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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
(*Ahension Setbision Hinirat*)
Telephone (Telifon): (671) 475-1705



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

October 8, 2025

GENERAL SERVICES AGENCY CIRCULAR NO.: 2026-001

To: All Line Agency and Department Heads

From: Acting Chief Procurement Officer

Subject: **Submission of Fiscal Year 2026 Projected Annual Procurement Plan**

Hafa Adai! The Department of Administration General Services Agency (GSA) is requesting for your assistance to review your Fiscal Year (FY) 2026 Budget to determine what funds are appropriate for equipment, services, and supplies (e.g., copier equipment, computers, food supplies, heavy equipment, internet, security, ground maintenance, janitorial, telephone, vehicles, etc.).

Pursuant to Chapter XIII, Part I, Section IV of Public Law 38-60, departments and agencies shall submit a projected annual procurement plan at the start of each fiscal year to GSA by October 31, 2025.

We are requesting for your cooperation in submitting your annual procurement plan requirements by category, together with appropriate specifications or scope of work to the General Services Agency via gsaprocurement@gsadoa.guam.gov no later than Friday, October 31, 2025. Departments with divisions or sections are required to submit a consolidated procurement plan by the due date.

Failure to submit your projected annual procurement plan will negatively impact GSA's ability to process any procurement over \$25,000 for your department/agency in FY 2026. Please utilize the attached spreadsheet to help your departments and agencies develop your plan.

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


ANDRIANA QUITUGUA

Attachment: FY 2026 Projected Planned Procurement Spreadsheet



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Department/Agency	Division	Description of Goods/Services	Estimated Cost	Funding Source ¹	Federal Grant Name	Award Number	Funding Expiration

¹ Types of Funding Source: Federal; Local; Combination of Federal and Local

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