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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
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November 17, 2025

GENERAL SERVICES AGENCY CIRCULAR NO.: 2026-004

To: All Line Department and Agency Heads
From: Acting Chief Procurement Officer
Subject: Commencement of Contract Registration

Håfa Adai!

The General Services Agency (GSA) is now accepting contracts for registration. Pursuant to Title 5 of the Guam Code Annotated (GCA) Chapter 22 §22602, "a copy of any contract under which a payment may be made shall be submitted to the Department of Administration for filing, recording, and registration".

For your guidance and use, the following documents are required for contract registration:

- **Contract Registration Form**
- **Contract Registration Checklist**
- **Certification of Procurement Compliance**

Agencies are advised to complete and submit these documents along with their contract packages to the GSA Contracts Section for processing and registration. Any contract(s) submitted without complete documentation **will not be accepted or processed**.

Please ensure that all required documents are properly reviewed and endorsed by the appropriate agency officials prior to submission.

Thank you for your cooperation and continued compliance. **Dångkolo na Si Yu'os Ma'åse!**


Andriaña Quitugua

Attachments: Required Documents for Contract Registration



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CONTRACT REGISTRATION FORM

Contract Registration No.:

Contract Nature: Original/Initial Amendment No.: Renewal No.:

Prior Contract Registration No.:

Contract Agreement Type:

Contract Title:

Agency:

Vendor No.: Vendor Name:

Contract Type:

Contract Price:

Term of Agreement:

Contract Duration (Effective Period Covered) From: To:

Account No.:

Monthly Payment: Retention:

Scope of Work (Brief Description):

For Amendments, Modifications, and Change Orders (complete as applicable)

Effective Period Covered From: To:

Contract Value:	Original Amount	Adjustment	Contract Total
	\$	\$	\$

Changes Summary:



Required Documents for Contract Registration

(Applies to all contracts and contract amendments submitted as required under 5 GCA, Chapter 22, Article 6 – Contracts, § 22602)

A. General Required Documents for Contract Registration

1.	Contract Registration Form	
2.	Fully Executed Contract (including all attachments, exhibits, and referenced documents) A complete copy of the executed contract must be submitted, inclusive of all attachments, appendices, exhibits, and incorporated documents referenced in the agreement. Incomplete or partial submissions will not be accepted for registration.	
3.	Certification of Procurement Compliance Applicable to all agencies exercising their authority to conduct procurement activities under 5 GCA Chapter 5 Guam Procurement Law.	
4.	Any Prior or Related Contract(s) or Amendment(s) – if the registration pertains to a renewal, extension, or modification, please see Section B.	
5.	Notice to Proceed (if applicable) – submit a copy of the Notice to Proceed issued to the contractor or consultant confirming the official start of services or work under the contract. Only required for contracts that issue a Notice to Proceed.	

B. Additional Requirements (for Amendment, Renewals, Change Orders, and Multi-Term Contracts)

1.	Copy of Prior Registered Contract(s) Attached the previously registered contract for reference	
2.	Updated Certification of Funds Required if the amendment or renewal increases the total contract value or begins a new contract term under a multi-term agreement.	
3.	Governor's Approval Pursuant to 5 GCA § 22601, "all contracts of whatever nature shall be executed upon the approval of the Governor." Attach a copy of the Governor's signed approval for any contract or amendment requiring such authorization.	
4.	Federal Subaward Agreement (if applicable) – for contracts or subawards funded by federal grants: - Copy of the Notice of Award (NOA) issued by the federal grantor - If the amendment or renewal involves an increase in funding or extension of the period of performance, please provide a copy of the grantor's written approval or updated NOA authorizing the change - Any revised budget or scope of work approved by the grantor	

Certification of Procurement Compliance

To: General Services Agency (Contracts)

From:

Subject: Procurement Compliance Certification for Contract Registration

Contract Title:

Source Selection:

Solicitation No.: Purchase Order No.:

PROCUREMENT DOCUMENTATION CHECKLIST (Please complete items as applicable)

	Procurement Record	On File	
		Yes	No
1.	Requisition (signed by Certifying Officer and Agency Director)		
2.	Determination of Need		
3.	Solicitation Documents (as required by method of source selection)		
4.	Public Notice / Advertisement		
5.	Evaluation / Rationale for Vendor Selection		
6.	Notice of Intent to Award		
7.	Protest Documentation (if applicable)		
8.	Fully Executed Contract / Purchase Order		
9.	Insurance / Bid Security / Bonds (if applicable)		
10.	Notice to Proceed (if applicable)		
11.	Contract Amendments / Change Orders (if applicable)		
12.	Records of Correspondence and Communications		

CERTIFICATION

Pursuant to 5 GCA Chapter 5 § 5250, I hereby certify under penalty of perjury that the procurement associated with the above-referenced contract was conducted in accordance with all applicable Guam Procurement laws, regulations, and procedures, as well as any applicable federal laws, regulations, or grant requirements.

All procurement documentation identified above is on file and shall be available for review upon request.

Agency Director: _____

Print Name Signature Date