

**Eddie Baza Calvo**  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

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**Ray Tenorio**  
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Deputy Director  
Dept. of Administration

April 29, 2016

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2016- 008**

**TO:** All Department and Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** **Miscellaneous Telephone Services**

*Hafa Adai!* Effective immediately, all departments and agencies whose telephone service provider is TeleGuam Holdings, LLC dba: GTA are to submit a Blanket Purchase Agreement (BPA) request, dependent on your budget, to cover services outside of your department/agency's recurring billing (i.e.: one time charges such as for relocation, new installation, upgrades to equipment, upgrades to service, equipment purchase, purchase of wireless devices, inside wiring, FCC fees, programming fees, etc.).

To avoid any confusion, all BPA requests must reference your department/agency's current purchase order number(s) designated for your existing/current monthly recurring telephone service billings. Furthermore, all BPA requests must have an attached listing of your department/agency's entire telecommunication numbers (GTA Service Provider) and the description of service per telecommunication number (i.e.: Analog Line (fax line), Centrex Line (phone system), DSL Internet Services, GGWAN, Metro Ethernet Circuits, GUD TV Services, etc.) categorized per purchase order number.

These BPA requests are due to GSA NO LATER THAN Friday, May 6, 2016.

If you have any questions, please contact Christine Tedtaotao or Tianna Sarrosa @ 475-1707/20.

*Dangkolo na Si Yu'os Ma'ase'*

  
**CLAUDIA S. ACFALLE**