liability insurance.

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 Concessionaire Contract for FF 2024 - On-Base Vendor Booth
- Attachment 2 FF Concessionaire SOW (On-Base)
- Attachment 3 Appendix A Menu Submission Spreadsheet FF2024
- Attachment 4 Appendix B. Electrical Requirements Form FF2024
- Attachment 5 Appendix C, Outdoor Booth Layout FF2024
- Attachment 6 Nonappropriated Fund Standard Clauses (18 October 2023)