



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

148 Route 1 South Marine Corps Drive, Piti, GU 96910

Telephone (Telifon): (671) 475-1707/1729 • Fax (Faks): (671) 472-4217/1727

Email: gsaprocurement@gsadoa.guam.gov; Website: www.gsa.doa.guam.gov



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 16, 2020

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-001

To: All Department and Agency Heads

From: Chief Procurement Officer

Subject: **UNAUTHORIZED PROCUREMENT TRANSACTIONS**

Buenas yan Håfa Adai! Please be reminded that commitments shall not be made between the government and a vendor prior to the issuance of an approved purchase order or a valid contract signed by the Governor.

Effective immediately, any unauthorized procurement transacted after receipt of this notice will no longer be ratified and will be returned without action. Agencies/Departments who commits this government without a valid purchase order or contract will be liable to resolve the matter between the department and the vendor, which of course is to advise the vendor to file under the Claims Act for payment. This office will not tolerate ANY procurement violations due to the negligence of the agencies/departments to submit a request in a timely manner for goods or services.

GSA is to provide proper guidance to agencies/departments if in the case urgent requirements does exist in order to remain in compliance with established procurement laws. This office is aware that at times emergencies do exist, however, the Governor is the only one authorized to approve emergency procurement.

Si Yu'os Ma'åse for your continued support in our endeavors to maintain the integrity of the procurement process. If you have any questions regarding this matter, I can be reached at 475-1720/1707/1708.


CLAUDIA S. ACFALLE

COMMITTED TO EXCELLENCE