


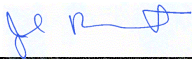
# Guam Power Authority

## Standard Operating Procedure

Title: Order Purchasing Preparation and Processing Procedures  
Number: SOP- 059  
Effective Date: 5/27/2025  
Supersedes:  
Policy Owner: Procurement/Materials Management-Procurement

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### 1.0 **PURPOSE:**

To provide the procedures and instructions for “**INTERNAL**” P/MM-Procurement in preparation and processing of order purchases (OP) for equipment, materials, supplies, services, and construction.

### 2.0 **SCOPE:**

This procedure applies to all requisitions (OR’s) originating from all business units or sections within the Guam Power Authority.

### 3.0 **GENERAL:**

#### 3.1 ***No Order Purchase (OP) shall be issued unless:***

- An authorized requisition (OR) created and processed with status 110/140 (ref. exhibit A)
- Approved by respective division manager and/or designee in procurement module automated system.
- Procurement rules and regulations and procedures have been adhered to; and
- Certified funds cleared by budget office.
- Order purchase signed by Procurement Officer/General Manager and/or designee officiating purchase.

**NOTE:** Signing Authority: **(ref. CCU Resolution 2025-07)**

- Procurement Officer/General Manager- \$1.5 Million <
- Consolidate Commission on Utilities (CCU)-\$1.5 Million≥
- Public Utilities Commission (PUC)- \$1.5 Million≥

3.2 Order purchase (OP) documents shall be used in the procurement of equipment, materials, supplies, service and construction.

3.3 Proper planning and concerted effort shall be made to avoid rush and urgent transactions.

3.4 To aide buyers in establishing priorities, Order Purchase (OP) shall be processed in accordance with procedures. **(ref. SOP-058 Section 3.0 – Requisition Processing Procedures)**

3.4.1 Criticality/Emergency: Shall be processed within one (1) working day, upon buyer assigned, with Buyer Supervisor and Supply Management Administrator determination.

**NOTE:** Procurement over \$500K threshold shall be submitted to Office of Attorney General (OAG), all phases of procurement acquisitions. **(ref. P.L. 30-072, P.L. 30-157, 5GCA §5150)**

- Phase I- Planning and Drafting - 2 Weeks
- Phase II-Solicitation and Bidding - 2 Weeks
- Phase III-Opening and Evaluation - 2 Weeks
- Phase IV-Decision to Award and Contract Signing - 4 Weeks
- unless identified as criticality- 2 Work Days

3.4.2 Routine Orders **(Local)**: Shall be processed within one hundred sixty eight (168) hours/seven (7) working days upon buyer assignment.

- Forty eight (48) hours requisition preparation: Request for Quotation to include complete specification
- Seventy two (72) hours vendor quotation response
  - Three (3) positive price quotes must be obtained
- Twenty four (24) hours end-user price quotation review
- Twenty four (24) hours order purchase (OP) preparation for budget certification

3.4.2a. Seventy two (72) hours after budget certification, order purchase (OP) shall be printed and forwarded to Buyer Supervisor.

3.4.3 Routine Orders **(Off-Island)**: Shall be processed within two hundred forty (240) hours/ten (10) working days upon buyer assignment.

- Forty eight (48) hours requisition preparation: Request for Quotation to include complete specification
- One hundred twenty (120) hours/five (5) working days vendor quotation response
- Twenty four (24) hours end-user price quotation review
  - Three (3) positive price quotes must be obtained

- Twenty four (24) hours order purchase (OP) preparation for budget certification

3.4.3a. Seventy two (72) hours after budget certification, order purchase (OP) shall be printed and forwarded to Buyer Supervisor.

3.4.4 Sole Source: Shall be processed within twenty four (24) hours, upon buyer assignment.

- sole source justification: end-user submission (**ref. SOP-058 section 5.2.9**)
- manufacturer's exclusive distributorship/assignment
- price quotation
- full specification provided on order requisition (OR)
- Inter-office memorandum (Buyer responsibility)

**NOTE:** Upon vendor acknowledgement (**ref. P.L. 36-70 (e), 5GCA §5214, 2GAR §3108 & §3112**) and amendments thereafter.

Upon completion of Order Purchase (OP) \$500k>, upon completion of advertisement, requires OAG review:

- Phase IV-Decision to Award and Contract Signing - 4 Weeks  
unless identified as criticality- 2 Work Days

3.4.5 Blanket Order Purchase (**Not Requiring Solicitation**): Shall be processed twenty four (24) hours, upon buyer assignment.

3.4.6 Blanket Order Purchase (**Requiring Solicitation**): Shall be processed within one hundred sixty eight (168) hours/seven (7) working days hours upon buyer assignment. (**ref. 3.4.2 & 3.4.3**)

3.4.7 Existing Government/Contract Renewals: Shall be processed twenty four (24) hours, upon buyer assignment.

- In a form of an amendment for the duration of contract period
- Unless otherwise task specific (i.e., account structure and project task)

3.4.8 **Payment Only:** Shall be processed twenty four (24) hours, upon buyer assignment.

- Justification memo signed by Respective Division Manager, concurred by respective Assistant General Manager (AGM) and approved by Procurement Officer/General Manager and/or delegated/designee, prior to order requisition (OR) submission
- Copy of complete invoice
- Order purchase (OP) shall include:
  - full description
  - vendor name
  - dollar value
  - invoice number
  - invoice date
  - end-user

**NOTE:** Order purchase (OP) \$500k> shall seek OAG review.

3.5 Expiration of Blanket Purchase Agreement (BPA): Expiration date shall reflect September 30th of each fiscal year.

3.6 Annual Close-Out: equipment, materials, supplies, services, and construction order purchase (OP) files shall be processed on December 1st and shall be completed no later than December 30<sup>th</sup> of each fiscal year.

3.6.1 Annual Close-Out: Blanket Purchase Agreements (BPA) files shall be processed on November 15<sup>th</sup> and shall be completed no later than December 15<sup>th</sup> of each fiscal year

3.7 An effectuated order purchase (OP) shall be signed by Procurement Officer/General Manager and/or delegated/designee, and shall be acknowledged by the awardee.

#### 4.0 **PROCEDURES:**

4.1 **Buyer:** shall be responsible administering the duties and functions in **adherence to 5GCA, 2GAR, and P.L. 32-131.**

- Shall review their respective procurement module automated generated order purchase (OP) for obvious errors such as Grammar, Account Numbers, Mathematical Calculations, and delivery/expiration dates. Buyer shall make immediate corrections as necessary within set standard processing time. (**ref. section 3.4.1 thru 3.4.8**) The review should also ensure that all fields are filled with accurate information.
- Upon completion of order purchase (OP) print, Buyer shall forward via DocuSign:
  - Buyer Supervisor for review and initial
  - Supply Management Administrator for review and signature
  - Procurement Officer/General Manager and/or designee for review and approval.
  - Awardee for acknowledgement with the exception of “Internal Purpose”
  - Acknowledged copies to Admin to populate for deliverables
  - Acknowledge copies to P/MM admin, accounts payable, end-user and respective receiving section
- To ensure order purchase (OP) file folder/JDE E1 are complete and audit ready
  - Order Requisition (OR)
  - Solicitation
  - Vendor response
  - End-user review
  - Order Purchase prep
  - Budget certification
  - Order Purchase print/Amendment
  - Management review
  - Vendor acknowledgement
  - Amendments
  - Notice of Default
  - Receiving report
- Maintains responsibility of the order purchase (OP) until goods received and/or services rendered.

- Buyers will receive a Report of Discrepancy (ROD) from the Warehouse Receiving Section on all defective deliveries. Buyer shall communicate with vendor for corrective action and provide update with respective receiving section. Discrepancies shall be corrected prior to any receiving report is generated, and forwarded to accounts payable for payment process.

**NOTE:** Completed Report of Discrepancy (ROD) shall be uploaded into E1.

- Conduct follow ups on delivery, completion and/or expiration date and promptly issue a “Notice of Default” (NOD) on late deliveries. Forwards completed Notice of Default (NOD) to Procurement Admin and upload into E1. When a delivery of goods and/or services extension is granted, an Amendment shall be issued reflecting the new delivery, completion and/or expiration date.

4.2 **Buyer Supervisor:** shall be responsible administering the duties and functions in **adherence to 5GCA, 2GAR, and P.L. 32-131**

- The Buyer Supervisor to review all Order Purchases for completeness including accounting data, delivery points, recommendations by end user, and vendor offers prior to releasing OP file to the Supply Management Administrator for further review.

**NOTE:** Signing Authority: (**ref. CCU Resolution 2025-07**)

- Procurement Officer/General Manager- \$1.5 Million <
  - Consolidate Commission on Utilities (CCU)-\$1.5 Million>
  - Public Utilities Commission (PUC)- \$1.5 Million>
- Ensure order purchase (OP) with complex requirements or backlogs are given priority consideration for timely processing.
- Network and communicate with awarded vendors
  - Clarification
  - Time of delivery or extension
  - Price Validity
- Work closely with staff attorney for determination/interpretation
- Update Assistant General Manager-Administration (AGMA) monthly report and submit to Supply Management Administrator (SMA).
- The Buyer Supervisor will promptly correspond for purchasing section, received for the Supply Management Administrator. If writing is comprehensive and requires time for review and to research the facts, a prompt acknowledgement receipt of the inquiry shall be prepared at once, giving an approximate release date of the information requested.
- Should for any reason, the purchase cannot be processed within the prescribed timelines the Buyer Supervisor shall assist the assigned Buyer in taking necessary actions to complete the process.

**NOTE:** All delays that significantly exceed the prescribed timelines and the procurement performance standards shall be brought to the attention of the Supply Management Administrator.

4.3 **Supply Management Administrator (SMA):** To oversee P/MM-Procurement Purchasing and all administrative functions in **adherence to 5GCA, 2GAR, and P.L. 32-131.**

- Supply Management Administrator (SMA) shall oversee all active and inactive vendors are updated within E1.
- With the exception of Bond Funded Order Purchase (OP), SMA to oversee and ensure all Blanket Purchase Agreements are terminated by September 30th, of each respective Fiscal Year.
- Supply Management Administrator (SMA) shall coordinate with Budget, Accounting, and respective End-User too concurrently perform annual close-outs of all deliverables/contract order purchase (OP). **(ref. 4.5-4.7).**
- Supply Management Administrator (SMA), shall be responsible to oversee day to day operations.
- Supply Management Administrator (SMA) submits Assistant General Manager-Administration (AGMA) report, on the 5<sup>th</sup> day of each month.

4.4 **Procurement Administration:**

- Administrative Officer (AO) shall be responsible for inputting new vendor into E1.

**NOTE:** Prior to inputting new vendor into E1, required documents shall be provided by vendor:

- Valid Guam Business License
- Employer Identification Number (EIN)
- Physical and/or mailing address
- Phone Number
- Point of Contact
- Email address
- Responsible for routing of order purchase (OP), amendments, and/or supporting documents to expedite the procurement process via electronic (email) to budget. Rush or urgent orders shall be given the highest priority.
  - Track all transmittals to budget (logbook and tracking spreadsheet)
  - Upload all correspondences to and from into E1
- Responsible for order purchase (OP), amendments, and/or supporting documents from Procurement Officer/General Manager and/or designee via DocuSign:
  - Review officiated order purchase (OP)/Documents via DocuSign
  - Download officiated order purchase (OP) via DocuSign
  - Input dates for deliverables and services via DocuSign
  - Upload order purchase (OP) into E1
  - Calendar deliverables and services into E1 and Outlook
  - Track transmittals via DocuSign and log book
- Fax and/ or email awarded vendors who do not recognize DocuSign officiated order purchase (OP) and/or amendments to awarded vendor for acknowledgement.

- Upon receipt of vendor's acknowledgment, delivery, completion and/or expiration is entered.
  - Original order purchase (OP) shall be mailed via postal services to awarded vendor.
  - Dissemination to the respective end-user, accounts payable, and respective receiving section. (Dededo, Transportation and/or Cabras Supply) Warehouse.
- Maintain control of the order purchase (OP), with tracking mechanism in place (e.g. electronic, log book and register)
  - Maintain current fiscal year "vendor copies" of all order purchase (OP) issued to vendors, electronic for quick reference.
  - Admin shall be responsible to forward completed Notice of Default (NOD) to accounts payable for filing and assessment of liquidated damages on late delivery, completion and/or expiration, in accordance with existing procurement rules.
  - Upload all awarded tenders unto GPA Procurement Website
    - Tender advertisement page
    - Bid Abstract
    - Awarded order purchase
  - Provide listing of officiated/ completed small purchase \$25k<, small construction \$100k<, on a monthly basis to Speaker of I Liheslaturan Guahan, approved and signed by Procurement Officer/General Manager and/or delegated designee. **(ref. P.L. 34-35, 5GCA §5213)**
  - Provide listing of officiated/completed sole source and interoffice memorandum, on a monthly basis to Speaker of I Liheslaturan Guahan, approved and signed by Procurement Officer/General Manager and/or delegated designee. **(ref. P.L. 36-35 & 36-70, 5GCA §5214 & §5215)**

#### 4.6 **Accounts Payable Technician:**

- The accounts payable tech will ensure that invoices submitted for payment are matched with the corresponding order purchase (OP), receiving reports and that all information are proper and account numbers are correct.
- Process vendor invoices making necessary adjustments on assigned invoice and late delivery assessing liquidated damages.

#### 4.7 **Budget Officer:**

- The Budget Office will review incoming order purchase (OP) for compliance with appropriate account structure (i.e., appropriate account structure with consist of correct business unit, FERC account and object code).
- Determination if request services is authorized within approved budget for the fiscal year.

- Determine if availability of funds for encumbrances and post within budget working files.
- Unfunded line items or shortage of funds will be returned back to Procurement.
- Upon receipt of transfer of funds (TOF) form cost center, Budget office will process transfers.
- Budget office will notify Procurement to return order purchase (OP) back to Budget office (change status) to continue certification process.
- Order purchase \$50k> requires Chief Financial Officer (CFO) approval, prior to certification.
- Budget officer, once satisfied the purchase is appropriate shall certify the order purchase (OP) in E1 (revenue funded), updating necessary financial system and release order purchase (OP) to Procurement for further processing.

**5.0**      Distribution:    **ALL GPA EMPLOYEES**



**GUAM POWER AUTHORITY**

ATURIDĀT ILEKTRESEDĀT GUĀHAN  
P.O. BOX 2977 • HAGĀTŊĀ, GUAM U.S.A. 96932-2977

**PROCUREMENT E1 STATUS CODES**

Note: Each Line Item stands on its own

<b>Status Code</b>	<b>Description</b>
<b>110-110</b>	<b>(OR) Status Pending End-User Approval</b>
<b>110-140</b>	<b>Approved &amp; Assigned to Buyer</b>
<b>140-999</b>	<b>OR Completed-OP Generated</b>
<b>140-980</b>	<b>OR Line Item Cancelled</b>
<b>220-230</b>	<b>Pending Budget Certification</b>
<b>230-225</b>	<b>Budget Rejection</b>
<b>225-230</b>	<b>Return to Budget-Pending Budget Certification</b>
<b>230-280</b>	<b>Budget Certified</b>
<b>280-400</b>	<b>P.O. Print</b>
<b>400-999</b>	<b>OP Completed</b>
<b>980-999</b>	<b>OP Cancelled</b>