

# PROCUREMENT QUICK REFERENCE GUIDE



## Procuring REAL Solutions 2024

### VENDOR FAIR/EXPO

Friday, January 19, 2024 • 9am - 3pm  
Gloria B. Nelson Public Service Building  
Fadian



Scan the QR code to sign in and fill out our survey.

## PROCUREMENT OF GOODS AND SERVICES QUICK REFERENCE GUIDE

### 1 BLANKET PURCHASE AGREEMENT (BPA)

\$1.00-\$25,000

- On An "As Needed Basis"**
- Dollar Cap limit** SHALL be reflected on issued purchase order
- Expiration Date** SHALL reflect each Fiscal Year Ending (e.g., 9/30/22)

### 2 SMALL PURCHASE

Below \$25,000 Requirements:

- Request for Quotation**
  - response time three (3) business days, unless otherwise reflected (Price validity SHALL be 90 calendar days)
- Submit Price Offer**
  - Clearly indicate what is being quoted on:
    - manufacturer
    - part number
    - catalog and/or model number
- Delivery Date**
- Provide cut sheets/literature** (Descriptive) for offer

### 3 SMALL CONSTRUCTION

Below \$100,000 Requirements:

- Request for Quotation**
  - response time three (3) business days, unless otherwise reflected (Price validity SHALL be 90 calendar days)
- Contractor's License**
  - Type of license required (e.g., C13, C13A, C14 etc.)
  - SHALL be identified by GPA Procurement
- Delivery Date**
- Provide cut sheets/literature** (Descriptive) for offer

## PROCUREMENT OF GOODS AND SERVICES QUICK REFERENCE GUIDE

### 4 INVITATION FOR BID (IFB)

\$25,000.01 and above for deliverables of materials and/or services. \$100,000.01 and above for construction. Tender package available at GPWA Procurement Office and/or GPA website

- Register with GPA Procurement Office**, when downloading tenders from GPA website or obtaining at GPWA Procurement Office (671)648-3054/55
- Special Reminders to Prospective Bidders**
  - Sealed bids, one (1) original and copies conspicuously marked, must be physically-delivered on or before the due date and time reflected on each issuing tender. Electronic bid submissions are not accepted. (page 8B in procurement reference guide)
- All completed required documents SHALL be in sealed envelope upon submittal:** (page 5-9F in procurement reference guide)
  - Price Offer (Price validity SHALL be 120 calendar days)
  - Bid Guarantee (15%) unless otherwise identified
  - Brochures/Descriptive Literature on items offered unless otherwise identified
- Affidavits** - Original (page 9A-9F in procurement reference guide)
  - Ownership and Interest Disclosure Affidavit
  - Contingent Fees Affidavit
  - Non-Collision Affidavit
  - No Gratuities of Kickbacks Affidavit
  - Ethical Standards Affidavit
  - Wage Determination Affidavit
  - Restrictions Against Sex Offenders Affidavit
  - Local Procurement Preference Application

Note: Propective Bidders not completing this form will automatically be not considered for local procurement preference. Non-completion of this form is not a basis for rejection of the bid or proposal. (reference page 12 in procurement reference guide)
- Business License/Contractor's License**
  - Note: Is not required in order to provide a proposal, but is a pre-condition for entering into a contract with the Authority.
- Issuance of Notice of Intent/Bid Status**
- Submission of Performance Bond & Other Documents**, if Applicable.
- Fourteen (14) Day Protest Period**



## 5 MULTI-STEP BID (MS-IFB)

\$25,000.01 and above for deliverables of materials and/or services. \$100,000.01. and above for construction. Tender package available at GPWA Procurement Office and/or GPA website

- Register with GPA Procurement Office,** when downloading tenders from GPA website or obtaining at GPWA Procurement Office (671)648-3054/55
- Special Reminders to Prospective Bidders**
  - Sealed bids, one (1) original and copies conspicuously marked, must be physically-delivered on or before the due date and time reflected on each issuing tender. Electronic bid submissions are not accepted. (page 8B in procurement reference guide)
- All completed required documents SHALL be in sealed envelope upon submittal:**

(page 5-9F in procurement reference guide)

  - Price Proposal SHALL be submitted in a separately sealed envelope marked PRICE PROPOSAL on or before the date and time reflected on each issuing tender. (Price validity SHALL be 120 calendar days unless otherwise specified)
  - Bid Guarantee (15%) unless otherwise identified
  - Brochures/Descriptive Literature on items offered if applicable
- Affidavits** – Original (page 9A-9F in procurement reference guide)
  - Ownership and Interest Disclosure Affidavit
  - Contingent Fees Affidavit
  - Non-Collision Affidavit
  - No Gratuities of Kickbacks Affidavit
  - Ethical Standards Affidavit
  - Wage Determination Affidavit
  - Restrictions Against Sex Offenders Affidavit
  - Local Procurement Preference Application

Note: Prospective Bidders not completing this form will automatically be not considered for local procurement preference. Non-completion of this form is not a basis for rejection of the bid or proposal. (reference page 12 in procurement reference guide)
- Closing of Phase I (Technical Proposal)**
  - Issuance of Outcome
  - 14 Days Protest Period
- Business License/Contractor's License**

Note: Is not required in order to provide a proposal, but is a pre-condition for entering into a contract with the Authority.
- Opening of Phase II (Price Proposal)**
  - Issuance of Outcome
  - 14 Days Protest Period
- Submission of Performance Bond & Other Documents,** if Applicable.
- Contract**

## 6 REQUEST FOR PROPOSAL (RFP)

\$25,000.01 and above. Tender package available at GPWA Procurement Office and/or GPA website.

- Register with GPA Procurement Office,** when downloading tenders from GPA website or obtaining at GPWA Procurement Office (671)648-3054/55
- Special Reminders to Individuals/Firms**
  - Sealed Technical Proposals One (1) Bound Paper Original must be physically-delivered on or before the due date and time reflected on each issuing tender. Electronic bid submissions are not accepted. (page 11A in procurement reference guide)
- All completed required documents SHALL be physically delivered in a Sealed Envelope on or before date and time reflected on each issuing tender.**
  - Statement of Qualifications
- Affidavits** – Original SHALL be submitted with Technical Offer (page 9A-9F in procurement reference guide)
  - Ownership and Interest Disclosure Affidavit
  - Contingent Fees Affidavit
  - Non-Collision Affidavit
  - No Gratuities of Kickbacks Affidavit
  - Ethical Standards Affidavit
  - Wage Determination Affidavit
  - Restrictions Against Sex Offenders Affidavit
- Closing of Phase I (Technical Proposal)**
  - Issuance of Outcome
  - 14 Days Protest Period
- Business License/Contractor's License**

Note: Is not required in order to provide a proposal, but is a pre-condition for entering into a contract with the Authority.
- Submission of Price Proposal**
  - Negotiations, if applicable
  - Best & Final Offer
- Contract**

The information in this brochure is provided as a guide. The statute governing Government of Guam procurement is Title 5, Chapter 5 of the Guam Code Annotated. Policies and procedures are mandated by Title 2, Division 4 of the Guam Administrative Rules.

## REFERENCES

### Superior Court of Guam Compiler of Laws

[www.guamcourts.org](http://www.guamcourts.org)

- 5 Guam Code Annotated Chapter 5 Guam Procurement Law
- 2 Guam Administrative Rules Division 4

### GPA Procurement

[go.opengovguam.com/bids/available/gpa](http://go.opengovguam.com/bids/available/gpa)

- PMM-Procurement of Goods and Service Quick Reference Guide
- PMM-Supply Management Quick Reference Guide
- PMM-Inventory Management Quick Reference Guide

### Guam Legislature

[www.guamlegislature.com](http://www.guamlegislature.com)

- Public Law No. 34-35 Small Purchases
- Public Law No. 36-25 Bill No. 94-36 Ethics in Government Training
- Public Law No. 36-26 Bill No. 71-36 (COR) The Support for Women-Owned Business Act
- Public Law No. 36-35 Bill No. 90-36 (COR) Requiring Monthly Reports for Sole Source or Emergency Procurement
- Public Law No. Disabled Veteran Owned
- Public Law No. 32-131 - Bill No 201-32 (COR) Training, Continuing Education and Certification for Government of Guam Personnel

### Office of the Public Auditor

[www.opaguam.org](http://www.opaguam.org)

### Office of Attorney General

[oaguam.org](http://oaguam.org)

## GPA PROCUREMENT DIVISION

Phone: (671) 648-3054/55 | Fax: (671) 648-3165  
[guampowerauthority.com/gpa\\_authority/procurement/gpa\\_procurement.php](http://guampowerauthority.com/gpa_authority/procurement/gpa_procurement.php)

### HOURS OF OPERATION

Monday - Friday: 8:00am - 12:00pm | 1:00pm - 5:00pm  
Closed on Weekends & GovGuam Holidays

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