

Eddie Baza Calvo
Governor



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 / 472-4217

Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

Anthony C. Blaz
Deputy Director

January 22, 2014

GENERAL SERVICES AGENCY CIRCULAR NO.: 14- 005

TO: All Department and Agency Heads
FROM: Chief Procurement Officer
SUBJECT: **Development of Specifications by the Requesting Agency**

Hafa Adai! Effective immediately, pursuant to 2 GAR Division 4, Section 4103(a)(1), the Chief Procurement Officer, by this circular, hereby delegates to each agency the authority to prepare the specifications for item(s) requested prior to submission to the General Services Agency.

In clarification of GSA Circular No.: 14-001 "Requisitions in the Amount of \$15,000.00 and Above", the intent for the requirement of at least three market research documents attached to any and all requisitions in the amount of \$15,000.00 and above, is specifically for equipment such as vehicles, cranes, generators, etc., and not service requests.

Those that have procurement of equipment, supply or service over \$500,000.00 are required to comply with the Phase I review and approval of the Office of the Attorney General, in accordance with the Attorney General checklist, **prior** to submission to the General Services Agency for processing.

Dangkolo na Si Yu'os Ma'ase'

for: *Pedro F. San Nicolas*

CLAUDIA S. ACFALLE