

Blanket Purchase Agreement (BPA)

What is a BPA?



- **Agreement between the Government and Contractor/Vendor**
 - Vehicle types are known but the quantities and delivery requirements are not known in advanced
- **Simplified method for repetitive requirements**
- **Established with 1 or more contractor/vendor for the same type of supplies or services**
- **Items will be priced under each BPA and will be purchased by issuing an order referred to as a call**
- **Orders are rotated amongst BPA holders or competed, as necessary**

How do I deliver the order?



- **If you receive a call order:**
- **Each order will state the item, quantity, price, and delivery address**
- **Delivery tickets or sales slip submitted with delivery with the following information:**
 - Name of supplier
 - BPA number
 - Date of purchase
 - Call number
 - Itemized list of supplies or services furnished
 - Quantity, unit price, and extension of each item, less applicable discounts
 - Date of delivery or shipment

How do I get paid?



- **Submit invoice through Wide Area Work Flow (WAWF) with copy of delivery ticket or sales slip**

What is WAWF?

- **WAWF is the Government's electronic invoicing process**
- **Online training available at WAWF website**

How do I participate?



- **Currently there is a Sources Sought available in AsiaNECO under N4008417R0061 for vehicle purchase**
- **Respond to notice when it is posted**
- **Register to get a NCAGE code and Dun and Bradstreet (DUNS) number**
- **Register and remain active in Systems for Award Management (SAM)**
- **Complete annual representations and certifications in SAM**
- **Website with instructions in Japanese**
 - https://www.navfac.navy.mil/navfac_worldwide/pacific/fecs/far_east/about_us/contractors_information.html