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Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

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January 2, 2014

**GENERAL SERVICES AGENCY CIRCULAR NO.: 14- 004**

TO: All Department and Agency Heads  
FROM: Chief Procurement Officer  
SUBJECT: **Submission of Projected Annual Procurement Plan for Fiscal Year 2014**

*Hafa Adai!* Once again, your assistance is being solicited to review your Fiscal Year 2014 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 January 31, 2014. Department 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.

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

  
CLAUDIA S. ACFALLE