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**DEPARTMENT OF
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GENERAL SERVICES AGENCY DIVISION
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February 24, 2025

GENERAL SERVICES AGENCY CIRCULAR NO.: 2025-003

To: All Line Agency and Department Heads

From: Acting Chief Procurement Officer

Subject: **Fiscal Year Ending 2025 Requisition Close-Out Deadlines**

Hafa Adai! Please take note of the fiscal year 2025 deadlines below:

1) Requisition(s) that are \$25,000 and above requiring Invitation for Bid (IFB) or Request for Proposal (RFP)	Friday, March 21, 2025
2) Requisition(s) that are less than \$25,000 (Small Purchases, Blanket Purchase Agreements)	Friday, August 1, 2025
3) Requisition(s) for Stock Issue (Tenda Gubetnu)	Friday, September 5, 2025
All Central Stock Requests (CSRs) not picked up on the scheduled date will be cancelled and all stock items will be returned to the shelves for preparation for the Year-End Inventory.	

All Agency and Department Heads are hereby requested to properly assess their needs for submission to the 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 urgent. Should you have any questions, please contact our office at (671) 475-1705/6 or send an email to gsaprocurement@gsadoa.guam.gov. Your attention and cooperation in this matter will be greatly appreciated.

Si Yu'os Ma'åse!


ANDRIANA QUITUGUA