



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES



U.S. AIR FORCE

10 Jun 08

MEMORANDUM FOR PROSPECTIVE OFFERORS

FROM: 374 CONS/LGCB
Unit 5228, Bldg. 620, Yokota Air Base
Fussa-shi, Tokyo 197-0001

SUBJECT: Notice to Offerors for Solicitation Number FA5209-08-T-0172, Horizons Magazine Printing Services for Yokota Air Base, Japan

1. The following information is provided to supplement subject solicitation:

a. Contract Assistance. Any questions regarding this solicitation may be referred to the 374th Contracting Squadron/LGCBB, Mr. Masahiro Kaneko, Contract Specialist at Commercial: 042-551-6735, 042-552-2511 Ext. 5-6680 or e-mail to masahiro.kaneko.jp@yokota.af.mil. The Contracting Officer may be reached at Commercial 042-551-6735, 042-552-2511 Ext. 5-6680 or e-mail to kiyomi.okamura.jp@yokota.af.mil. Please reference the solicitation number when making inquiries.

b. Submission of Offers. Submit signed and dated offers to the office specified in this solicitation at or before the time specified in this solicitation, in one original copy. The submission shall be made in a sealed envelope, marked with the solicitation number, and the proposal submission due date and time specified in this solicitation. The offers shall provide the following information:

(1) Standard Form (SF) 1449. Complete Blocks 12, 17a, 17b (when applicable), 30a, 30b, and 30c of the SF 1449. By completing the SF 1449, the offeror accepts to the contract terms and conditions as written in the solicitation.

(2) Supplies or Services and Prices/Costs (Continuation of Blocks 19 through 24 of SF 1449). Complete with proposed unit price and extended amount for each listed line item; See Attached Exhibits; Price List.

(3) Remittance Address (Continuation to Block 17b of SF 1449). Provide remittance address when Block 17b is checked.

(4) NAFI Offeror Representations and Certifications - Commercial Items. Complete all the necessary fill-ins and return in its entirety.

(5) Acknowledgment of solicitation amendments by signature when issued.

(6) Any other page(s) of the solicitation that may require a fill-in entry by the offeror.

(7) Past Performance Information. Offerors shall comply with the instructions at "Evaluation-Commercial Items".

c. Clauses or Provisions Incorporated by Reference: The solicitation and resultant contract incorporates one or more clauses or provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause or provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/VFFARA.HTM>

<http://farsite.hill.af.mil/VFDFARA.HTM>

<http://farsite.hill.af.mil/vfaffara.htm>

http://www.afnafpo.com/Policy_Proc_Training/GeneralProvisions

d. Notice of Pre-Proposal Conference.

(1) A pre-proposal conference will be conducted at 374 CONS/LGC Conference Room 109 at **1330 hours on 16 Jun 08** Japanese Standard Time (JST) for the purpose of reviewing the requirement under this solicitation. Submit the names of all attendees to Mr. Masahiro Kaneko, Contract Administrator, at 042-551-6735 or masahiro.kaneko.jp@yokota.af.mil prior to **16 Jun 08**. This information must be provided in advance in order to ensure access to the conference site and adequate spaces for the conference attendees.

(2) Offerors are requested to submit questions to the point of contact noted above not later than **13 Jun 08**. Information provided at this conference shall not qualify the terms and conditions of the solicitation, Performance-based Work Statement (PWS) and will remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgement and receipt of solicitation amendments shall apply. A record of the conference shall be made and furnished to all prospective offerors.

e. Commercial And Government Entity (CAGE) Code Reporting. The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number. If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS), or you can obtain one by connecting to http://www.dlis.dla.mil/Forms/Form_Ac135.asp. Offerors may not delay submission of the offer pending receipt of a CAGE code.

f. Funding. Funds are presently available for this project. The Government reserves the right to cancel this solicitation, either before or after the closing date.

g. Invoices. An original invoice shall be submitted to the Government Representative (GR) on a monthly basis after acceptance of services. The GR will then forward the invoice to NAFI Finance for payment and cc 374 CONS/LGCB. Invoices shall contain the information required by Paragraph 22 Invoices (Jan 2005) in General Provisions of the solicitation.

h. The prospective awardee shall be registered in the Central Contractor Registration (CCR) database prior to award. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov>.

- i. Analysis report for subject ash is available as reference during the solicitation period.
2. If you have any questions, please contact one of the individuals listed in paragraph 1(a) above.


KIYOMI OKAMURA
Contracting Officer