

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

Ray Tenorio
Lieutenant Governor

Benita A. Manglona
Director

148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

George A. Santos
Deputy Director

August 4, 2011

GENERAL SERVICES AGENCY CIRCULAR NO.: 11 - 004

TO: All Department and Agency Heads

VIA: Director, Department of Administration

FROM: Chief Procurement Officer

SUBJECT: Periodic Review of Blanket Purchase Agreement (BPA) Purchase Orders

Hafa Adai! This is a reminder to all departments and agencies that the General Services Agency may conduct periodic reviews to ensure adherence to the Blanket Purchase Agreement procedures.

Pursuant to 2GAR-Administration, Div 4 – Procurement Regulations,

ss 3112.14. Review Procedures. (a) *The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.*

(b) *The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, that entered into the BPA for the Government shall –*

(i) *Ensure that each BPA is reviewed at least annually and, if necessary, updated at that time,*

Therefore, copies of invoices pertaining to FY 2010 thru current FY2011 BPA purchase orders must be forwarded to General Services Agency no later than September 15, 2011. Failure to comply with this requirement may be cause to cease any issuance of BPA to your department/agency for FY 2012.

If you have any questions, please contact our office @ 475-1707.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.


CLAUDIA S. ACFALLE