

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217

John A.B. Pangelinan
Acting Deputy Director

August 5, 2014

URGENT

GENERAL SERVICES AGENCY CIRCULAR No.: 2014-008

To: All Department and Agency heads

Via: *JPK* Director of Administration

From: Acting Chief Procurement Officer

Subject: Receiving Reports Pursuant to Responses to Invitation for Bid

RECEIVED
DEPT OF ADMIN
2014 AUG -5 PM 3:11
DIRECTOR'S OFFICE

In an effort to complete and retire pending files under the awarded-bid category, our office is requesting that copies of all receiving reports for purchase orders issued as a result of an Invitation to Bid, be submitted to our office within five (5) working days after receipt and acceptance of the merchandise and/or completion of the services(s). Receipt of the receiving reports will also enable us to return performance bonds to vendors without further delay.

With the Fiscal Year Close Out in progress please provide us with receiving reports for all Invitation to Bid Purchase Orders for Fiscal Year 2013 and 2014.

Your attention to this matter will be greatly appreciated as be diligently strive to address pending matters necessitation the cooperation of the agencies we serve.

Robert H. Kono
ROBERT H. KONO

GOVT OF GUAM
G.S.A.
2014 AUG 12 PM 3:18
ant
RECEIVED