

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

January 7, 2016

**GENERAL SERVICES AGENCY CIRCULAR No.: 2016-003**

**Memorandum**

To: All Line Department/Agency Heads

From: Chief Procurement Officer

**Subject: Submission of Projected Annual Procurement Plan for Fiscal Year 2016**

*Buenas yan Hafa Adai!* Once again, your assistance is being solicited to review your Fiscal Year 2016 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 the General Services Agency (GSA) no later than February 7<sup>th</sup>, 2016. Departments with divisions or sections are required to submit a consolidated procurement plan by due date.

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

If you have any questions please contact our office at (671) 475-1707 or (671) 475-1720. *Un Dangkolo na si Yu'os Ma'ase* for your attention and cooperation.

  
CLAUDIA S. ACFALLE