
	STANDARD OPERATING PROCEDURE	No.	SOP-1200-PRO-001
	Requisition Process for Materials, Supplies, and Services	Effective Date	9/26/2025
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	B

1.0 Purpose

This Standard Operating Procedure (SOP) outlines the process by which the Guam Waterworks Authority's (GWA) prepares requisitions for materials, supplies, or services through the issuance of a purchase order (PO).

2.0 Scope

This SOP applies to all GWA employees involved in the requisition process including, but not limited to, End Users who initiate purchase requisitions and Buyers responsible for reviewing and processing them. This SOP specifically covers small purchases and blanket purchases, as defined herein.

This SOP also covers GWA's formal procedure for a mandatory System for Award Management (SAM) Exclusion List check prior to awarding any contract or subcontract funded by federal assistance.

3.0 Policy

GWA is committed to ensuring compliance with the applicable local procurement law, outlined in 5 GCA Chapter 5, and federal procurement standards in 2 CFR §200.318-200.326. In addition, this SOP is established in accordance with the requirements of the Federal Acquisition Regulations (FAR) Title 48 Subpart 9.4, regarding debarment and suspension of contractors, 2 CFR §180.300, and as directed by the General Manager's (GM) Memorandum (**Attachment 1**).

4.0 Definitions

- 4.1. **Blanket Purchase Agreement:** Blanket purchases are allowed and are treated as a simplified purchase within the small purchase threshold under 2 GAR §3109. It is a standing purchase order for recurring goods/services when exact items or quantities aren't known in advance. Awards should be split evenly to maintain competition.
- 4.2. **End User:** An employee or department within GWA that identifies or is assigned to identify the need for goods, supplies, or services, and is authorized to enter a purchase requisition.
- 4.3. **Invitation for Bid (IFB):** A formal solicitation method for competitive bids for goods, services, or construction, and the contract is to be awarded primarily based on the lowest and responsive and responsible bidder.
- 4.4. **Purchase Order (PO):** A formal, legally binding document issued to a vendor authorizing the procurement of materials, supplies, or services. It is only issued after the Buyer verifies that the vendor is not suspended, debarred, or otherwise excluded through the System for Award (SAM) Exclusion List and the local debarment list, if such exists (see Section 6.9).
- 4.5. **Purchase Requisition:** A formal request created within our financial management system, Oracle Procurement Cloud (OPC), to initiate the procurement of materials, supplies, or

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services. It is typically created by the End User or an assigned employee to support operational or project-related needs.

- 4.6. **Request for Proposal (RFP):** A formal solicitation method of competitive sealed proposals used when price is not the only factor. Procurement requires evaluation based on technical, experience and qualifications or other criteria.
- 4.7. **Request for Quotation (RFQ):** A document used to solicit price quotations from vendors for materials, equipment (including warranty coverage and requirements), supplies, or services. An RFQ is required for purchases over \$500 under the locally funded small purchase threshold and purchases over \$10,000.00 under the federally funded purchase threshold. If any purchases are below the threshold, this will be considered a micro purchase and only one (1) quote is required.
- 4.8. **Small Purchases¹:** Any procurement not exceeding \$25,000 for supplies or services, and not exceeding \$100,000 for construction, and federally funded purchases not exceeding \$250,000.00.
- 4.9. **System for Award Management (SAM) Exclusion List:** Maintained by the U.S. General Services Administration (GSA), it identifies individuals and entities who are excluded from receiving federal contracts.

5.0 Roles and Responsibilities

5.1.	General Manager (GM)	Approves this SOP and all its subsequent changes.
5.2.	Assistant General Manager for Administration and Support (AGM-AS)	Oversees the development, revision, and implementation of this SOP as the Policy Owner.
5.3.	Supply Management Administrator (SMA)	Reviews this SOP annually and makes necessary changes to be presented to AGM-AS any needed amendment. Ensures that proper training and/or training guidelines are provided to the affected employees to ensure proper compliance with this SOP.
5.4.	Buyer Supervisor	Monitors personnel to ensure compliance with this SOP and provide guidance if needed. Assists in reviewing draft SOP and makes any necessary changes. Assists with proper training and provides guidance to the affected employees to ensure compliance with this SOP.

¹ 5 GCA Ch. 5 §5213 Small Purchases

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5.5.	Procurement Office	Conducts quarterly reviews of both standard procurements and Engineering CIP procurements to ensure adherence to the 5 GCA and 2 CFR requirements.
5.6.	Personnel Services Administrator (PSA)	Works with the Policy Owner and Authors to establish a training module and track compliance of employees involved in procurement activities.
5.7.	Division Managers	Review and approve Purchase Requisitions entered by the End Users before they are forwarded to the Buyer for processing.
5.8.	Buyers	<p>Review and process Purchase Requisitions entered by the End Users and approved by the appropriate Division Managers within three (3) business days.</p> <p>Follow up with End User for clarification, if needed.</p> <p>Issue Requests for Quotations (RFQ) to local or off-island vendors and record the lowest responsive and responsible offer received.</p> <p>Make the necessary changes to the Purchase Requisition based on the lowest and most responsible offer.</p> <p>Verify the selected vendor's status against the SAM Exclusion List, and the local debarment list, if applicable, to confirm and document that they are not suspended, debarred, or excluded, prior to award. If a vendor is identified as debarred or suspended, the Buyer must immediately notify the SMA and Legal Counsel for further action and the GM for awareness, and prepare the <i>Debarment Notification</i>.</p> <p>Award the appropriate vendor in OPC after evaluating the responses.</p> <p>Prepare the PO for vendor signature, send End Users a copy, and issue it via DocuSign for acknowledgement.</p> <p>Contact the local General Services Agency (GSA) office quarterly to determine if a local debarment list exists; if not, documents the response.</p> <p>Strictly adhere to the provisions of this SOP and conduct all procurement activities accordingly. In situations not covered by this SOP or when clarification is required, seek guidance from the manager, administrator, or supervisor.</p>

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5.9.	End Users	<p>Initiate the procurement process by entering the Purchase Requisition in OPC.</p> <p>Plan procurement in advance and establish lead times.</p> <p>Follow through with the order, once the Buyer receives the signed PO.</p> <p>Strictly adhere to the procedures outlined in this SOP and perform all related duties accordingly. If a situation arises that is not covered by this SOP or when clarification is required, seek guidance from the manager, administrator, or supervisor.</p>
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6.0 Procedure Description

6.1. **Planning:** The End User is responsible for planning procurement in advance and establishing adequate lead times—generally 2–3 weeks for standard supplies or materials, including time for internal approvals. This allows the Buyer sufficient time to perform the following tasks:

- 6.1.1. Identify and source qualified vendors based on the purchase request;
- 6.1.2. Issue a Request for Quotation (RFQ) from qualifying sources; and
- 6.1.3. Review all quotations received to determine the lowest responsive and responsible offer.

A longer lead time may be required for larger and more complex purchases. The End User may be consulted during the review process, as needed.

6.2. **Creation of Requisition:** Purchase Requisitions are entered by the End User into the Oracle Procurement Cloud (OPC) by the respective business units. The Requisition should include the following:

- 6.2.1. Date of requisition (month, day, year);
- 6.2.2. Name of division/department/section;
- 6.2.3. Division/department contact and telephone number;
- 6.2.4. Date the items or services are required;
- 6.2.5. Budget code, existing contract name, and vendor number;
- 6.2.6. Quantity required, including unit of issue;
- 6.2.7. Detailed description of the item(s) or service(s), including technical specifications and/or requirements;

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6.2.8. Priority Code; and

- 6.2.8.1. **P1 (High):** Items critical or emergency to operations and service. If unavailable, they will certainly impact customer service, environmental protection, or safety.
- 6.2.8.2. **P2 (Medium):** Items that, if unavailable, will delay service delivery to customers or hinder ongoing operations and maintenance essential to service.
- 6.2.8.3. **P3 (Low):** Items that, if unavailable, will result in missed objectives or timelines, affecting the ability to complete work necessary for system or customer service.

6.2.9. Justification of why the supply or services is needed must be provided or indicated in the appropriate field.

The following optional information may also be included:

6.2.10. Estimated cost; or initial price quote.

6.2.11. For an existing contract, unit price per the contract and the total price.

6.2.12. **Blanket Purchase Orders:** If the End User requests a blanket purchase order, they must provide a quote from at least two (2) vendors offering the same items or services to promote fair competition. Multiple vendors may be awarded a Blanket Purchase Order to maintain competition and ensure continuity of supply; however, awards shall not be arbitrarily “split evenly” among vendors if such allocation would conflict with the lowest responsive/responsible bidder standard. The total aggregate amount should not exceed the small purchase threshold.

6.3. **Routing the Requisition:** The Purchase Requisition created by the End User is submitted via OPC to the appropriate Division Manager for purchase review and approval. The Division Manager must ensure that the procurement is appropriate and that budget is available. Once approved, the requisition is submitted to the designated Buyer for processing.

6.4. **Reviewing the Requisition:** Upon receipt, the Buyer shall review all required information for accuracy and completeness within three (3) business days, which is the established Key Performance Indicator (KPI) for requisition review. Procurement will make every effort to complete the review within one (1) business day as a stretch performance target. If clarification is needed, the Buyer will follow up with the End User. Requisition will be returned if the End User fails to provide adequate information.

6.5. **Request For Quotation (RFQ):** The Buyer will process the Purchase Requisition by soliciting a minimum of three (3) quotes from qualified local or off-island vendors for price and availability. This process begins by creating a Negotiation Document Builder in OPC. A negotiation number will then be generated (GEN-2024XXXXX). The award negotiation is the formal action taken in OPC to award a vendor after evaluating responses.

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6.5.1. The Negotiation Document Builder does not apply to any formal BIDs, such as Invitation for Bids (IFBs) and Request for Proposals (RFPs), or contracts.²

6.5.2. If a vendor is not registered but deemed qualified to submit a quote, the Buyer must prepare a manual RFQ documentation to be sent to the vendor.

Once the quotes have been received, the Buyer will make the necessary changes to the Purchase Requisition based on the lowest and most responsible offer.

6.6. **Verification of the SAM Exclusions List for federal grant-funded procurement:** Prior to awarding, the Buyer needs to verify the selected vendor's status against the federal [SAM Exclusion List](#), and local debarment list if applicable, to confirm and document that they are not suspended, debarred, or excluded. If a vendor is found to be debarred or suspended, the Buyer must immediately notify the Supply Management Administrator (SMA) and Legal Counsel for further action and the General Manager (GM) for awareness.

6.6.1. **Documentation:** The Buyer must print or save a screenshot of the SAM search results which must include the date of research, or the posting date of the list and maintain it in the procurement records.

6.6.2. The Buyer must also document this check by completing and signing the *Purchasing Verification of Debarment Form (Attachment 2)* and include it in the contract file.

6.6.3. While the debarment check is required for federally-funded procurements, Buyers are encouraged to perform this check for all procurements to maintain due diligence.

6.7. **Preparing the Purchase Order (PO):** Once the vendor has been verified, the Buyer must ensure all necessary supporting documents are attached, including any manually solicited quotes. The Buyer will then select the "Award" option in OPC, which will generate a PO.

The Buyer will also ensure that all other necessary information is provided such as the correct ship to location, cost, quantity, authorized personnel, etc. The Buyer will then select the "Manage Approvals" option, which provides a final review and the option to add notes to the approvers for any information or urgent matters to be referenced. The transaction will then follow the original approval workflow before being fully converted into a PO.

A PO is then generated and routed through the approval workflow once again for final conversion of the PO. Once converted, the Buyer will prepare the PO for vendor signature, include End Users to receive a copy, and issue it via DocuSign for acknowledgement. Once the Buyer receives the signed PO, it will now be the responsibility of the End Users to follow through with their order.

² Detailed procedures involving formal bids and contracts will be covered in a separate SOP.

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- 6.8. **Contractor Certification:** For all federally funded small purchase procurements, whether fully funded or partially funded by federal grant funds, all contractors must certify that they are not debarred or suspended by signing a *Debarment and Suspension Certification Form (Attachment 3)*.
- 6.9. **Local Debarment List:** The Buyer must contact the local General Services Agency (GSA) office quarterly to determine if a local debarment list exists.
 - 6.9.1. If a local debarment list exists, it must be used when verifying the vendor's status prior to awarding.
 - 6.9.2. If none exists, the Buyer must document the response via email, unless GSA has provided a written confirmation that they have no intention of ever creating such a list.
- 6.10. **Compliance and Monitoring:** The Procurement Office will conduct quarterly reviews of both federally funded general procurements and Engineering CIP procurements to ensure adherence to the CFR requirements for debarment and screening of contractors for debarment and suspension.
 - 6.10.1. In the event that a vendor is found to be debarred during the review process, the Buyer must prepare the *Debarment Notification (Routine Review) (Attachment 4)* for review and signature by the SMA. Upon the SMA's signature, the Buyer sends the signed notification to the vendor, informing them of the termination of the contract due to their ineligibility.
- 6.11. **Reporting:** If a vendor is found to be debarred or suspended, the Buyer must immediately notify the SMA and Legal Counsel for further action and the GM for awareness.
 - 6.11.1. The Buyer prepares the *Debarment Notification (Attachment 5)* for the SMA to review and sign.
 - 6.11.2. Upon the SMA's signature, the Buyer sends the signed notification to the vendor, requesting them to confirm their eligibility to participate in the procurement.
- 6.12. **Child Labor Law Compliance:** All vendors, suppliers, and contractors doing business with GWA shall comply with applicable federal and local child labor laws, including but not limited to the Fair Labor Standards Act (FLSA) and Guam Labor Laws.
 - 6.12.1. As part of the procurement process, vendors shall certify that they do not employ, exploit, or contract with individuals in violation of child labor laws. For procurement funded in whole or in part by federal grants, vendors must comply with all applicable federal labor laws, including the Department of Labor's Child Labor Provisions (29 CFR Part 570).
 - 6.12.2. Any vendor found to be in violation of child labor laws shall be disqualified from the award, and any existing contracts may be terminated for cause. Violations must be reported to the SMA and Legal Counsel for further action and the GM for awareness.

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- 6.13. **Training:** The SMA or the Buyer Supervisor will ensure a refresher course training is conducted annually and available for all GWA employees relating to this SOP. The training will include federal compliance requirements, including procedures for verifying suspension and debarment status.

Employees must acknowledge their understanding and compliance with this SOP by signing the *Employee's Acknowledgment Receipt (Attachment 6)*.

- 6.13.1. The Personnel Services Administrator (PSA) will work with the Policy Owner and Authors to establish a training module and track compliance of employees involved in procurement activities.

6.14. **Non-Compliance with this SOP:**

- 6.14.1. **Employees:** Failure of the employee to adhere and comply with any of the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion or termination of employment as provided by GWA Personnel Rules and Regulations (PR&R).

- 6.14.2. **Supervisors and Managers:** Failure of the Manager or Supervisor to report and enforce all the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as provided by GWA PR&R.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Authors	Buyer Supervisor II & Supply Management Administrator	Diana D. Hayashi & Vincent Ed Guerrero	Approval on File	On File
Policy Owner	Assistant General Manager for Administration and Support (AGM-A&S)	Christopher M. Budasi	Approval on File	On File
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	Page 1

In accordance with existing Guam and federal laws, the contents of this SOP were reviewed thoroughly by its Policy Owner and found to be:

☒ appropriate for publication on the GWA website without compromising the security of GWA's system or of the public's health and safety.

☐ not appropriate for publication in GWA website because it might jeopardize the security of GWA's system or of the public's health and safety.

8.0 Records of Revisions

All suggestions for improvement shall be directed to the Policy Owner indicated below. The Policy Owner will consider the input received, develop recommendations on how to address the

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suggestions, and obtain authorization to make the recommended changes. Updates, revisions, corrections and waivers to this SOP shall be made in writing and be approved by the GM.

8.1. Policy Owner: Assistant General Manager for Administration and Support (AGM-A&S)

8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Authors	Description of Change
Page 1	B	Diana D. Hayashi & Vincent Ed Guerrero	Amended Policy Procedure

9.0 References

- 9.1. GWA PRO2012-1 (GM-067), Preparation of Requisition for Materials and Supplies
- 9.2. GWA PRO2012-2 (GM-068), Preparation of Purchase Order
- 9.3. Memorandum from the GM Re: Compliance with CFR Requirements for Debarment and Screening of Contractors for Debarment and Suspension, April 4, 2025
- 9.4. [5 Guam Code Annotated \(GCA\) Chapter 5 Guam Procurement Law](#)
- 9.5. [Federal Acquisition Regulation \(FAR\), Title 48, Subpart 9.4](#)
- 9.6. EY’s Compliance and Internal Control Report for GWA for Year ended September 30, 2024
- 9.7. [2 Code of Federal Regulations \(CFR\) §180.300](#)

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Attachment 1: Memorandum from the GM Re: Compliance with CFR Requirements for Debarment and Screening of Contractors for Debarment and Suspension, April 4, 2025



MEMORANDUM

TO: All Procurement and Engineering CIP Personnel

CC: Legal Counsel, CFO, AGMs

FROM: Miguel C. Bordallo, P.E., General Manager 

SUBJECT: Compliance with CFR Requirements for Debarment and Screening of Contractors for Debarment and Suspension

DATE: April 4, 2025

In accordance with the Federal Acquisition Regulations (FAR), Title 48, Subpart 9.4 and more specifically at FAR 9.400-9.409 and the Code of Federal Regulations at 2 CFR Part 180 and 2 CFR Part 200, Guam Waterworks Authority (GWA) must ensure compliance with federal regulations regarding debarment and suspension of contractors.

Effective immediately, all procurement and contracting personnel must verify that potential and awarded contractors, subcontractors and vendors selected for award or issued a Purchase Order for ANY federal grant-funded CIP or procurement are not listed on the System for Award Management (SAM) Exclusions List (<https://sam.gov/>) before awarding any contracts or agreements or entering and processing any Purchase Orders. If a selected contractor, subcontractor or vendor appears on the SAM Exclusion List, proper notification must be made immediately. See below for more detail.

Responsibilities:

- Bidder OR Vendor Pre-Bid Notification:** Invitation for bids (IFBs) and Request for Proposals (RFP's) for General Procurement and Engineering CIP Bid Documents must include a written provision specifying a prohibition against suspension and debarment. All offers and bidders should be cautioned to comply with 5GCA Chapter 5, Article 9, subsection §5426 and FAR 9.400-9.409 to communicate that GWA will not issue an award, Purchase Order, or enter into a contract with any supplier (s) or contractor (s) on the grounds of suspension or debarment under the IFB or RFP.
- Verification Requirement:** Prior to awarding a contract, GWA procurement or Engineering CIP personnel must independently check the SAM Exclusions List to confirm that the selected contractor, and subcontractors either identified in the bid submission OR to be approved before or after award, or any prime vendor issued a direct Purchase Order is not a suspended, debarred, or excluded. This check must be documented and included in the contract file.

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Attachment 1: Memorandum from the GM Re: Compliance with CFR Requirements for Debarment and Screening of Contractors for Debarment and Suspension, April 4, 2025 (cont'd)

Memo to: All Procurement and Engineering CIP Personnel

Re: Compliance with CFR Requirements for Debarment and Screening of Contractors for Debarment and Suspension

April 4, 2025

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3. **Documentation:** Print or save a screenshot of the SAM search results which must include the date of research, or the posting date of the list and maintain it in the procurement records.
4. **Contractor Certification:** For all federally funded procurements, whether fully funded or partially funded by federal grant funds, all contractors must certify that they are not debarred or suspended by signing a debarment and suspension certification form as part of their bid and/or contract submission. Legal Counsel will provide the template for this certification.
5. **Compliance Monitoring:** The Procurement Office will conduct periodic reviews of both standard procurements and Engineering CIP procurements to ensure adherence to this requirement. Any non-compliance may result in corrective action.
6. **Reporting:** If a contractor is found to be debarred or suspended, procurement personnel must immediately notify, GWA's Supply Management Administrator, Legal Counsel, and the Chief Financial Officer (CFO), for further action a cc to the General Manager for awareness.

Failure to comply with these federal requirements may result in financial penalties and jeopardize GWA's eligibility for federal funding. Your cooperation in adhering to this mandate is essential to maintaining compliance and safeguarding GWA's funding sources.

If you have any questions or need further guidance, please contact the Procurement Office.

Thank you for your immediate attention to this matter.

Requisition Process for Materials, Supplies, and Services

Attachment 2: Purchasing Verification of Debarment Form



Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

**REQUISITION PROCESS FOR MATERIALS,
SUPPLIES, AND SERVICES
PURCHASING VERIFICATION OF DEBARMENT FORM**

Project Name:

Invitation for Bid Number:

IFB No: _____

Request for Proposal Number:

RFP No: _____

Requisition No:

REQ: _____

Vendor Information:

Vendor Name: _____

Vendor Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Debarment Verification Statement:

In accordance with federal procurement regulations 2 CFR Part 180 and applicable local laws to be in compliance with 5 GCA§5426, the Purchasing Department has verified that the above-named vendor:

- ☐ Is **not listed** on the U.S. Government's System for Award Management (SAM) Exclusions list.
- ☐ Is **not suspended, debarred, or otherwise excluded** from receiving federal or state contracts.
- ☐ Has been checked against applicable debarment databases (e.g., SAM.gov).

Verification Details:

Buyer Name: _____

Date of Verification: _____

Signature: _____

Date: _____

Requisition Process for Materials, Supplies, and Services

Attachment 3: Debarment and Suspension Certification Form



Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

REQUISITION PROCESS FOR MATERIALS, SUPPLIES, AND SERVICES DEBARMENT AND SUSPENSION CERTIFICATION FORM

Name and Title of Authorized Representative:	Doing Business As (DBA):
Address:	IFB/RFP NO.
Phone number:	
Email Address:	

Instructions For Certification Regarding Debarment and Suspension

READ CAREFULLY BEFORE SIGNING THE CERTIFICATION. Federal regulations and GWA procurement policy to comply with screening of contractors for debarment and suspension require contractors and bidders to sign this certification in order to participate in this procurement which may directly or indirectly involve federal funds.

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsible for the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participating in this procurement due to a finding, declaration, or application for debarment made by any federal, state, or local department/agency;
- (b) The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participating in this procurement due to a finding, declaration, or application for debarment made by any federal, state, or local department/agency.

By your signature below, you certify the above to be true and correct AND you further acknowledge that GWA will not issue an award, Purchase Order, or enter into a contract with any supplier(s) or contractor(s) on the grounds of suspension or debarment under this advertised IFB or RFP.

Dated this _____ day of _____, 2025.

By: _____
Authorized Signature for Contractor

Printed Name and Title

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Attachment 4: Debarment Notification (Routine Review)



Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

**REQUISITION PROCESS FOR MATERIALS, SUPPLIES,
AND SERVICES**

DEBARMENT NOTIFICATION (ROUTINE REVIEW)

Date:

[Company Name]

[Company Address]

[City, State ZIP Code]

Subject: Notification of Suspension of Vendor Services

Dear **[Vendor's Name]**,

The Guam Waterworks Authority (GWA) Procurement Division recently conducted a routine review of vendor status on Sam.gov. During this review, it was noted that your company, **[Vendor Name]**, has been listed under the following status:

☐ Debarment

☐ Suspended

As a part of our standard process, GWA is required to ensure that all vendors are not debarred, suspended, or otherwise ineligible to participate in procurement activities, therefore, the current contract for [] has been terminated effective immediately.

We kindly request that you review your company's status and provide any clarification or supporting documents, if applicable.

Thank you for your prompt attention on this matter. Please feel free to contact our office at procurement@guamwaterworks.org should you have any questions or require further guidance opportunities.

Sincerely,

Vince Guerrero
Supply Management Administrator

Cc:
Procurement file

Requisition Process for Materials, Supplies, and Services

Attachment 5: Debarment Notification



Gloria B. Nelson Public Service Building
688 Route 15
Mangilao, Guam 96913

REQUISITION PROCESS FOR MATERIALS, SUPPLIES, AND SERVICES DEBARMENT NOTIFICATION

Date:

[Company Name]
[Company Address]
[City, State ZIP Code]

Subject: Notification of Suspension of Vendor Services

Dear [Vendor's Name],

The Guam Waterworks Authority (GWA) standard procurement review process involves the Procurement Division conducting a verification of all vendors who have submitted prior to award. This includes confirming the vendor's status on the System for Award Management (SAM.gov) to ensure that vendors are not debarred, suspended, or otherwise ineligible to participate in government contracts. During this review, it was noted that your company, [Vendor Name], has been listed under the following status:

☐ Debarment

☐ Suspended

We kindly request that you review your company's status and provide any clarification or supporting documents lifting the debarment or suspension, if applicable, to confirm your eligibility to participate in the procurement.

This step is part of GWA's compliance with procurement laws and regulations to maintain transparency and accountability. Your timely response will assist us in completing the review process prior to final award. Please feel free to contact our office at procurement@guamwaterworks.org should you have any questions or require further guidance opportunities.

Sincerely,

Vince Guerrero
Supply Management Administrator

Acknowledgment of Receipt

Received by: _____ Date: _____

cc;
Procurement File

**GUAM
WATERWORKS
AUTHORITY**

REQUISITION PROCESS FOR MATERIALS, SUPPLIES, AND SERVICES EMPLOYEE'S ACKNOWLEDGMENT RECEIPT

I, the undersigned, an employee of the Guam Waterworks Authority, hereby acknowledge receipt of SOP-1200-PRO-001(B) entitled "*Requisition Process for Materials, Supplies, and Services*" this _____ day of _____, 20____.

Employee's Name/Badge No.:	Employee's Signature:	Date: