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April 21, 2021

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-009

To: All Line Department and Agency Heads

From: Chief Procurement Officer

Subject: **FISCAL YEAR ENDING 2021 REQUISITION CLOSE-OUT DEADLINES**

Hafa Adai! Fiscal Year ending 2021 is approaching. Please take note of the requisition deadlines below:

1) Requisition(s) \$25,000.00 and above requiring Invitation for Bid (IFB)	Friday, June 25, 2021
2) Requisition(s) for procurement Less than \$25,000.00 (Small Purchases)	Friday, August 27, 2021
3) Requisition(s) for FY2022 Continuing Contracts such as the copier equipment lease, Pitney Bowes/Neopost Postage Meter Rental, Lease on Office Space, etc. REMINDER: Blanket Purchase Agreement (BPA) is <u>NOT</u> a continuing contract and therefore will be rejected.	Friday, September 10, 2021
4) Requisition(s) for Stock Issue (Tenda Gubetnu)	Friday, September 3, 2021
Final day for pickup of stock items at Tenda Gubetnu	COB Wednesday, September 8, 2021
<i>All Central Stock Requests (CSRs) not picked up on scheduled date will be cancelled and all stock items will be returned to the shelves for preparation for the Year-End Inventory</i>	

All agency and department heads are hereby requested to properly assess their needs for submission to General Services Agency (GSA) on or before the above deadlines. In addition, GSA will not entertain any requisition(s) past these deadlines stated above unless it is deemed an urgency. Should you have any questions, please contact our office at (671) 475-1707/1708/1720 or send an email to gsaprocurement@gsadoa.guam.gov. Your attention and cooperation in this matter will be greatly appreciated. *Dangkolo na Si Yu'os Ma'ase'.*

CLAUDIA S. ACFALLE
Chief Procurement Officer