



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA

Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
(Ahension Setbision Hinirat)
Telephone (Telifon): (671) 475-1705/1706



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

February 26, 2026

GENERAL SERVICES AGENCY CIRCULAR NO.: 2026-005

To: All Line Agency and Department Heads
From: Acting Chief Procurement Officer
Subject: **Fiscal Year Ending 2026 Requisition Close-Out Deadlines**

Hafa Adai! Please take note of the fiscal year 2026 deadlines below:

1) Requisition(s) that are \$25,000 and above requiring Invitation for Bid (IFB) or Request for Proposal (RFP)	Friday, March 27, 2026
2) Sole Source Requisition(s) that are \$25,000 and above requiring Advertisement	Friday, May 29, 2026
3) Requisition(s) that are less than \$25,000 (Small Purchases, Blanket Purchase Agreements, Sole Source)	Friday, July 31, 2026
4) Request(s) for Office and Janitorial Supplies for Stock Issue (Tenda Gubetnu)	Friday, August 28, 2026
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.	
5) Request(s) for Adjustment of Encumbrance via Email to gsaprocurement@gsadoa.guam.gov	Friday, October 9, 2026

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