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Director (Direktot)
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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
General Services Agency Division
(Ahension Setbision Hinirat)
Email: gsaprocurement@gsadoa.guam.gov
Website: www.gsa.doa.guam.gov



LOURDES A. LEON GUERRERO
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JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 1, 2023

DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-018
GENERAL SERVICES AGENCY CIRCULAR NO.: 2024-001

To: All Department and Agency Heads
From: Acting Chief Procurement Officer
Subject: Submission of Documents Relative to Competitive Sealed Bids Procurement Process

Håfa Adai!

The General Services Agency (GSA) is now accepting documents related to Competitive Sealed Bids for FY 2024.

Pursuant to Title 5 of the Guam Code Annotated (GCA) Chapter 5 §5010, "all procurements of supplies and services shall, where possible, be made sufficiently in advance of need for delivery or performance to promote maximum competition and good management of resources".

In line with regulations promulgated through the Procurement Policy Office, for a requisition to be accepted, the following documents **must** be uploaded to the OnBase system or sent via email to gsaprocurement@gsadoa.guam.gov (Subject: Competitive Sealed Bid Submission):

- Requisition of \$25,000 and Above
- Copy of Purchase Order for Advertisement
- Specifications with Approval Signature from Agency Director
- Specifications in "Word" Form
- Transmittal of Planning Procurement Records to GSA
- Agency's Letter of Determination of Need
- Declaration of Compliance with 5 GCA §5150 (AG's Form 14)
- Market Research
- Communication Log from Agency
- Request for Supplies Availability from GSA Pursuant to 5 GCA §5130 (d)

Any requisitions submitted without complete documentation **will not be accepted or processed**. The ***Competitive Sealed Bid Procurement Process Checklist*** will be used by GSA to determine completeness of submission.

We look forward to your cooperation as we strive to fulfill the needs of the government. ***Dångkolo na Si Yu'os Ma'åse!***

Andriana Quitugua
Acting Chief Procurement Officer

Attachment: Competitive Sealed Bid Process Checklist



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Competitive Sealed Bid Procurement Process

Authority Code: _____

Checklist – Ten (10) Supporting Documents

Description: _____

1.	Requisition \$25,000 and Above	
2.	Copy of Purchase Order for Advertisement	
3.	Specifications with Approval Signature from Agency Director	
4.	Specifications Submitted in "Word" Form – (Uploaded to On Base)	
5.	Transmittal of Planning Procurement Records to GSA (GSA Website)	
6.	Agency's Letter of Determination of Need	
7.	Declaration of 5 GCA §5150 (AG's Form 14)	
8.	Market Research	
9.	Communication Log from Agency (must be submitted) <i>Any communication regarding the procurement of services required either by phone or email must be logged time, date, name, and brief description (example: follow-ups; market research; or telephonic calls to vendor).</i>	
10.	Request for Supplies Availability from GSA 5 GCA §5130 (d) <i>Verification and Purchase of Surplus Items. The Policy Office shall establish as part of its regulations that using agencies, including autonomous agencies, obtain written verification from the General Services Agency (Guam State Agency for Surplus Property) whether items they intend to purchase are available. Contact Person: Mr. Raymond Bamba @475-1729 or email: raymond.bamba@qsadoa.guam.gov</i>	

Note: Any Requisition \$500,000 and above will be prepared and forwarded to the Attorney General's Office for review and approval.