



DEPARTMENT OF EDUCATION

OFFICE OF SUPPLY MANAGEMENT

K. ERIK SWANSON, PH. D
Superintendent of Education

www.gdoe.net
501 Mariner Avenue
B Building, 1st Flr., Rm. 116
Barrigada, Guam 96913
Telephone: (671) 300-1581
Email: procurement@gdoe.net



STANDARD OPERATING PROCEDURES

SOP#: 200-037
Amended 5/2024

I. SUBJECT Requisition Entry

II. INQUIRIES Office of Supply Management ("Procurement Office")

III. PURPOSE

These Standard Operating Procedures ("SOP") establish guidelines for Requisition Entry. Requisitions are purchase requests that precede purchase order issuance and may include requests to purchase supplies, services or construction items.

The Procurement Office is the sole entity in GDOE authorized to perform procurements. Any acceptance of goods and services that do not go through the approved procedures and are not in accordance with applicable laws and regulations may create a personal liability for the person ordering and accepting the products or services and the vendor will be at risk for nonpayment.

IV. APPLICABILITY

Except as otherwise provided by law, these Procedures shall apply to all Guam Department of Education ("GDOE") purchases, paid with GDOE local funds or out of monies under the control of GDOE; for example, US Department of Education grant funds ("USDOE") and other US federal grant funds.

This SOP supersedes all previous SOPs relevant to this topic.

V. REFERENCES

To fully understand what is required for the proper procurement of goods, services and construction, the Standard Operating Procedures (SOP) contained throughout this document must be consulted and carefully followed. A working knowledge of the prerequisites contained below will also be helpful.

- A. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in particular, 2 CFR §200.318-200.326
- B. USDOE Special Conditions issued annually in June
- C. Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law
- D. Guam Administrative Rules and Regulations, Title 2, Division 4, Procurement Regulations

VI. KEY TERMS

The words defined are commonly used purchasing terms. The following terms are not intended to be legal definitions.

Determination of Need (DON): A questionnaire required to be completed and submitted by the End User which justifies the requested procurement. (Appendix A-2)

End User: A party (School/Division) that initiated the request for the purchase of goods, services, or construction.

End User Memorandum (EUM): For procurements of services or over the small purchase limit, i.e., small purchase contracts, IFB's and RFP's, a EUM is required. The EUM is a questionnaire completed and submitted by the End User which provides information that will be used by the Procurement and Legal Sections to properly review and assess the procurement process. (Appendix A-1)

MUNIS: The financial management information system purchased from Tyler Technologies in September 2011 and operational in April 2012. Tyler's MUNIS is a resource planning solution which integrates our core financial functions, among them are procurement, fixed assets receiving and fixed assets inventory.

Requisition: A written request or order for goods or services, such as supplies, professional services or construction.

Scope of Service or Specification: A detailed description entered by the end-user which describes the deliverables or services to be rendered or work to be performed.

Vendor Quotation: Price obtained from a potential supplier for goods, services, equipment, or construction needed.

VII. COMMODITY OR SERVICE AMOUNTS

Thresholds by Funding Source:

- A. Local Funds and Non-USDOE Federal Funds: \$500 and below (1 quote required)
- B. Local Funds and Non-USDOE Federal Funds: \$25,000 and below (1 quote by End User and 2 or more quotes provided from buyer required)
- C. Local Funds and Non-USDOE Federal Funds: \$25,000.01 and above (Formal Solicitation)
- D. USDOE Federal Funds: \$250,000 and below (1 quote by End User and 2 or more quotes provided from buyer required)
- E. USDOE Federal Funds: \$250,000.01 and above (Formal Solicitation)
- F. Construction Services: \$100,000 and below (1 quote by End User and 2 or more quotes provided from buyer required)
- G. Construction Services: \$100,000.01 and above (Formal Solicitation)

VIII. STEP-BY-STEP REQUISITION ENTRY PROCESS

A. Step 1: End User's Responsibility "School or Division"

By entering a requisition, the funds for the purchase are set aside, or pre-encumbered, for the specified general ledger expense account. (Please contact GDOE Budget Office for the general ledger expense account number if the account number is unknown).

This process is completed on the GDOE MUNIS system for both local and all federal funded purchases. Access to the system is obtained by completing a Security Management form and submitting the form to GDOE Financial Student Accounting Information Systems (FSAIS) through the FSAIS Help Desk, <https://helpdesk.gdoe.net>.

For Small Purchase Requisitions \$25,000.00 and below for local and federal non-USDOE purchases or \$250,000 and below for USDOE purchases, the End User's must:

1. Prepare a Determination of Need (DON) Form must be specific to your actual needs to your program requirements. (**Appendix A-2**)
2. For procurement of services, prepare an End User Memo (**Appendix A-1**)
3. Prepare a scope of service or specification
4. Obtain **one (1)** valid vendor quotation; ensure that quote is not expired when the requisition is released. (Vendor usually will provide a valid quote up to 15 days, 30 days or 60 days).
 - a. Quote via email is acceptable.
 - b. Shopping cart pricing or catalog photo copies are not acceptable. Vendor must be contacted directly for a price quote.
5. Make sure that the vendor from which the quote was obtained exists in the system. If not, please contact GDOE Office of Supply Management for assistance in creating a vendor.
6. Enter a requisition in the MUNIS system.
7. Complete all the necessary fields to include:
 - a. General Commodity Code (Type 2) (see **Appendix A-3** for listing); Type 4 commodity codes (located in the line details) **ARE NO LONGER NEEDED**.
 - b. Vendor
 - c. Ship To Address
 - i. For all Off-island Orders, Equipment, Fixed Assets, or Book Orders (All 0250 and 0450 Object Classes), with the exception of subscriptions (magazines or software licenses) or items that must be installed by the vendor, **MUST BE SHIPPED TO Central Receiving Warehouse**. If unsure, please contact the property management/Receiving Warehouse section for guidance.
 - ii. All other on-island orders that **are not** under the 0250 and 0450 Object Classes must be shipped directly to the school/division.
 - iii. **For USDOE “Consolidated Grants” below the \$5,000.00 threshold** – Computing devices such as: Desktops, laptops, tablets and servers must utilize object class 0245 as supplies. These items **MUST BE SHIPPED TO Central Receiving Warehouse**. – **As well as tools ordered by Facilities and Maintenance**.
 - d. Line Details
 - i. Quantity
 - ii. Description (scope of work or specification)
 - iii. Unit Price
 - iv. UOM (Unit of Measurement)
 - v. General Ledger Expense Account Number(s)
8. Attach the vendor quotation, scope of work or specification, DON, and, if required, the EUM to requisition prior to releasing it into the workflow approval process. Note that the scope of work or specification must fit in the description field and should not be a separate document.
9. For requisitions that require prepayment, a letter from the vendor stating that prepayment is required must be attached to the requisition. Note that only off-island vendors can request for prepayment.
10. **For requisitions that include library book orders**, End User must also include the following:
 - a. Detailed description of each book must be entered into the line description (one line per book) with the following information:
 - i. Title
 - ii. Author
 - iii. ISBN Number
 - iv. Type of Binding

- b. If book sets or volumes are to be purchased, each set must include all the books included within the set with all the required information.
- c. Excel spreadsheet or word document of book listing must be attached to the requisition.
- d. Book orders over 180 line items must create another requisition. Please provide information on your additional requisition that the two requisitions are from one book order. Also provide the previous requisition on the second requisition and visa versa on your initial requisition so buyer will be queued that the two requisitions is one book order. (In the general notes section)

11. **For requisitions funded by any U.S. Federal Agency Grant (USDOE Funds or Non-USDOE Funds),** End User must also include the following information in the General Notes (main page of MUNIS):

- a. Grant Name
- b. GAN (Grant Award Notification) Must comply with 2 CFR section §200.332
- c. CFDA (Catalog of Federal Domestic Assistance) Number
- d. Any other information that may be required by the grant, e.g., specified in the Grant Award Notice

12. **For blanket requisitions,** End User must also include the following:

- a. Illustrative list of items to be purchased under the blanket. Please note that an initial vendor quotation is still required for a blanket requisition.
- b. Authorized Personnel allowed to utilize the blanket purchase order must be incorporated in the line detail.

13. Once all information is added into the requisition and all required documents are attached, End User must release the requisition into the workflow. Please be aware of the following requisition status types:

- a. Status Type: 1 – Requisition has been rejected, sent back to end user to make the necessary changes required by the approvers. In order to make the changes required, end user must reactivate the requisition in order to make the changes or update. Once changes have been made, the end user must allocate and release the requisition back into the workflow.
- b. Status Type: 2 – Requisition has been created but has not been released into the workflow for the approval process.
- c. Status Type: 4 – Requisition has been allocated, which means funding has been allocated for said requisition but has not been released into the workflow.
- d. Status Type: 6 – Requisition has been released into the workflow approval process and is currently going through the approval process.
- e. Status Type: 0 – Requisition has been converted into a Purchase Order.

14. Write requisition number down on hard copy of the DON for easy reference.

15. **IT IS THE RESPONSIBILITY OF THE END USER TO FOLLOW UP ON THE STATUS OF THEIR REQUISITION THAT HAS BEEN RELEASED INTO THE WORKFLOW.**

16. If there is a deadline for the goods or services needed or if funds expire at a certain time, this should be noted in the General Notes. The end user should follow-up with the buyer to ensure the buyer is aware of any critical deadlines.

17. If a requisition is rejected, it goes back to the beginning of the workflow process.

- a. Requisitions may be rejected due to, but not limited to, the following reasons:
 - i. Purchase is not an authorized activity under the grant
 - ii. Incorrect general commodity code used
 - iii. Incorrect general ledger (GL) account number used
 - iv. Initial vendor quotation and/or Determination of Need is not attached, is incomplete, or is outdated
 - v. Item description and specifications are vague

- b. If a requisition is rejected in the workflow approval process, the end user will be notified via email of the rejection.
- c. **THE END USER DOES NOT HAVE TO ENTER A NEW REQUISITION.** Please refer back to the rejected requisition and reactivate the requisition. The update button should be used to make changes.
- d. Each time changes are made, click on the green check mark, whether it be on the main screen or the line detail, to save the changes.
- e. Once changes have been made, the requisition must be allocated and released. The requisition will go back into the workflow approval process again.

18. Once the requisition has been converted to a Purchase Order, the end user should work with the vendor to ensure goods or services are provided in a timely manner and according to the specifications or scope of work contained in the Purchase Order and/or contract. Once order has been received they will need to receive those items in the Munis under **PURCHASE ORDER RECEIVING SECTION**.

19. If a Purchase Order requires a ***Distribution List***, it is the responsibility of the **END USER** to provide Warehouse Receiving (WR) that distribution list. If Warehouse Receiving is aware that the PO requires a Distribution list WR should follow up with the End User in providing that list. So property can tag the assets and identify the location those assets will be going to.

For Locally Funded and Non-USDOE Federally Funded Solicitations \$25,000.01 and over or USDOE Federally Funded Solicitations \$250,000.01 and over, additional requirements must be met. Please refer to:

- **SOP 200-026** Competitive Sealed Bidding – Indefinite Quantity Bids,
- **SOP 200-027** Competitive Sealed Bidding – Invitation for Bids,
- **SOP 200-031** Competitive Selection Procedures for Services – Request for Proposals, or
- **SOP 200-033** Competitive Multi-Step Sealed Bid.

Additionally, there are separate SOPs for Emergency Procurements (**SOP 200-030**) and Sole Source Procurements (**SOP 200-018**).

B. Step 2: Approvers Responsibility

There are several steps the requisition will go through in the workflow approval process. It is important that all approvers in the workflow review and approve or reject the requisitions in a timely manner. Step 70 is an indication that the requisition is in the buyer's queue for processing.

Approvers are encouraged to speak with the end user regarding any concerns with the requisitions prior to rejection.

The funding source, type of product or service, and amount may determine the approval workflow for the requisition. Each approver has a particular role. Unless a specific exemption is given and depending on the source of funding and the type of service or commodity, the requisition may require certain approvals. For example:

1. Support staff may enter and release the initial requisition. The approving authority, i.e., principal, division head, project director, must approve the requisition.
2. Federally funded requisitions are approved by the program manager and Federal Programs to ensure grant compliance. In order to ensure allow ability, purchases must be reasonable, necessary, and allocable.
3. Non-USDOE Federal grant funded requisitions over \$500,000 and USDOE grant funded requisitions over \$250,000 must be approved by the Federal Programs Administrator.

4. Requisitions over \$500,000 must be approved by the Deputy Superintendent, Finance and Administrative Services.
5. Technology purchases must be approved by FSAIS. (Please attach FSAIS form that your technology has been reviewed and approved by FSAIS prior to releasing your requisition into the workflow). **Appendix A-5**
6. Budget approvals signify certification of funding availability as well as compliance with local and federal appropriations
7. For Request for Proposals, small service contracts, and Invitation for Bids, legal is part of the review process (pre-publication and post).
8. After the buyer completes the procurement process, the requisition will be reviewed and approved by the Supply Management Administrator prior to Requisition conversion to a Purchase Order by the buyer handling the procurement.

Approvers will receive notice via email that a requisition is waiting for approval. Timely processing of the requisition is imperative so that the end user can obtain the goods or services as needed. **Approvers are asked to review and approve requisitions in their queue within three business days or sooner.**

C. Step 3: Buyer's Responsibility

When the requisition is in the buyer's queue for processing, it could take up to 15 working days, dependent on the workload of the buyer and the complexity of the procurement, for conversion to a purchase order. **It is still expected that if a requisition is needed within a certain time frame the End User must notify the buyer handling that procurement.**

1. Verify that the requisition has been entered correctly and ensure that all required documents are attached to the requisition (DON, initial price quote, and other documents that may be required).
2. Validate initial price quote with the suggested vendor.
3. Send out two or three Request for Quotes (RFQ) (**Appendix A-4**) to other vendors who supply the items being purchased. This process could take up to a week, pending response from vendors.
 - a. Vendors are given a minimum of three (3) working days to respond; all vendors should be given the same number of days to submit quotes.
 - b. Quotes should not be shared with other vendors, unless requested in writing via Freedom of Information Act (FOIA).
4. Once the quotes have been received, the buyer will make the necessary changes to requisition. Depending on the necessary changes, the requisition may go back into the workflow approval process again.
5. Based on Guam Procurement Laws and Regulations, the vendor with the lowest quote must be chosen. This vendor may not be the vendor from which the original quote was received.
6. For blanket requisitions, purchase orders are awarded to at least three (3) separate vendors to assure equal opportunity. Total aggregate amount of all blankets of the same type must not exceed \$25,000.00.
7. Once the requisition is back in the buyer's queue, the buyer will convert the requisition to a purchase order.
8. The Purchase Order is automatically sent to the vendor and the end user, via email.

IX. ROLES and RESPONSIBILITIES

The following are the key personnel in the Procurement process. The specific responsibilities and expectations of these individuals are delineated as follows:

A. Procurement Office:

The role of the Procurement Office is to provide leadership, guidance, and enforcement of the policies, regulations and procedures as stipulated in this document. The Procurement Office is the main point of contact for all questions or concerns regarding the Department's procurement activity.

B. End User:

Schools and Divisions are the ultimate End Users of the procured services, supplies, materials and equipment. End Users are responsible for initiating the purchase requisitions in the MUNIS system and for causing their approval. End Users may assign particular individuals for initiating requisitions in MUNIS.

C. Vendor:

The vendor is approved by the GDOE Procurement Office to provide goods, services, or construction to GDOE schools/divisions.

D. Superintendent of Education: (Chief Procurement Officer for GDOE)

The Superintendent of Education, as head of the Guam Department of Education, shall have general supervision of all procurement activity within the Guam Department of Education (GDOE), its schools and divisions. This responsibility shall not, however, relieve any school or division of accountability for the procurement roles under its control. The Superintendent:

1. Shall ensure that all of those in a management capacity below him/her enforce the requirements contained in these Standard Operating Procedures.
2. Shall be responsive to violations and shall take the appropriate action.

X. NON COMPLIANCE

The Superintendent, Deputy Superintendent of Finance & Administrative Services, and the Supply Management Administrator will be advised of any violations to procurement procedure. Non-compliance of any of the regulations set-forth in this document may result in disciplinary action, up to termination.

For questions or concerns regarding compliance, contact the Procurement Office.

XI. CONTACT INFORMATION

PROCUREMENT OFFICE:

The Office of Supply Management is located at:

501 Mariner Avenue,
B-Building, 1st Floor Suite 116
Barrigada, Guam 96913

TELEPHONE: (671) 475-0438
EMAIL: procurement@gdoe.net
WEBSITE: www.gdoe.net/procurement

XII. APPENDIX A: PROCUREMENT FORMS

The following forms and samples are provided to assist and ensure that the forms are properly filled out correctly, and to prevent delays in the processing of your documents.

- A-1 End User Memorandum "EUM"
- A-2 Determination of Need "DON"
- A-3 General Commodity Code Listing (Type 2) (185 codes)

A-4 Request for Quote "RFQ" Template

A-5 FSAIS Clearance Form R (Technology "Desktops & Laptops", Software, Programs, printers, etc....)

Contact the Procurement Office to obtain complete, printable copies of the forms (above), or for additional assistance.

XIII. INTERNAL CONTROL

The Supply Management Administrator and Buyer Supervisors are charged with ensuring the validity of these procedures and their compliance. The Internal Audit Office ("IAO") will periodically validate these SOPs and recommend improvements where needed.

XIV. TRAINING

The Supply Management Administrator will ensure training is conducted and available for all GDOE and Private, Non-Public ("PNP") End Users (school administrators, division heads and staff) in these procurement procedures at least once yearly. The Supply Management Administrator will seek opportunities for Procurement Office staff to be trained and updated on methods and regulations of procurement.

XV. REPORTS

The Supply Management Administrator will submit the following reports to the Deputy Superintendent of Finance & Administrative Services, upon request:

- A. Requisition Processing Report:** To End Users weekly
- B. Open Purchase Order Report:** To End Users monthly

XVI. PENALTY

Failure to adhere to this SOP may result in disciplinary action, up to and including termination, in accordance with the DOE Personnel Rules & Regulations.

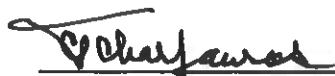
XVII. EFFECTIVE DATE

Upon date of approval and signature, unless otherwise noted.

XVIII. CHANGE(S)

Changes to this policy shall be effectuated by the Superintendent of Education.

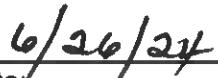
Approved by:



Carmen T. Charfauros
Supply Management Administrator



K. Erik Swanson, Ph. D.
Superintendent of Education



Date:



Date:

APPENDIX

A-1 THROUGH A-5

APPENDIX A-1

GDOE PROCUREMENT FORM – END USER MEMO - REVISED 11/2013

END USER MEMO

1. Has a written Determination of Need been completed? (5 GCA 5249) Y N

 - a. By Whom? _____

2. Is the procurement for professional services? (5 GCA 5216/2 GAR 3114) Y N
 - a. What type of services? _____
 - b. Are the services available from existing GDOE personnel? Y N
 - c. If not, has the need for services been explained in the written Determination of Need? Y N
3. What will be the relationship between the vendor and GDOE? (examples: consultant, direct service provider) (2 GAR 3114)

4. Are there requirements in law or regulation regarding this procurement? Y N
 - a. If yes, cite law or regulation: _____
 - b. Describe the requirement: _____

5. Are the services or products needed for more than one year? (5 GCA 5237/2 GAR 3121) Y N
 - a. If yes, for how long? _____
 - b. How was this determination made? _____

6. Who developed the specifications/scope of work for this solicitation?

a. Were technical literature or manufacturer's brochures used in developing Y N
the specifications/scope of work?

b. If yes, list the literature or brochures: _____

7. Is there a trade publication, website, or other method to publish the RFP/IFB to
vendors who provide the services described in the solicitation? Y N

a. If yes, describe the method: _____

b. Are there vendors known to be interested in performing the services or
providing the product in the RFP/IFB? Y N

If yes, list the vendors: _____

8. Do the specifications include only essential functions required to meet GDOE's Y N
needs? (5 GCA 5268/2 GAR 4102)

9. Are the specifications/scope of work unduly restrictive? (5 GCA 5265) Y N

10. Do the specifications/scope of work contain features peculiar to one provider? Y N
(5 GCA 5268/2 GAR 4106 & 4102)

11. Is this recommended for restricted competition or for sole source procurement? Y N

a. If yes, explain the need for restricted competition (5 GCA 5268/2 GAR 4106):
(example, grant specific/ govt – govt)

b. If grant specific, is relevant grant narrative and approval attached Y N

12. Do specifications/scope of work describe relevant technical requirements or desired performance? (5 GCA 5268/2GAR 4102&4109) Y N

13. Do specifications/scope of work contain restrictions that do not affect performance? Y N

14. Do specifications/scope of work permit maximum practicable competition? (5 GCA 5265/2 GAR 4102) Y N

15. Is solicitation for a product that is biodegradable, reusable, recyclable, made from recycled material, or a combination of these qualities? (2 GAR 1102) Y N

16. Is solicitation for concrete or asphalt paving, or construction/repair of highways? (5 GCA 5218) Y N

17. Is solicitation for horticulture products? (5 GCA 5008) Y N

18. Is solicitation for produce or fish from local farmers or fishermen? (5 GCA 5001) Y N

19. Is solicitation for lease of equipment, supplies, or real property? (2 GAR 3119) Y N

20. Is solicitation for an indefinite quantity? (2 GAR 3119/6101) Y N

a. If yes, why is an indefinite quantity needed? _____

b. What is the approximate minimum quantity needed? _____

c. Can product be broken into unit prices? Y N

d. Will the product be purchased over a specific period of time? (example: an indefinite quantity over six months or a year?) Y N

e. If yes, what period of time? _____

21. Were the specifications/scope of work developed by or in consultation with an Y N
existing GDOE vendor? (2 GAR 4103)

22. Do specifications/scope of work specify “brand name or equal”? Y N
(2 GAR 4103)

- a. If yes, is there a written determination by GDOE Superintendent or SMA? Y N
- b. Are three or more different brands identified as “or equal”? Y N
- c. Do specifications/scope of work state that substantially equivalent products will be considered for award? Y N
- d. Do specifications/scope of work include the particular design, function, or performance characteristics required? Y N
- e. Do specifications/scope of work explain that use of brand name is for purpose of describing standard of quality, performance, and characteristics, Y N and not to restrict competition?

23. Do specifications/scope of work specify a “brand name” product? Y N
(2 GAR 4103)

- a. If yes, is there a written determination by GDOE Superintendent or SMA? Y N

24. Are draft specifications or scope of work attached? Y N

25. For IFB, is draft bid form attached? Y N

COMPLETED BY:

Print Name

Title

Sign Name

Date



K. Erik Swanson Ph.D.
Superintendent of Education

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501 Mariner Avenue, Suite 116
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Telephone: (671) 475-0438/Fax: (671) 472-5001



Carmen T. Charfauros
Supply Management Administrator

RECORD OF PLANNING AND DETERMINATION OF NEED

1. Describe the need for the services or supplies to be procured:

2. Who determined the need for the services or supplies:

3. What is the funding source for this procurement:

4. Were the services or supplies requested and approved in a grant application/award: Y N

a. If yes, what grant application and year:

b. When do grant funds expire?

5. Is this procurement mandated by statute or regulation? Y N

a. If yes, cite: _____

6. For subscription, membership, registration and sole source **ONLY**.

1. How was the decision made to choose this supply/service?

Appendix A-2

GDOE PROCUREMENT FORM - DETERMINATION OF NEED - REVISED 02/2024

2. Are there any other similar supplies/services that may be comparable to those selected?

3. Provide a description of the unique features that would restrict competition.

Print Name of Preparer

Title

Sign Name

Date

Contractual services only:

K. Erik Swanson Ph.D.

Print Name

Superintendent of Education

Title

Sign Name

Date

Ref: 5 GCA §5249(e)

Appendix A-3

Commodity Codes

Commodity Code	Type	Description
005	2	ABRASIVES
010	2	ACOUSTICAL TILE, INSULATING MA
025	2	AIR COMPRESSORS AND ACCESSORIE
031	2	AIR CONDITIONING, HEATING, AND
037	2	AMUSEMENT, DECORATIONS, ENTERT
040	2	ANIMALS, BIRDS, MARINE LIFE, A
045	2	APPLIANCES AND EQUIPMENT, HOUS
050	2	ART EQUIPMENT AND SUPPLIES
052	2	ART OBJECTS
055	2	AUTOMOTIVE ACCESSORIES FOR AUT
060	2	AUTOMOTIVE AND TRAILER EQUIPME
065	2	AUTOMOTIVE AND TRAILER BODIES,
070	2	AUTOMOTIVE VEHICLES AND RELATED
071	2	AUTOMOBILES, SCHOOL BUSES, SUV
072	2	TRUCKS (Incl. Diesel, Gasoline)
073	2	TRAILERS
075	2	AUTOMOTIVE SHOP AND RELATED EQ
080	2	BADGES, AWARDS, EMBLEMS, NAME
085	2	BAGS, BAGGING, TIES, AND EROSI
100	2	BARRELS, DRUMS, KEGS, AND CONT
110	2	BELTS AND BELTING: AUTOMOTIVE
125	2	BOOKBINDING SUPPLIES
135	2	BRICKS, CLAY, REFRACRY MATER
145	2	BRUSHES (SEE CLASS 485 FOR JAN)
150	2	BUILDER'S SUPPLIES
155	2	BUILDINGS AND STRUCTURES: FABR
165	2	CAFETERIA AND KITCHEN EQUIPMENT
175	2	CHEMICAL LABORATORY EQUIPMENT
192	2	CLEANING COMPOSITIONS, DETERGE
193	2	CLINICAL LABORATORY REAGENTS A
195	2	CLOCKS, WATCHES, TIMEPIECES, J
200	2	CLOTHING: ATHLETIC, CASUAL, DR
201	2	CLOTHING ACCESSORIES (SEE CLAS
204	2	COMPUTER HARDWARE AND PERIPHER
206	2	COMPUTER HARDWARE AND PERIPHER
207	2	COMPUTER ACCESSORIES AND SUPPL
208	2	COMPUTER SOFTWARE FOR MICROCOM
209	2	COMPUTER SOFTWARE FOR MINI AND
210	2	CONCRETE AND METAL PRODUCTS, C
225	2	COOLERS, DRINKING WATER (WATER)
232	2	CRAFTS
240	2	CUTLERY, COOKWARE, DISHES, GLA
255	2	DECALS AND STAMPS
269	2	DRUGS AND PHARMACEUTICALS
280	2	ELECTRICAL CABLES AND WIRES (N
285	2	ELECTRICAL EQUIPMENT AND SUPPL

Commodity Code	Type	Description
287	2	ELECTRONIC EQUIPMENT, COMPO
290	2	ENERGY COLLECTING EQUIPMENT AN
295	2	ELEVATORS, ESCALATORS, AND MOV
305	2	ENGINEERING AND ARCHITECTURAL
310	2	ENVELOPES, PLAIN (SEE CLASSE
315	2	EPOXY BASED FORMULATIONS FOR A
320	2	FASTENERS: BOLTS, NUTS, PINS,
330	2	FENCING
335	2	FERTILIZERS AND SOIL CONDITION
340	2	FIRE PROTECTION EQUIPMENT AND
345	2	FIRST AID AND SAFETY EQUIPMENT
350	2	FLAGS, FLAG POLES, BANNERS, AN
360	2	FLOOR COVERING, FLOOR COVERING
365	2	FLOOR MAINTENANCE MACHINES, PA
375	2	FOODS: BAKERY PRODUCTS (FRESH)
380	2	FOODS: DAIRY PRODUCTS (FRESH)
385	2	FOODS, FROZEN
390	2	FOODS: PERISHABLE
393	2	FOODS: STAPLE GROCERY AND GROC
395	2	FORMS, CONTINUOUS: COMPUTER PA
405	2	FUEL, OIL, GREASE AND LUBRICAN
410	2	FURNITURE: HEALTH CARE, HOSPIT
415	2	FURNITURE: LABORATORY
420	2	FURNITURE: CAFETERIA, CHAPEL,
425	2	FURNITURE: OFFICE
430	2	GASES, CONTAINERS, EQUIPMENT:
435	2	GERMICIDES, CLEANERS, AND RELA
440	2	GLASS AND GLAZING SUPPLIES
445	2	HAND TOOLS (POWERED AND NON-PO
450	2	HARDWARE AND RELATED ITEMS
460	2	HOSE, ACCESSORIES, AND SUPPLIE
465	2	HOSPITAL AND SURGICAL EQUIPMEN
470	2	HOSPITAL, NURSING HOME OR RESI
475	2	HOSPITAL, SURGICAL, AND MEDICA
485	2	JANITORIAL SUPPLIES, GENERAL L
490	2	LABORATORY EQUIPMENT, ACCESSOR
493	2	LABORATORY EQUIPMENT, ACCESSOR
495	2	LABORATORY AND FIELD EQUIPMENT
515	2	LAWN MAINTENANCE EQUIPMENT AND
525	2	LIBRARY AND ARCHIVAL EQUIPMENT
530	2	LUGGAGE, BRIEF CASES, PURSES A
540	2	LUMBER, SIDING, AND RELATED PR
545	2	MACHINERY AND HARDWARE, INDUST
550	2	MARKERS, PLAQUES AND TRAFFIC C
560	2	MATERIAL HANDLING, CONVEYORS,
570	2	METALS: BARS, PLATES, RODS, SH

Commodity Codes

Commodity Code	Type	Description
578	2	MISCELLANEOUS PRODUCTS (NOT OT
580	2	MUSICAL INSTRUMENTS, ACCESSORI
590	2	NOTIONS AND RELATED SEWING ACC
595	2	NURSERY (PLANTS) STOCK, EQUIPM
600	2	OFFICE MACHINES, EQUIPMENT, AN
605	2	OFFICE MECHANICAL AIDS, SMALL
610	2	OFFICE SUPPLIES: CARBON PAPER
615	2	OFFICE SUPPLIES, GENERAL
620	2	OFFICE SUPPLIES: ERASERS, INKS
630	2	PAINT, PROTECTIVE COATINGS, VA
635	2	PAINTING EQUIPMENT AND ACCESSO
640	2	PAPER AND PLASTIC PRODUCTS, DI
645	2	PAPER (FOR OFFICE AND PRINT SH
650	2	PARK, PLAYGROUND, RECREATIONAL
652	2	PERSONAL HYGIENE AND GROOMING
655	2	PHOTOGRAPHIC EQUIPMENT, FILM,
658	2	PIPE, TUBING, AND ACCESSORIES
659	2	PIPE AND TUBING FITTINGS
665	2	PLASTICS, RESINS, FIBERGLASS:
670	2	PLUMBING EQUIPMENT, FIXTURES,
675	2	POISONS: AGRICULTURAL AND INDU
680	2	POLICE AND PRISON EQUIPMENT AN
690	2	POWER GENERATION EQUIPMENT, AC
700	2	PRINTING PLANT EQUIPMENT AND S
710	2	PROSTHETIC DEVICES, HEARING AI
715	2	PUBLICATIONS, AUDIOVISUAL MATE
720	2	PUMPING EQUIPMENT AND ACCESSOR
725	2	RADIO COMMUNICATION, TELEPHONE
726	2	RADIO COMMUNICATION EQUIPMENT,
730	2	RADIO COMMUNICATION AND TELECO
735	2	RAGS, SHOP TOWELS, AND WIPING
740	2	REFRIGERATION EQUIPMENT AND AC
770	2	ROOFING MATERIALS AND SUPPLIES
785	2	SCHOOL EQUIPMENT, TEACHING AID
790	2	SEED, SOD, SOIL, AND INOCULANT
795	2	SEWING AND TEXTILE MACHINERY A
800	2	SHOES AND BOOTS
801	2	SIGNS, SIGN MATERIALS, SIGN MA
803	2	SOUND SYSTEMS, COMPONENTS, AND
805	2	SPORTING GOODS, ATHLETIC EQUIP
815	2	STEAM AND HOT WATER FITTINGS,
830	2	TANKS (METAL, PLASTIC, WOOD, A
832	2	TAPE (NOT DATA PROCESSING, MEA
838	2	TELECOMMUNICATION EQUIPMENT, A
839	2	TELEPHONE EQUIPMENT, ACCESSORI
840	2	TELEVISION EQUIPMENT AND ACCES

Commodity Code	Type	Description
850	2	TEXTILES, FIBERS, HOUSEHOLD LI
855	2	THEATRICAL EQUIPMENT AND SUPPL
860	2	TICKETS, COUPON BOOKS, SALES B
863	2	TIRES AND TUBES (INCL. RECAPPE
870	2	VENETIAN BLINDS, AWNINGS, AND
880	2	VISUAL EDUCATION EQUIPMENT AND
885	2	WATER AND WASTEWATER TREATING
890	2	WATER SUPPLY, GROUNDWATER, SEW
895	2	WELDING EQUIPMENT AND SUPPLIES
907	2	ARCHITECTURAL AND ENGINEERING
908	2	BOOKBINDING AND REPAIRING SERV
909	2	BUILDING CONSTRUCTION SERVICES
910	2	BUILDING MAINTENANCE, INSTALLA
912	2	CONSTRUCTION SERVICES, GENERAL
913	2	CONSTRUCTION SERVICES, HEAVY (
914	2	CONSTRUCTION SERVICES, TRADE (
915	2	COMMUNICATIONS AND MEDIA RELAT
918	2	CONSULTING SERVICES
920	2	DATA PROCESSING, COMPUTER, PRO
924	2	EDUCATIONAL/TRAINING SERVICES
926	2	ENVIRONMENTAL AND ECOLOGICAL S
928	2	EQUIPMENT MAINTENANCE AND REPA
931	2	EQUIPMENT MAINTENANCE AND REPA
936	2	EQUIPMENT MAINTENANCE AND REPA
939	2	EQUIPMENT MAINTENANCE AND REPA
941	2	EQUIPMENT MAINT, REPAIR, AND R
946	2	FINANCIAL SERVICES
948	2	HEALTH RELATED SERVICES (FOR H
952	2	HUMAN SERVICES
953	2	INSURANCE AND INSURANCE SERVIC
956	2	LIBRARY SERVICES (INCL. RESEAR
958	2	MANAGEMENT SERVICES
961	2	MISCELLANEOUS SERVICES, NO. 1
962	2	MISCELLANEOUS SERVICES, NO. 2
963	2	NON-BIDDABLE MISCELLANEOUS ITE
968	2	PUBLIC WORKS AND RELATED SERVI
975	2	RENTAL OR LEASE SERVICES OF HE
977	2	RENTAL OR LEASE SERVICES OF AP
981	2	RENTAL OR LEASE OF GENERAL EQU
982	2	FOOD SERVICES
983	2	DOCUMENT MANAGEMENT SERVICES
984	2	CUSTODIAL SERVICES
985	2	RENTAL OR LEASE SERVICES
989	2	SAMPLING AND SAMPLE PREPARATIO
990	2	SECURITY, FIRE, SAFETY AND EME



**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

www.gdoe.net/procurement

501 Mariner Avenue

B-Building, Suite 116

Barrigada, Guam 96913

Telephone: (671) 475-0438/Fax: (671) 472-5001

Email: procurement@gdoe.net

K. ERIK SWANSON, Ph.D.
Superintendent of Education



CARMEN T. CHARFAUROS
Supply Management Administrator

REQUEST FOR QUOTATION

Vendor: _____
Phone No.: _____ Fax: _____
Email: _____
Quoted On: _____
Quoted By: _____
(Print and Signature)

Date:
Return To:
Fax No.:
Tel No.:
Email:

Click here to enter a date.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Estimate Delivery Time: _____
Quote Valid For: _____ Days

Requisition No.:
Marked For:
Delivery To:
Respond By:

Click here to enter text.
Click here to enter text.
Click here to enter a date.

**ALL QUOTES MAY BE BRAND NAME OR EQUAL.
REFURBISHED ITEMS ARE NOT ACCEPTED.
THANK YOU!**

IMPORTANT: If you are unable to quote, please indicate so on this form. This does not commit Guam Department of Education to pay any costs incurred in the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated. Any representation to this Request for Quotation must be completed by the quoter.

The Purchase Order resulting from this Request for Quote will expire 120 days from the issuance of the Purchase Order, unless specifically stated in this Request for Quote. If Purchase Order is issued, NO VARIATIONS in delivery, price, quality or specifications will be accepted without written consent from GDOE Procurement.



K. Erik Swanson, Ph.D.
Superintendent of Education

DEPARTMENT OF EDUCATION

www.gdoe.net
500 Mariner Avenue
A-Building, FSAIS Office
Barrigada, Guam 96913
Telephone: (671) 475-0458/Fax: (671) 472-5003



END USER'S FSAIS CLEARANCE FORM Requisition Routing Form (Authorization and Clearance)

Requisition #_____

Requested By (Division/School/Program): _____ Date: _____

Type of Procurement: _____ Invitation for Bid (IFB) _____ Request for Proposal (RFP) _____ Small Purchase Contract

_____ Federally Funded: US Ed Funded

_____ US Ed Approved
_____ Budget Narrative
_____ Program Narrative

_____ Federally Funded: USDA & HHS Funded

_____ Locally Funded:

Technology Clearance (FSAIS):

Type of equipment being procured: _____

Request Approved Request Denied

Print & Sign Authorized Approver (FSAIS)

Date: _____

Reportable Property (Property Management Office)

Request Approved Request Denied

Print & Sign Authorized Approver (PMO)

Date: _____

State Program Officer's with oversight of Consolidated Grant Projects are included in the requisition workflow within the Munis System. Compliance will be reviewed during the approval process.