DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

29 May 2026

MEMORANDUM FOR PROSPECTIVE QUOTERS

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

SUBJECT: Notice to Quoters for Solicitation No. FA520926Q0045, Shuttle Bus Services for U.S. Army between Camp Zama, Sagamihara Housing Area, and Yokohama North Dock

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

a. **Clauses or Provisions Incorporated by Reference.** The solicitation and the resultant contract incorporate 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 may be accessed electronically at this/these address(es):

https://www.acquisition.gov/browse/index/far
https://www.acquisition.gov/dfars
https://www.acquisition.gov/daffars

b. The Government contemplates award of a Firm-Fixed-Price Purchase Order resulting from this solicitation. A single award is contemplated as a result of this solicitation; therefore, quoters must quote on all line items in the pricing schedule, unless otherwise specified.

c. **Authorization to Perform.** This project will be performed in its entirety in the country of Japan, therefore, the successful quoters must be licensed and registered to perform the business in the country of Japan. The Government requires, and the quoters certify that the quoters hold applicable authorization from the cognizant regulatory authority pursuant to applicable Japanese laws to perform the subject service. The quoters shall furnish to the Government, if requested, copies of the authorization.

d. **Mobilization and Phase-In Period.** A period of mobilization is required for the new contractors to mobilize, phase-in, and complete preparation prior to the start of contract performance on the date specified in the contract. Expect all quoters to be fully aware of the above and consider the stated phase-in time in their planning and the pricing of their quotes. Mobilization and phase-in costs are not reimbursable under this contract.

e. **Notice of Pre-Quote Conference**

(1) A pre-quote conference will be held via Microsoft Teams on **10 Jun 2026, 01:00 PM, Japan Standard Time (JST)** for the purpose of answering questions regarding this solicitation (Any changes to the pre-quote conference will be noticed to the quoters). The conference will be conducted in Japanese. Provide the full names of all attendees, Title, Phone number and email address to Mr. Go Ishikawa, Contract Specialist, by e-mail at go.ishikawa.jp@us.af.mil prior to **4 Jun 2026, 02:30 PM, JST.** This information must be provided in advance to ensure access to the online meeting and facilitate the distribution of the conference link.

(2) Quoters are requested to submit questions to Mr. Go Ishikawa, Contract Specialist, by e-mail at go.ishikawa.jp@us.af.mil **not later than 17 Jun 2026, 02:30 PM, JST.** Information provided at this conference shall not qualify the terms and conditions of the solicitation and specifications. Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply. A record of the conference shall be made and furnished to all prospective quoters. The record should include minutes of the meeting, including questions and answers.

f. **NATO Commercial and Government Entity (NCAGE) Code Acquisition for Foreign Entities.** For entities located outside the United States and its territories, a NCAGE Code must be obtained before registering in the System for Award Management (SAM). The process is as follows:

(1) Access the NATO Support and Procurement Agency (NSPA) Portal: Connect to the NSPA portal at: https://eportal.nspa.nato.int/ac135/

(2) Request an NCAGE Code: Follow the instructions on the site to request an NCAGE Code online. The request will be routed to the appropriate National Codification Bureau (NCB) for your country.

(3) Receive the NCAGE Code: Once the request is processed, your NCB will notify you of your assigned NCAGE Code.

(4) Register in SAM.gov: Use the assigned NCAGE Code to complete your new registration or update an existing registration in SAM.gov.

Note: This NCAGE Code is mandatory for completing the SAM.gov registration. Quoters may not delay submission of a quote pending receipt of an NCAGE code, so it is recommended to start this process early.

g. **System for Award Management (SAM).** Unless exempted by an addendum to the contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the SAM database and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate, and complete. Updating information in the SAM does not alter the terms and conditions of the contract and is not a substitute for a properly executed contractual document. Quoters may obtain information on registration and annual confirmation requirements via the Internet at https://www.sam.gov/.

h. **Submission of Quotes.** Quoters shall submit electronic copies of quotation via e-mail. Please refer to SF1449, Addenda to RFO 52.212-1 for details.

2. Point of contact on this solicitation is Mr. Go Ishikawa, Contract Specialist, by phone at 042-552-3010 from inside Japan/011-81-42-552-3010 from U.S., fax at 042-551-0973 from inside Japan/011-81-42-551-0973 from U.S., or e-mail at go.ishikawa.jp@us.af.mil or Mr. Takahiro Tsukada, Contracting Officer, by phone at the same number, fax at the same number, or e-mail at takahiro.tsukada.jp@us.af.mil.

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Digitally signed by TSUKADA.TAKAHIRO.1292595456
Date: 2026.05.29 13:43:48 +09'00'

TAKAHIRO TSUKADA
Contracting Officer