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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

General Services Agency Division  
(Ahension Setbision Hinirat)

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

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

October 12, 2026

**GENERAL SERVICES AGENCY CIRCULAR NO. 2027-001**

To: All Line Agency and Department Heads

From: Chief Procurement Officer

Subject: **Submission of Fiscal Year 2027 Projected Annual Procurement Plan**

**Håfa Adai!**

The Department of Administration General Services Agency (GSA) is requesting for your assistance to review your Fiscal Year (FY) 2027 budget to determine what funds are appropriate for equipment, services, and supplies (e.g. vehicles, copiers, computers, heavy equipment, security, ground maintenance, janitorial and construction supplies, food supplies, etc.). Pursuant to Chapter XIII, Part I, Section 4 of Public Law 38-136, departments and agencies shall submit a projected annual procurement plan at the start of each fiscal year to GSA by October 31, 2026.

We are requesting for your cooperation in submitting your annual procurement plan requirements by category, together with appropriate specifications or scope of work to GSA via [gsaprourement@gsadoa.guam.gov](mailto:gsaprourement@gsadoa.guam.gov) no later than Saturday, October 31, 2026. Departments with divisions or sections are required to submit a consolidated procurement plan by the due date.

Timely submission is essential to ensuring that anticipated procurement requirements are properly identified, resources are appropriately allocated, and procurement transactions are processed efficiently. Failure to submit the projected annual procurement plan will significantly impact GSA's ability to effectively plan, coordinate, and process procurement requests exceeding \$25,000 for your department or agency in FY 2027. 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



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| Department/Agency | Division | Description of Goods/Services | Estimated Cost | Funding Source <sup>1</sup> | Federal Grant Name | Award Number | Funding Expiration |
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<sup>1</sup> Types of Funding Source: Federal; Local; Combination of Federal and Local

| Department/Agency | Division | Description of Goods/Services | Estimated Cost | Funding Source <sup>2</sup> | Federal Grant Name | Award Number | Funding Expiration |
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<sup>2</sup> Types of Funding Source: Federal; Local; Combination of Federal and Local