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GENERAL SERVICES AGENCY CIRCULAR NO.: 2026-003

To: All Line Department and Agency Heads
From: Acting Chief Procurement Officer
Subject: Availability of Office and Janitorial Supplies at Tendan Gubetnu

Håfa Adai!

Pursuant to Title 5 of the Guam Code Annotated (GCA) Chapter 5 §5115, the General Services Agency (GSA) shall be responsible for the management, procurement, and replenishment of items maintained in the supplies inventory for sale to using agencies. Accordingly, Tendan Gubetnu is now open and accepting requests for office and janitorial supplies. Please refer to Attachment 1 – Master Stock Item Register for the list of available items.

All office and janitorial supplies available through Tendan Gubetnu must be purchased directly from the store. The GSA Procurement Section will not process requisitions for items currently stocked at Tendan Gubetnu. Prior to submitting any requisition for office or janitorial supplies, agencies are required to obtain a verification email from Tendan Gubetnu confirming the item's availability. This measure is intended to streamline the government's procurement process, ensure cost efficiency, and support centralized inventory management.

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

Andriana Quitugua

Attachment: Master Stock Item Register

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MASTER STOCK ITEM REGISTER BY ITEM DESCRIPTION			
Sequential Number	Item Number	Item Description	Unit
1	S650500730	Alcohol 16 oz Plastic Bottle (Sofskin)	BT
2	S650500731	Alcohol Wipes 75%, 100 ct (Guarder)	BX
3	S613500003	Battery D Ener H/D 2/PG	PG
4	S684000003	Bleach Disinfectant 1 Gal (Pure Bright)	GAL
5	S802001117	Brush 1-1/2" Wide	EA
6	S802001001	Brush 2" Wide	EA
7	S802001118	Brush 2-1/2" Wide	EA
8	S802001017	Brush 3" Wide	EA
9	S684000046	Cleaning Detergent 1 Gal (Awesome)	GAL
10	S751001250	Clip, DBL Mini Assorted Color	BX
11	S751001249	Clip, DBL 1 1/2" x 5/8" Assosrted Medium	BX
12	S751001248	Clip, DBL 1/2"x3/8" Assorted Small	BX
13	S751001251	Clip, DBL 2" Assorted Color Large	BX
14	S793000962	Detergent Powder Laundry 42 Loads 4/BX/CS (FOCA)	EA
15	S793000087	Dishwashing Liquid 40 oz/btl (Palmolive)	BT
16	S684000011	Disinfectant Spray 15 oz (Claire)	CN
17	S793001053	Dispen, For Gojo Handsoap 1/Ea	EA
18	S451000004	Dispens, For Paper Towel S/Fold	EA
19	S752001139	Dispenser For Packing & Sealing	EA
20	S751000751	Document Protector Top Open 100/BX	BX
21	S729000871	Dust Pan Self Closing	EA
22	S753000698	Envelope Clasp 7"x10" Kraft 100/BX	BX
23	S834500740	Flag US 3"x5" Doublesided-Nylon	EA
24	S834500774	Flag US 4"x6" Doublesided-Nylon	EA
25	S752001199	Flash Drive 8GB	EA
26	S752001200	Flash Drive 16GB	EA
27	S752001201	Flash Drive 32GB	EA
28	S751001127	Folder Leg Colored Gray 100/BX	BX
29	S751000127	Folder Leg Manila 1/5 Cut 100/BX	BX
30	S751001125	Fold Leg Manila 2-Pli Endtab 100/BX	BX
31	S751000132	Fold Leg Presbrd 1/3 Mtl Grn 25/BX	BX
32	S751000134	Fold Leg Presbrd 1/3 Cut Grn 25/BX	BX
33	S751000911	Fold Ltr Presbrd Str Cut Grn 25/BX	BX
34	S751000937	Folder Leg Blue 100/BX	BX
35	S751001275	Folder Ltr Blue Strtab w/Fasteners 50/BX	BX
36	S751000828	Folder Ltr Pressbrd 1/3 MTL Grn 25/BX	BX
37	S751000621	Folder Leg Presbrd 2 Div red 10/BX	BX

38	S751000934	Folder Ltr Red 100/BX	BX
39	S793001184	Furn Polish 17.7oz 6/BX Lemon Pledge	CN
40	S512000012	Hammer Carpenter 16oz	EA
41	S793001055	Hand soap antibacterial 12/cs	CS
42	S684000773	Insect Ant & Roach Spray 17.5 oz (Raid)	CN
43	S704501094	LTO Ultrium 6 Data Tape Media Cartridge	EA
44	S751001262	Marker Chisel Pt. Black N60/700	DZ
45	S751000198	Marker Chisel Pt. Blue N60/700	DZ
46	S751000199	Marker Chisel Pt. Red N60/700	DZ
47	S752001203	Marker Whiteboard 6/Pk Various	PG
48	S753000885	Pad Ruled 5"x8" White 12 PD/PG	PG
49	S802001115	Paint roller Handle 9"	EA
50	S753000823	Papercopy 8 1/2 x 14 3R2051 10R/CS	RM
51	S753000809	Papercopy 8 1/2 x 11 3R2047 10R/CS	CS
52	S854000004	Paper Towel Single Fold 4000+SH	CS
53	S752001196	Pen Ball Point Red 12 per BX	DZ
54	S810501184	Plastic Bag 13 GL 1.2mil = 25.40MICR	CS
55	S810501140	Plastic Bag 33 GL 1.5mil 33x40	CS
56	S810501183	Plas Bag 45 Gal 250/CS 1.75MIL 43x48	CS
57	S810501186	Plas Bag 60 Gal 50PC/CS 2.0MIL 50.80 Micron	CS
58	S736000007	Plastic Forks 6" H/Duty 1000/BX	BX
59	S736000009	Plastic Spoons 6" H/Duty 1000/BX	BX
60	S651500002	Post It Flags (Plain Colors)	PG
61	S651500001	Post It Note 3x3 Canary Yellow	PG
62	S751001101	Post It Note 2" x 3" , 656 Yellow 12/Pg/Pd	PG
63	S852000809	Razor Disp Twin Blade 500/CS	CS
64	S751001256	Rubber Band #117, 1/4 LB, 4Pk/Bd	BD
65	S735000010	Sanitary Napkin	PG
66	S511000029	Scissors Plastic HDL 8"	EA
67	S511000999	Scraper 3" Blade	EA
68	S512000058	Shovel PT. W/Long Hdle	EA
69	S852000808	Soap bath 5.75 oz	EA
70	S751001257	Stamp Pad Black	EA
71	S751001241	Stamp Pad Red	EA
72	S752000575	Stamper Rubber "Cancelled"	EA
73	S752001128	Stamper Rubber "Draft"	EA
74	S752001129	Stamper rubber "File"	EA
75	S752000578	Stamper Rubber "Original"	EA
76	S752000580	Stamper Rubber "Priority"	EA
77	S752000581	Stamper rubber "Urgent"	EA
78	S752000316	Stapler Desk 6-1/2" 310D/550 Black	EA
79	S752000275	Staples Standard Size 5000/bx	BX
80	S810500003	Stor BX W/Cov Plas HDL W/Fast 25BDL	BDL
81	S751001239	Tape Transparent 3/4x36 Yds MAG	RL
82	S793000002	Toilet Bowl Cleaner 32 oz/btl	BT

83	S854000005	Toilet Tissue 2ply 500sheet 96/cs	CS
84	S853000001	Toothbrush Disp. Soft Bristle	EA
85	S852000810	Tooth Paste, 2.5 oz	EA
86	S852000807	Tooth Paste, 8 oz	EA
87	S793000063	Wax Stripper 1 GL 4/GL/BX	GL