

Pre-priced Blanket Purchase Agreement (BPA)

This Contract is hereby made and entered into on this 1st day of May, 2026, by and between the Osan Air Base, 51 FSS Contracting Office, on behalf of Osan Club Complex hereinafter called the Nonappropriated Fund Instrumentality (NAFI), and _____, hereinafter called the Contractor. The NAFI is a Nonappropriated Fund Instrumentality of the Department of the Air Force, and as such no appropriated funds of the United States of America shall become due or be paid to the Contractor by reason of this Contract. In consideration of the agreements set forth and the payments to be made as stipulated, it is mutually agreed between the parties hereto:

1. The period of this BPA is from 1 May 2026 to 30 Apr 2031 and covered by a **firm fixed price list**. The Contractor will furnish the supplies or services called for by the Contracting Officer or their authorized representative(s).
2. Price lists will be submitted to the Contracting Officer every year and at least 30 days before the effective date to permit review, approval and distribution to activity managers. New items are added to the price list as an addendum once the Contracting Officer and the Contractor mutually agree to the price. – provide copy to activity
3. Pricing. Prices provided to a NAFI must be as low as or lower than those charged the Contractors' most favored customer, for equal quantities, in addition to any trade discount or prompt payment discount.
4. Extent of Obligation. Nonappropriated funds are only obligated to the extent of calls actually placed against this BPA by authorized representatives.
5. Authorization to Place Calls and Dollar Limitations. The Contracting Officer shall provide the Contractor a list of individuals or position titles authorized to place calls against the BPA. The list will include maximum call limitations. Authorized NAFI personnel may place calls against this BPA not-to-exceed the dollar limit stated on the authorization letter.
6. Call Procedures. Calls may be oral or written. The activity documents the calls in the electronic purchasing system and provides that call number to the Contractor at the time of the call. If the call is made in writing, use the Nonappropriated Fund Order for Supplies or Services form.
7. Delivery Date for Calls. Unless delivery terms are specified in this agreement, persons authorized to place calls must establish a delivery date with the Contractor for each call.
8. Delivery Ticket, Sales Slip, or Invoices.
 - a. An original and one (1) copy of a delivery ticket, sales slip or invoice must accompany all deliveries or shipments. The delivery ticket, sales slip or invoice must contain the following data to identify the call and permit manual or automated processing:
 1. Contractors Name
 2. Blanket Purchase Agreement number
 3. Call Number
 4. Date of call
 5. Itemized list of supplies or services; quantity; unit price; extended total for each item less trade discount (if applicable)
 6. Date of delivery or shipment.

