



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

Telephone (Telifon): (671) 475-1707/1729 • Fax (Faks): (671) 472-4217/1727



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)



September 10, 2021

**DELEGATION OF PROCUREMENT AUTHORITY
TERMS AND CONDITIONS**

**DEPARTMENT/AGENCY: PORT AUTHORITY OF GUAM,
JOSE D. LEON GUERRERO COMMERCIAL PORT,**

I, CLAUDIA S. ACFALLE, Chief Procurement Officer, conditionally grant, Rory J. Respicio, General Manager, Jose D. Leon Guerrero Commercial Port, Port Authority of Guam full delegation of procurement authority to serve as a purchasing agency pursuant to the Guam Administration Rules and Regulations (2-GAR) and 5GCA Chapter 5 of the Guam Procurement Law.

1. The Authority must comply with all requirements of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations and subsequent amendments thereto.
2. As purchasing agency, you are delegated with the authority to contract for supplies, materials and services as specified, and as defined in the Guam Procurement Regulations
3. Procurement for common supplies carried in the Revolving Fund Inventory (Tenda Gubetnu) must be transacted through the utilization of computer terminals through the on-line requisitions process.
4. **Jose D. Leon Guerrero Commercial Port, Port Authority of Guam** is required to use all standard government forms such as Requisitions, Purchase Orders, Bid Invitations, General Terms and conditions for Bids, Bid and Performance Bonds and other forms in all its procurement activities. These forms are available at the General Services Agency (Tenda Gubetnu).
5. Your Delegations of Procurement Authority is not transferable to any other party. However, you may designate a staff member within your agency to represent you in the process of procuring and administering your projects. (If a management staff is delegated to sign procurement documents in your behalf, you must obtain approval from my office prior to delegating.
6. Extension of Delivery and Waiver of Liquidated Damages is not included in this delegation. Therefore, all requests for extension of delivery and waiver of liquidated damages must be forwarded with the appropriate determination. Since there is an established Liquidated Damage Fund for General Services Agency, you must deposit all revenues for this account under the General Services Agency, Liquidated Damage Fund. Please make all checks payable to "General Services Agency" to be received by this office.

7. Copies of all bids must be submitted to this office prior to bid advertisement. This requirement is to gather data to determine whether consolidation of procurement is warranted.
8. Copies of protest and resolution must be submitted to this office no later than five days from receipt/completion.
9. The **Jose D. Leon Guerrero Commercial Port, Port Authority of Guam** here by agrees to allow the General Services Agency to make periodic reviews of the procurement activities to ascertain compliance with existing laws and regulations. Should the Authority violate the mandates of these laws and regulations, this delegation of procurement authority will be revoked accordingly.
10. This delegation supersedes any previous delegations, may not be further delegated and shall take effect **October 1, 2021 and expire September 30, 2022.**
11. Any procurement violations with respect to this delegation of procurement authority shall be the responsibility of the **General Manager, Port Authority of Guam.**
12. Exceptions to Delegation: Pursuant to 5GCA Subsection 2107 shall not be delegated.

Should you agree with the aforementioned terms and conditions, please sign below indicating your acknowledgement and agreement to such terms and conditions.



CLAUDIA S. ACFALLE

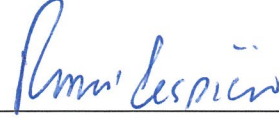


DATE

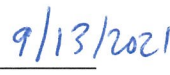
Please review and sign this 2-page delegation, and return the original to General Services Agency for further handling.

ACKNOWLEDGEMENT BY DEPARTMENT HEAD:

I, RORY J. RESPICIO, Jose D. Leon Guerrero Commercial Port, Port Authority of Guam as read and fully understands the responsibilities delegated to me by the Chief Procurement Officer, General Services Agency.



RORY J. RESPICIO,
General Manager, PAG



DATE

I, Rory Respicio, General Manager, request for your approval to authorize **Mr. Luis Baza, Deputy General Manager, Administration** and **Dominic Muna, Deputy General Manager, Operations** to sign procurement documents on my behalf, in my absence or upon my direction.

ACKNOWLEDGEMENT:

I, Luis Baza, Deputy General Manager, Administration, Jose D. Leon Guerrero Commercial Port, Port Authority of Guam, has read and fully understands the responsibilities delegated to me upon the absence of the Executive Manager.

 9/13/21
LUIS BAZA, DATE
Deputy General Manager, Administration

I, Dominic Muna, Deputy General Manager, Operations, Jose D. Leon Guerrero Commercial Port, Port Authority of Guam, has read and fully understands the responsibilities delegated to me upon the absence of the Executive Manager.

 9/13/21
DOMINIC MUNA DATE
Deputy General Manager, Operations