

Eddie Baza Calvo
Governor

GSA

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

Anthony C. Blaz
Deputy Director

October 29, 2013

GENERAL SERVICES AGENCY CIRCULAR No.: 2014-001

To: All Line Department/Agency Heads

From: Chief Procurement Officer

Subject: Requisitions in the Amount of \$15,000.00 and Above

Hafa Adai! All department and agency heads are hereby required to submit at least three market research documents attached to any and all requisitions in the amount of \$15,000.00 and above, showing similar specifications for the item(s) requested to avoid tailoring of the specifications towards a particular vendor. Any requisitions without the required three market research documents attached will be returned without action.

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


CLAUDIA S. ACFALLE

COMMITTED TO EXCELLENCE