

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

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September 19, 2011

GENERAL SERVICES AGENCY CIRCULAR NO.: 2011 - 006

TO: All Department and Agency Heads
VIA: Director, Department of Administration
FROM: Acting Chief Procurement Officer

SUBJECT: Submission of Projected Annual Procurement Plan for Fiscal Year 2012

Hafa Adai! Once again, your assistance is being solicited to review your Fiscal Year 2012 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.).

In this regard, we are requesting your cooperation in submitting your requirements, by **category**, together with appropriate specifications or scope of work in accordance with Section 21 and 22 of Public Law 18-44, to be submitted to General Services Agency (GSA) no later than September 30, 2011. Department with divisions or sections are required to submit a consolidated procurement plan by due date.

Please note that we will be exercising strict adherence to this requirement. Should you fail to submit a procurement plan for Fiscal Year 2012 we will not accept any of your procurement requests for Fiscal Year 2012 until such time a plan is submitted.

We look forward to your cooperation as we strive to save government funds through the bulk buying process.

A handwritten signature in black ink, appearing to read 'Anita T. Cruz', is positioned above the printed name.

ANITA T. CRUZ