



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE TEST CENTER (AFMC)  
EDWARDS AIR FORCE BASE CALIFORNIA**

14 September 2023

**COMBINED SYNOPSIS/SOLICITATION**

**FROM: AFTC/PZIA**

Arnold Engineering Development Complex 100 Kindel Drive, Suite A332  
Arnold AFB, TN 37389

**SUBJECT: Request for Quote (RFQ) FA910123QB056, Holiday Tree and Decorations**

This is a competitive solicitation **set-aside 100% for small business**. The subject requirement is for a commercial product; as such, this solicitation is prepared in accordance with (IAW) the format in Federal Acquisition Regulation (FAR) Subpart 12.6, as supplemented with additional information included in this notice. This solicitation is not authorization to begin performance, and in no way obligates the Government for any costs incurred by the offeror associated with developing a quote. The Government reserves the right not to award a contract in response to this RFQ. Prior to commencement of any activities associated with performance of this requirement, the Government will issue a written directive or contractual document signed by the Contracting Officer with appropriate consideration established.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular, FAC 2023-04 dated 02 June 2023, Department of Defense Federal Acquisition Regulation (DFARS) Change 07/20/2023 effective 20 July 2023, and Department of the Air Force Federal Acquisition Regulation Supplement (DAFFARS) Change DAFAC 2023-0707 effective 07 July 2023.

The North American Industry Classification System (NAICS) code for this acquisition is 339999, Other Miscellaneous Manufacturing, with a small business size standard of 500 employees. The Product Service Code (PSC) is 9999, Miscellaneous Items.

The purpose of this solicitation is to procure one, 30 to 40 foot ring framed tree, a three dimensional five-point star topper, and 300 eight to ten inch ball ornaments IAW Attachment 1 – Holiday Tree and Decorations Specifications. To meet the Government's need for this requirement, the Government intends to award a single, firm-fixed price purchase order. Delivery is required no later than (NLT) 01 November 2023.

Provided below are the anticipated Contract Line Item Numbers (CLINs), Product Description, Quantities, and Unit of Measure (UoM) for the firm-fixed price purchase order:

CLIN	Service Description	Quantity	UoM
0001	Tree IAW Attachment 1 Delivery NLT 01 Nov 23	1	Each

0002	Topper IAW Attachment 1 Delivery NLT 01 Nov 23	1	Each
<b>Option CLIN</b>	<b>Service Description</b>	<b>Quantity</b>	<b>UoM</b>
1001	8 to 10 Inch Ball Ornaments IAW Attachment 1 Delivery NLT 1 Nov 23	300	Each

**\*FAR Provision 52.212-1, Instructions to Offerors – Commercial Products and Commercial Services (Mar 2023) applies to this acquisition and the following addendum applies:**

Paragraph (a) first sentence revised as follows: “The NAICS code and small business size standard for this acquisition appear above.”

Paragraph (c) first sentence revised as follows: “The vendor agrees to hold the prices in its quote firm for 30 calendar days from the date specified for receipt of quotes, unless another time period is specified in an addendum to the quote.”

**RFQ due date: 18 September 2023**

**RFQ due time: 1:00 P.M. Central Time**

**Email to:** [bethany.hill.3@us.af.mil](mailto:bethany.hill.3@us.af.mil) and [erica.anglin@us.af.mil](mailto:erica.anglin@us.af.mil)

Note: .zip files are not an acceptable format for the Air Force Network and will not go through our email system.

The Government reserves the right to determine if late quotes shall be accepted, if it is in the best interest of the Government.

Offerors shall identify any exception to the RFQ terms and conditions with supporting rationale. The Government reserves the right to determine any such exceptions are unacceptable. Any exception determined unacceptable by the Government may result in the Offeror’s quote being determined unacceptable and ineligible for award. If no exceptions are taken, include a statement stating so with the quote.

Please provide the following information with your quote. Your quote will be evaluated for technical acceptability using a document similar to Attachment 4 – Technical Evaluation for FA910123QB056.

1. Technical solution that meets all technical requirements as specified in the following RFQ attachments: Attachment 1 – Holiday Tree and Decorations Specifications
  - Photographs for all line items including ring frame and up close to needles.
  - Do not exceed ten photographs.
2. Completed Pricing Worksheet (RFQ - Attachment 2). Offerors shall complete only the green-colored cells.

### 3. Statement of exceptions or statement of no exceptions

**All companies must be registered in the System for Award Management at <https://www.sam.gov/portal/public/SAM/> to be considered for award. The Government will not provide contract financing for this acquisition. Invoice instructions are provided in Attachment 3 – Draft Award with Provisions and Clauses.**

Basis of Award: See Attachment 3 – Draft Award with Provisions and Clauses. The provisions in Attachment 3 will be removed from the final award. The evaluation process is detailed below.

As prescribed in 12.301(c), the Contracting Officer may insert a provision substantially as follows: FAR 52.212-2, Evaluation-Commercial Products and Commercial Services (Dec 2022) Award will be made IAW FAR Part 13 procedures and the procedures specified in this RFQ. A purchase order may be awarded to the offeror who is deemed responsible IAW FAR 9.1, as supplemented, whose quote conforms to the RFQ's requirements and is judged to represent the technically acceptable quote with the lowest complete, reasonable, and balanced price. First, the Government will validate the offeror is active in SAM. Next, the Government will rank the quotes from lowest price to highest price. Next, the Government will evaluate the lowest priced quote for technical acceptability as follows:

Technically acceptable - quote meets all the requirements of the RFQ with photographs for all line items

Technically unacceptable - quote does not meet all the requirements of the RFQ without photographs for all line items

A realistic artificial holiday tree is defined as a man-made, non-living tree that is accurate visually to a living holiday tree, which would not include tinsel-like tree needles.

If the quote with the lowest price is determined technically acceptable and the price is complete, reasonable, and balanced, this offeror's quote represents the best value to the Government and award will be made to that offeror. If the lowest priced quote requires resolution of minor or clerical errors to any aspect of the quote, including technical or price, the Government will consider the correction potential and may enter into interchanges with that offeror. If, after interchanges to resolve minor or clerical errors with that offeror, the quote is technically acceptable and remains the lowest priced, the order will be awarded to that offeror. If the Government deems the quote not easily correctable, or if at any time the quote becomes other than the lowest priced quote, the next lowest priced quote will be evaluated for technical acceptability, followed by an analysis of the price to verify reasonableness, completeness, and balanced pricing. Interchanges will take place as necessary or deemed appropriate by the Government. This evaluation process will be repeated until reaching a technically acceptable quote, or until all quotes are evaluated. In order to determine price fair and reasonable, the evaluation process may continue until reaching two technically acceptable quotes (to establish adequate price competition).

Applicable definitions are outlined below:

Completeness - The Offeror's price will be reviewed to determine the extent to which all the price elements have been addressed. The Offeror's price quote will be evaluated to ensure continuity and traceability of prices to the technical quote and between the initial quote and any revisions. The review will determine the adequacy of the contractor's quote in addressing and fulfilling the RFQ requirement.

Reasonableness - For a price to be reasonable, it must represent a price to the Government that a prudent person would pay in the conduct of competitive business. The Government will determine price fair and reasonable using one or more of the price analysis techniques at FAR 13.106-3.

Unbalanced pricing - Contractors are cautioned against submitting an offer that contains unbalanced pricing. Unbalanced pricing may increase performance risk and could result in payment of unreasonably high prices. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly over or understated. The Government shall analyze offers to determine whether they are unbalanced with respect to separately priced line items or sub-line items. An offer that is determined to be unbalanced may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

The Government intends to make award based on the initial quote submissions without conducting interchanges. Therefore, each offeror should contain the Offeror's best terms from a price and technical standpoint. However, the Government reserves the right to hold interchanges if, during the evaluation, it is determined to be in the best interest of the Government. Interchanges are fluid interaction(s) between the Contracting Officer (CO) and the Offerors that may address any aspect of the quote, including technical and price, and may or may not be documented in real time. However, the Government reserves the right to conduct interchanges using Interchange Notices (IN). Offeror responses to INs will be considered in making the order selection decision. Interchanges may be conducted with one, some, or all offerors, as the Government is not required to conduct interchanges with any or all Offerors responding to the solicitation.

(End of Provision)

FAR Provision 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services (Alternate I) Dec 2022, applies to this acquisition. All vendors must be registered in System for Award Management at <https://www.sam.gov/portal/public/SAM/> at the time of submittal.

FAR clause at 52.212-4, Contract Terms and Conditions-Commercial Products and Commercial Services (Dec 2022), applies to this acquisition with the following Addendum: Paragraph (c) of this clause is tailored as follows: Changes in the terms and conditions of this contract may be made only by written agreement of the parties with the exception of administrative changes, such as changes in the paying office, appropriations data, etc., which may be changed unilaterally by the Government.

**Note: The vendor acknowledges that should the quote terms and conditions and/or agreement conflict with mandatory provisions of the Federal Acquisition Regulation (FAR) and other Federal law applicable to commercial acquisitions, to the extent of such conflict the FAR and Federal law govern and conflicting vendor terms and conditions and/or agreement are unenforceable and are not considered incorporated into any resultant contract.**

FAR clause 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Products and Commercial Services (Jun 2023), is applicable to this acquisition. For the FAR clauses cited in FAR clause 52.212-5 that are applicable to this acquisition see Attachment 3 – Draft Award with Provisions and Clauses.

For additional FAR provisions and clauses not referenced specifically in this document that apply to this acquisition, see Attachment 3 – Draft Award with Provisions and Clauses. Likewise, for DFARS and DAFFARS provisions and clauses that are applicable to this acquisition, see Attachment 3 – Draft Award with Provisions and Clauses. The full text of these clauses and (\*) provisions may be assessed electronically at the website [acquisition.gov](https://www.acquisition.gov). ***NOTE: ALL PROVISIONS WILL BE REMOVED AT TIME OF AWARD BUT SHALL REMAIN PART OF THE CONTRACT FILE.***

ERICA A. ANGLIN  
Contracting Officer  
AFTC/PZIA (Arnold)

Attachments:

Attachment 1 – Specifications for Holiday Tree and Decorations  
Attachment 2 – Pricing Worksheet  
Attachment 3 – Draft Award with Provisions and Clauses  
Attachment 4 – Technical Evaluation for FA910123QB056