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**DEPARTMENT OF  
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DIPATTAMENTON ATMENESTRASION  
**GENERAL SERVICES AGENCY**  
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December 16, 2020

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-004**

To: All Department and Agency Heads

From: Chief Procurement Officer

Subject: **Submission of Projected Annual Procurement Plan for Fiscal Year 2021**

**Håfa Adai!** Once again, we are soliciting your assistance to review your Fiscal Year 2021 Budget to determine what funds are appropriate for equipment, services and supplies (e.g., vehicles, copiers, computers, heavy equipment, security, ground maintenance, janitorial and construction supplies, food supplies, etc.).

In the regard, we are requesting your cooperation in submitting your requirements, by category, together with appropriate specifications or scope of work in accordance with Section 21 and 22 of Public Law 18-44 and transmit to General Services Agency (GSA) no later than December 31, 2020. Departments with divisions or sections are required to submit a consolidated procurement plan by due date.

We look forward to your cooperation as we strive to save government funds through the bulk buying process. **Dångkolo na Si Yu'os Ma'åse!**

  
CLAUDIA S. ACFALLE