

REQUEST FOR PROPOSAL

RFP # **YOKOF6Q0004**

1. This document is a Request for Proposals (RFP) issued by NAF Contracting Office, 374 FSS/FSRC, for the award of a booth sale concession service contract, in accordance with DAFMAN 64-119 and AFMAN 10-1004.

2. Requirement Description: Contract for concession booth services in support of the “2026 Friendship Festival,” hosted by the 374th Force Support Squadron at 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 Deadline: Proposal must be submitted by **21 December 2025, 2359 hrs** Japan Standard Time (JST) to the e-mail address in paragraph 3, with attention to both designated points of contact.

5. This is a Non-Appropriated Fund (NAF) contract and does not obligate appropriated funds of the United States Government. NAFs are generated within the military community through the sale of goods and services, as well as fees collected for participation in military programs. As this contract does not involve federal tax dollars, Japanese sales consumption tax (Shouhizei) must not be included in proposals submitted by local vendors.

NOTE: This is a NAF purchase and is therefore exempt from the requirements of the Federal Acquisition Regulation (FAR), in accordance with DAFMAN 64-119, Section 2.8: NAF Procurement Exemptions. While the FAR is not mandatory for this procurement, it may be used as a reference for guidance.

6. Delivery Schedule

Desired Delivery Date: **16-17 May 2026**

Delivery Location: **Flight Line / Hangar 15, Yokota Air Base**

INSTRUCTION TO OFFERORS

All proposals must reference RFP Number **YOKOF6Q0004** and be submitted no later than **21 December 2025 at 23:59 hrs** Japan Standard Time (JST). Proposals should be sent via email to: 374FSS.FSRC.FFContracting@us.af.mil.

PROPOSAL REQUIREMENTS

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 item c (Menu), please use Appendix A, Concession Plan FF2026. For item d (Booth Layout), refer to Appendix B, Outdoor Booth Layout FF2026 as needed.

There is no required format for items a, b, and d when submitting your proposal. Failure to include the above information may result in your proposal being deemed non-responsive and ineligible for contract award.

EVALUATION CRITERIA:

The NAF Contracting Office (CO) will award a contract resulting from this solicitation to the responsible offeror whose proposal best meets the requirements and is most advantageous to the NAF Instrumentality (NAFI). Evaluation will be based on the number and types of products offered and technical acceptability.

To help prevent potential food shortages during the event, priority will be given to proposals featuring substantial food items, as outlined under Factor 1 below.

The NAF CO intends to make an award without conducting discussions with offerors. However, the NAFI reserves the right to initiate discussions if deemed in its best interest.

Incomplete proposals will be rejected and removed from further consideration.

Factor 1: Menu

Proposals will be initially ranked based on the types of products offered:

- **Rank A:** Subsistence foods (e.g., hamburgers, hot dogs, fried chicken, pizza, loaded nachos). Additional items such as snacks, drinks, and non-food/beverage items may also be included.
- **Rank B:** Snacks only (e.g., cake, fried Oreos, popcorn, chips and cheese nachos, snow cones).
- **Rank C:** Drinks only.
- **Rank D:** Non-food/beverage items only.

Factor 2: Technical Acceptability

Proposals will then be evaluated for technical acceptability based on the Minimum Characteristics Requirements (MCR) outlined in Attachment 2: "FF Concessionaire SOW (On-Base)". Each proposal will be rated as either "Acceptable" or "Unacceptable."

- **MCR 1:** Booth floor plan
- **MCR 2:** Operation and emergency plans, including food safety measures and liability insurance

AWARD NOTIFICATION

The contract will be awarded to the most competitive offeror whose proposal meets both the menu and technical requirements. A written notice of award will be issued within the acceptance period specified in the proposal.

LIST OF ATTACHMENTS:

- Attachment 1 Concessionaire Contract for FF2026 - On-Base Vendor Booth
- Attachment 2 FF2026 Concessionaire SOW (On-Base)
- Attachment 3 Appendix A – Concession Plan FF2026
- Attachment 4 Appendix B – Outdoor Booth Layout FF2026
- Attachment 5 Appendix C – Food and Beverage Supplier List FF2026
- Attachment 6 Nonappropriated Fund Standard Clauses (30 May 2025)