

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

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Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

Anthony C. Blaz
Deputy Director

December 26, 2012

GENERAL SERVICES AGENCY CIRCULAR NO.: 2013- 002

TO: All Line Department/Agency Heads
Executive Manager, Guam International Airport Authority
General Manager, Port Authority of Guam

FROM: Chief Procurement Officer

SUBJECT: Bid Contracts
Ref: Medications, Pharmaceuticals, Janitorial and Office Supplies

Hafa Adai! Please ensure that upon submission of your department's requisition(s) for medications, pharmaceuticals, janitorial and/or office supplies that are listed on any current bid contract; that the following is indicated on the request document(s):

- The appropriate Bid Contract Number;
- The Bid line item number, description, and the amount.

Please be advised that all requisitions for medications, pharmaceuticals, janitorial and office supplies that do not indicate the required information referenced above will be returned. Therefore, to avoid any delay in the processing of your requests for any items listed on the referenced bids, you must comply with these requirements.

You may contact the GSA office at 475-1710 for further information or concerns regarding the subject matter.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.


CLAUDIA S. ACFALLE

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