



**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

www.gdoe.net/procurement

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CARMEN T. CHARFAUROS
Supply Management Administrator

End User's Processing Form

Requisition No.: _____

Title of the Procurement Request: _____

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

Requisition must be entered into the system to encumber the funding
(Must be submitted with End User's Processing Form)

End User Memorandum must be completed and submitted to Procurement
(Request for this form from Procurement. This is also available at www.gdoe.net/procurement)

Record of Planning & Determination of Need
(Request for this form from Procurement. This is also available at www.gdoe.net/procurement)

Specifications/Scope of Work must be submitted with End User's Processing Form
(Electronic workable file must be emailed to the buyer in charge of this procurement)

All materials used in the development of specifications and/or Scope of Work to include, but not limited to:
 Brochures and submittals of potential vendors, manufacturers or contractors (including price quotes)
 All Drafts, signed and dated by the draftsman
 Others used in development of specification scope of work.
 Specify: _____

Bid Cost Form (for IFBs)
(Electronic workable file must be emailed to the buyer in charge of this procurement)

Evaluation Criteria breakdown equal to 100 points (for RFPs)

Federally Funded: USEd Funded
 USEd Approval
 Budget Narrative
 Program Narrative

Federally Funded: USDA & HHS Funded

Locally Funded

End User Responsible for Preparing this Request:

Print Name of End User

Division & Title

Signature of End User

Date

Email Address

Office Phone Number

Print Name of Division Head

Division Head Signature & Date

All documents listed herein must be attached to the End User's Processing Form for the review and approval of the Procurement Official responsible for preparing this request.