

REQUEST FOR PROPOSAL
For
OFF-BASE FOOD BOOTH CONCESSIONAIRE CONTRACT

RFP # **YOKOF4Q0004**

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: **Atsushi Mori**

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 January 2024, 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**

INSTRUCTION TO OFFERORS

Proposal must be referenced with the Request for Proposal (RFP) number **YOKOF4Q0004**, due no later than **31 January 2023, 2359 hrs** (JST). Proposals may be sent via e-mail to 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. Food Source List (食物と飲み物のリスト)
- f. Booth layout
- g. 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 requested under item c, use Attachment 3 (“Appendix A, Menu Submission Spreadsheet FF2024”); for the information item f and g, 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 the menu.
- (iii) 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. Bidding for booth: Lowest bid will be 200,000JPY per booth. The minimum bid increment is 5,000JPY. JPY is the only currency acceptable in this bidding. *JPY: Japanese Yen

FACTOR 2. 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 (Non-alcohol)

FACTOR 3. 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

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 FF2024 - Off-Base Food Booth
- Attachment 2 FF Concessionaire SOW (Off-Base - Non-Alcoholic)
- 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 Food Source List (食物と飲み物のリスト)
- Attachment 7 Nonappropriated Fund Standard Clauses (18 October 2023)