

Eddie Baza Calvo  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

Ray Tenorio  
Lieutenant Governor

Anthony C. Blaz  
Acting Director

148 Route 1 Marine Drive, Piti, Guam 96915  
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217

Deputy Director

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**GENERAL SERVICES AGENCY CIRCULAR No.: 2016-002**

To: All Department and Agency Heads

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,**

**§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 Office, the Director of Public Works, or the Purchasing Agency, that entered into the BPA for 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 FY2015 BPA purchase orders must be forwarded to the General Services agency no later than February 7<sup>th</sup>, 2016. **Failure to comply with this requirement may be cause to cease any issuance of BPA to your department/agency for FY2016.**

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

  
CLAUDIA S. ACFALLE