



JUDITH T. WON PAT E.D. D.  
Acting Superintendent of Education

**DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT**

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CARMEN T. CHARFAUROS  
Supply Management Administrator

April 5, 2023

**AMENDMENT 1 ACKNOWLEDGEMENT FORM**

**IFB 002-2023**

**Indefinite Quantity Bid Purchase of Administrative and Instructional Supplies**

Please review the attached document. (All Notice/Amendments can be reviewed on our website) Please sign **this acknowledgement page and only return this page**, attention to **DIANA D. HAYASHI** via fax (671) 472-5001 or e-mail to: [ddhayashi@gdoe.net](mailto:ddhayashi@gdoe.net).

I, \_\_\_\_\_, an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 1**, for **IFB 002-2023, Indefinite Quantity Bid Purchase of Administrative and Instructional Supplies**. Number of pages 10 (including this coversheet).

\_\_\_\_\_  
**Company Name (Print)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Time and Date**



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April 5, 2023

**AMENDMENT 1**

**Prospective Oferrorr:**

Please refer to our **Invitation for Bid for IFB No. 002-2023 Indefinite Quantity Bid Purchase of Adminstrative and Instructional Supplies.**

In the Spirit of clarity and achieving the best possible solution to satisfy the requirements of IFB 002-2023, *GDOE is responding to the questions received for this IFB and extending the deadline of submission.*

**QUESTIONS FROM VENDORS AND GDOE RESPONSES:**

**Sunleader Guam:**

1. May we request to extend the bid opening date from April 18, 2023 time 9:00am to April 25, 2023 time 9:00am?

***GDOE Response: Extension for bid submission will be Tuesday, April 25, 2023 at 9am and opening will start at 9:30am same day.***

2. Item No. 19: Duster, Electronic Compressed Air, 12 oz. Question: Can you change the specification from 12oz to 10oz? 12oz Electronic Compressed Air Duster are not available.

***GDOE Response: Specifications are updated to: Item No. 19: Duster, Electronic Compressed Air, 10 oz***

3. Item No. 20: Envelope, #10, Self-Seal, 4-1/8in x 9-1/2in, with Window, 24Lb, 500 Per Box. Question: For clarification "Self-Seal" meaning - Peel N Seal or Redi-Seal?

***GDOE Response: Peel N Seal or Redi-Seal are both acceptable.***

4. Item No. 21: Envelope, #10, Self-Seal, 4-1/8in x 9-1/2in, Regular, 24Lb, 500 Per Box Question : For clarification "Self-Seal" meaning - Peel N Seal or Redi-Seal?

***GDOE Response: Peel N Seal or Redi-Seal are both acceptable.***

**JMI Edison:**

5. We are not sure if there will be any other additional questions coming from our vendor sources. In this regard, may we request for the submission of questions to be extended from April 4, 2023 to April 11, 2023?

***GDOE Response: Extension for bid submission will be Tuesday, April 25, 2023 at 9am and opening will start at 9:30am same day.***

6. May we request for the bid submission to be extended from April 18, 2023 to May 15, 2023? This is to allow ample time for our sources to respond back with needed details.

***GDOE Response: Extension for bid submission will be Tuesday, April 25, 2023 at 9am and opening will start at 9:30am same day.***

7. We are still experiencing global issues of supply chain. Due to this, may we request to move the delivery time from 30 days to 90 days ARO?

***GDOE Response: Delivery of 60 days ARO is acceptable***

**Page 3, Section 1.1. INVITATION FOR BID (IFB) TIMELINE – Deadline for Submission.**

**From:** TIME: 9:00AM Chamorro Standard Time (ChST)  
DATE: Tuesday – April 18, 2023

**To:** TIME: 9:00AM Chamorro Standard Time (ChST)  
DATE: Tuesday – April 25, 2023

**\*Page 5, Section 3.1.5 – TIME AND DATE FOR RECEIPT OF BIDS:**

**From:** TIME: 9:00AM Chamorro Standard Time (ChST)  
DATE: Tuesday – April 18, 2023

**To:** TIME: 9:00AM Chamorro Standard Time (ChST)  
DATE: Tuesday – April 25, 2023

**\*Page 6, Section 3.1.6 – TIME AND DATE FOR OPENING OF BIDS**

**From:** TIME: ERROR  
DATE: ERROR

**To:** TIME: 9:30AM Chamorro Standard Time (ChST)  
DATE: Tuesday – April 25, 2023

Please see attached forms that have shown missing on the BID:

Affidavit Disclosing Ownership and Commissions  
Affidavit Re Non Collusion  
Affidavit Re No Gratuities or Kickbacks  
Affidavit Re Ethical Standards

All else remains the same.

Sincerely,



CARMEN T. CHARFAUROS  
Supply Management Administrator



(Required by 5 GCA § 5233 as amended by P.L. 36-13 (4/9/2021))

Preface. As a condition of submitting a Bid/Offer/Proposal or responding to any method of source selection under Guam's Procurement Law for the purpose of entering into a contract with the government of Guam, this Affidavit requires all Bidders/Offerors/Prospective Contractors to make disclosures of ownership, influence, commissions, gratuities, kickbacks, and conflicts of interest occurring **during the 365 calendar days preceding the publication of this solicitation and until award of a contract**. This includes the duty to disclose **any changes** to the facts disclosed herein throughout the solicitation process; and if the entity submitting this Affidavit is awarded a contract, the duty to disclose **any changes** to the facts disclosed herein **continues throughout the life of the contract, including any extensions or renewals**.

[ ] The Bidder/Offeree/Prospective Contractor is a business or artificial person (as defined in 1 GCA § 715 or 5 GCA §§ 5030(n) or 5233(b)), and is owned by the following multiple individuals. Note: owners of more than 10% are statutorily required to be listed below, but other owners of smaller percentage are encouraged to be listed as well.

Name of Owner	Principal Place of Business Street Address	% of Interest

- [ ] One or more of the more-than-10% owners listed above is a business or artificial person. Any more-than-25% owners of such a business or artificial person are listed below per 5 GCA § 5233. Note: any less-than-25% owners of such a business or artificial person is encouraged to also be listed below.

**Name of >10% Owner Business or Artificial Person:**

--

Names of owners of the >10% Owner Business or Artificial Person ("Second Tier Owner")	Owner's Principal Place of Business Street Address	% of Interest

**Name of other >10% Owner Business or Artificial Person:**

--

Names of owners of the >10% Owner Business or Artificial Person ("Second Tier Owner")	Owner's Principal Place of Business Street Address	% of Interest

- B. If any Second Tier Owner identified above is an artificial person, the natural or artificial owners of such Second Tier Owner who have held more than 49% of the shares or interest in the Bidder/Offeror/Prospective Contractor (Third Tier Owners) are as follows [if none, please so state]:

Second Tier Owner Name \_\_\_\_\_

Name of Third Tier Owner	Principal Place of Business Street Address	% of Interest

- C. If the name of no natural person has been identified as an owner, or a Second or Third Tier Owner of the Bidder/Offeror/Prospective Contractor, please identify the name, position, address, and contact information of the natural person having the authority and responsibility for the Bid/Offer/Proposal/Prospective Contract, and the name of any natural person who has the authority and power to remove and replace the designated responsible person:

Name of Natural Person	Position	Street Address of Principal Place of Business	Phone Number, Email Address, and other Contact Information

- D. Further, I say that the persons who have received or are entitled to receive a commission, gratuity, contingent fee or other compensation to solicit, secure, or assist in obtaining business related to the Bid/Offer/Proposal/Prospective Contract for which this Affidavit is submitted are as follows (if none, please so state):

Name	Principal Place of Business Street Address	Amount of Compensation

- E. Further, I say that the persons who have directly or indirectly participated in this solicitation and who are also employees of the government of Guam or the government of the United States, if federal funds are to be used in the payment of the contract related to the Bid/Offer/Proposal/Prospective Contract for which this Affidavit is submitted, are as follows (if none, please so state):

Name	Principal Place of Business Street Address

- F. Regardless of any ownership interest, the following individuals have the power to control the performance of the contract or to control the Bidder/Offeror/Prospective Contractor, directly or indirectly:

Name	Principal Place of Business Street Address

///

///



- G. Until award of the contract, and throughout the term of any contract awarded to the Bidder/Offeror/Prospective Contractor represented herein, I agree to promptly make any disclosures not made previously and update changes in ownership, identities of owners and other required information, interests, compensation or conflicts of the persons required to be disclosed. I understand that failure to comply with this requirement shall constitute a material breach of contract.
- H. I hereby declare under penalty of perjury under the laws of Guam that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
(date)

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Signature of one of the following:  
Bidder/Offeror/Prospective Contractor, if a licensed individual  
Owner of sole proprietorship Bidder/Offeror/Prospective  
Contractor  
Partner, if the Bidder/Offeror/Prospective Contractor is a  
partnership  
Officer, if the Bidder/Offeror/Prospective Contractor is a  
corporation

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

---

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

## AFFIDAVIT RE NON-COLLUSION

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is [state name of company]  
\_\_\_\_\_.

2. The proposal for the solicitation identified above is genuine and not collusive or a sham. The offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any other offeror or person, to put in a sham proposal or to refrain from making an offer. The offeror has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the government of Guam or any other offeror, or to secure any advantage against the government of Guam or any person interested in the proposed contract. All statements in this affidavit and in the proposal are true to the best of the knowledge of the undersigned. This statement is made pursuant to 2 GAR Division 4 § 3126(b).

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_\_\_, \_\_\_\_\_.



## AFFIDAVIT RE GRATUITIES OR KICKBACKS

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_  
[state name of affiant signing below], being  
first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [state name of offeror company]  
\_\_\_\_\_. Affiant is \_\_\_\_\_ [state one  
of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing  
identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have violated, are violating the prohibition against  
gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of  
offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR  
Division 4 § 11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have offered, given or agreed to give, any government  
of Guam employee or former government employee, any payment, gift, kickback, gratuity or offer of  
employment in connection with the offeror's proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of  
the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

## AFFIDAVIT RE ETHICAL STANDARDS

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first  
duly sworn, deposes and says that:

The affiant is \_\_\_\_\_ [state one of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.