



**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

www.gdoe.net/procurement

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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.