




Guam Power Authority

Standard Operation Procedure

Title/Description: Requisition Preparation Procedures
Procedure No.: SOP-037
Effective Date:
Supersedes: SOP-037-11/27/2017
Procedure Owner: Supply Management Administrator

Prepared by:  5/2/2024
Jamie Lynn C. Pangelinan, Supply Management Administrator

Concurred by:  5/3/2024
Beatrice P. Limtiaco AGM – *Administration*

Approved by:  5/3/2024
John M. Benavente, P.E., GENERAL MANAGER

1.0 Purpose

To provide detailed instructions for preparing electronic order requisition, JDE E1 Procurement Module (**Exhibit 1- Enter Non-Stock Requisitions & Exhibit 2- Enter Service/Contract Requisitions and Stock Requisitions**)

2.0 Scope

This procedure applies to all requisition for non-carried items: for purchase of equipment, materials, supplies, and construction.

3.0 Procedure

Following are detailed procedures to follow when generating a request for purchase of equipment, materials, supplies, services and construction.

- 3.1 All Guam Power Authority personnel tasked with generating an order requisition must be Module I- “Fundamentals and Principals of Procurement”, certified.
(Reference P.L. 32-131)

- 3.2 Prior to generating a requisition, a Market Research shall be conducted, referencing a minimum of two (2) - three (3) manufacturers, vendors, and contractors to include estimated cost.

Planned Procurement/Determination of Need (PP/DON) (Exhibit 5) memorandum in excess of twenty-five thousand (\$25K) shall accompany Order Requisition, concurred by respective:

Assistant General Manager (AGM):

- AGM-Operations
- AGM-Administration
- AGM-Engineering Technical Services
- Chief Financial Officer

and approved by the Procurement Officer/General Manager and/or delegated/designee.

- Reference: P.L. 34-35
- 2GAR §3108 – Method of Source Selection
- 2GAR §3109- Competitive Sealed Bidding
 - Authority Code- 3109 Invitation to Bid Contracts
 - Authority Code- 3114 (f) Request for Proposal

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

- Phase I- Planning and Drafting
- Phase II- Solicitation and Bidding
- Phase III- Opening and Evaluation Bids
- Phase IV- Decision to Award and Contract Signing

- 3.3 Requesting section/division shall generate an order requisition in JDE E1 Procurement Module. Request is then electronically forwarded by author to immediate supervisor for first approval. Each division manager shall make the final approval.

- 3.4 The Order Requisition (OR) is designed to contain the necessary information and automated approval in the internal process of each procurement.

3.4a The Requesting Section shall prepare an order requisition as stated in Section 4.0 below.

4.0 REQUESTOR INSTRUCTIONS FOR COMPLETING REQUISITIONS:

A. Requisition Select:

Enter Non-Stock Requisition (Exhibit 1)

Enter Service/Contract Requisition (Exhibit 2)

B. Requisition Form: (Exhibit 1 & 2)

4.b.1 Branch/Plant Business Unit

4.b.2 Supplier-Shall be 2 at all times

4.b.3 Ship to- Delivery location at all times shall reflect the following locations:

- Guam Power Authority- #1
- Dededo Supply Warehouse- # 28521
- Cabras Supply Warehouse- # 226579

4.b.4 Account number-includes object code and FERC numbers, to include Sub Type & Sub ledger- if applicable (Work Order Number)



- Confirm estimated dollar value is within your approved budget
- For transfer of funds (TOF) work closely with your assigned budget analyst

4.b.5 Quantity ordered-Specify quantity to be ordered per line item.
(Section F and Section 4.b.5 on Exhibit 1)

4.b.6 Trans (Tr) and Purchase (Pu) Unit of Measure (UOM), shall reflect the same at all times. **(Section H and Exhibit 3)**

4.b.7 Associated text specifications of items to be purchased:

Enter a complete description of the goods and services as possible, include model numbers, part or catalog numbers, amps, voltage, horsepower, brand, size, catalog reference, color, equivalent substitute data, and dimensions. **BE GENERIC AS POSSIBLE**

Use specific descriptions, name plate date, etc. If equivalent substitute is allowable, specify (i.e., or equal) after applicable commodity description.

NOTE: Reference a minimum of two (2) - three (3) manufacturers and part/catalog numbers.

C. TIME OF DELIVERY:

Specify date shall be practical with goods, services and/or construction as requested.

Avoid the use of the term ASAP (as soon as possible) The requisition author is responsible for requesting and scheduling of goods, services and/or construction to allow sufficient time of purchasing to transact and arrange material shipments, time of delivery, expiration date and/or completion time, in the most cost efficient means a properly planned procurement.

Denote “**URGENT**” shall be dictated by Executive Management, Procurement Materials Management Supply Management Administrator and/or Buyer Supervisor.

D. EMERGENCY PROCUREMENT:

In accordance with **5GCA-§5215 & 2GAR-§3113** shall be used when the Governor of Guam declares an emergency situation. In the event that an emergency procurement arises, the following procedures shall be followed.

D.1 Emergency Definition: 5GCA §5030 (x) Emergency means a condition posing an imminent threat to public health, welfare, or safety, or the health and safety of the environment, which could not have been foreseen through the use of reasonable and prudent management procedures, and which cannot be addressed by other procurement methods of source selection. **2GAR Div.4 §1106, #47** Emergency means a condition posing an imminent threat to public health, welfare, or safety which could not have been foreseen through the use of reasonable and prudent management procedures, and which cannot be addressed by other procurement methods of source selection.

- A **Declaration of Emergency** shall be made by **Executive Order** duly issued by the Governor, and expressly authorizing emergency procurement of supplies, services, or emergency construction works as authorized by this Section, and pursuant to a Determination of Need for Emergency Procurement, which shall be appended thereto.
- A **Certificate of Emergency** shall be made, under penalty of perjury, by the **Chief Procurement Officer**, or Director of Public Works, **or by head of a purchasing agency, or a designee of either officer having requisite authority to procure supplies, services or emergency construction works.** The **Certificate of Emergency** shall have appended thereto a complete and true and correct copy of Determination of Need for Emergency Procurement and contain the following:

- A. A statement expressly incorporating by reference the entire unaltered contents of the appended Determination of Need for Emergency Procurement; and
- B. an affirmation that the contents of the Determination of Need for Emergency Procurement are true, correct, and complete to the best, informed knowledge, and good faith belief of the person making the Certificate of Emergency.

➤ **Planned Procurement/Determination of Need (PP/DON) memorandum, (Exhibit 5)** shall accompany Order Requisition and concurred by respective

Assistant General Manager (AGM):

- AGM-Operations
- AGM-Administration
- AGM-Engineering Technical Services
- Chief Financial Officer

and approved by the Procurement Officer/General Manager and/or delegated/designee.

The Procurement Officer/General Manager and/or his delegated/designee shall prepare a Declaration of Emergency for the Governor's approval.

- D.2 Upon Buyer Supervisor assigned, Order Requisition shall be processed within the same business day.
- D.3 All goods, services and/or construction with the time of delivery, expiration date and/or completion time are necessary to address the emergency for a ninety (90) day period, immediately following the date for the emergency procurement. There shall be no limit on the number of emergency procurement of supplies, services, and emergency construction works, **BUT** no emergency procurement shall be made for an amount or construction greater than the amount of such supplies, services, or emergency construction works that are necessary to address the emergency for a ninety (90) day period immediately following the date of the Determination of Need for Emergency Procurement, in accordance of **5GCA-§5215 and 2GAR-§3113**.

E. Method of Shipment:

Shall be C.I.F. (Cost, Insurance and Freight) for local vendors. Shall be D.D.P. (Delivered, Duty, Paid) door to (GPA Main Office, to Dededo Supply Warehouse and/or Cabras Supply Warehouse) door for off-island vendors.

NOTE: Ocean and/or Air freight shall clearly be stated

F. Non-Stock Order Requisition

Specify quantity to be purchased. **(Section 4.b.5 and Exhibit 1)**

NOTE: **\$5.00** shall be entered in unit cost field box and extended cost field box shall remain blank at all times. **(Exhibit 1)**

G. Service/Contract:

Where no specific quantity of purchase criteria is applicable.

NOTE: **\$5.00** shall be entered in the extended cost field box and unit cost field box shall remain blank at all times. **(Exhibit 2)**

NOTE: Reference standard verbiage for Blanket Purchase Agreement (BPA) Order Requisition. (Exhibit 4)

H. Unit of Measure:

Unit of measure (UOM) criteria for ***Non-Stock Order Requisition*** is important, Tr UOM and Pu UOM shall reflect the same at all times for each item ordered. **(Section 4.b.6 and Exhibit 1 & 3)**

Unit of measure (UOM) criteria for ***Service Contract Order Requisition*** is important, "L" (Lot) on both TR and PU Unit of Measure (UOM) shall be used at all times. **(Section 4.b.6 & Exhibit 2)**

I. Submitted by:

Name and phone number of individual generating the requisition and shall be inserted in the text at all times.

J. Division Manager Approval:

The division manager or delegated designee shall electronically review and approve each generated requisition prior to Buyer Supervisor assignment.

Special Note: Denote pertinent details of request, i.e., to be installed on plant boiler, model number, serial number; or to replace worn unit; spare unit; cleaning; etc. Special shipping instructions, i.e., ship air, DHL, FedEx, etc.

Upon receipt of approved OR, Buyer Supervisor shall conduct a review. Incomplete requisitions shall be placed on hold and contact shall be made to Author (point of contact) via telecom/email.

K. Account Number:

Requesting section/division is responsible to identify the correct account number and work closely with assigned budget analyst.

5.0 REQUESTOR INSTRUCTIONS FOR COMPLETING REQUISITIONS:**A. Requisition Select: Stock Order Requisitions**

Shall be generated by Inventory Management Officer (IMO). **Stock Order Requisition generation is dictated by daily review of exceptions report.**

The P/MM-Procurement Supply Management Administrator, shall electronically review and approve each generated requisition prior to Buyer Supervisor assignment.

Special Note: Denote pertinent details:

- Item master update (with current unit price, manufacturer, part number, lead time/delivery requirement)
- Unit of measure
- GPA Index number update
- Technical document update
- Minimum of two (2)-three (3) manufacturers and corresponding part numbers
- Delivery requirements
- Inventory clauses
- Current inventory stock levels- BOH, Safety, Reorder, Max
- Point of contact

Planned Procurement/Determination of Need (PP/DON) (Exhibit 5) memorandum in excess of Twenty-Five Thousand (\$25K), shall be reviewed by Procurement Materials Management Supply Management Administrator, concurred by Assistant General Manager –Administration and approved by the Procurement Officer/General Manager and/or delegated/designee.

Upon receipt of approved OR, Buyer Supervisor shall conduct a review. Incomplete requisitions shall be placed on hold and contact shall be made to Author (point of contact) via telecom/email.

B. Method of Shipment:

Shall be C.I.F. (Cost, Insurance and Freight) for local vendors. Shall be D.D.P. (Delivered, Duty, Paid) door to (GPA Main Office, to Dededo Supply Warehouse and/or Cabras Supply Warehouse) door, for off-island vendors.

NOTE: Ocean and/or Air freight shall clearly be stated

C. TIME OF DELIVERY:

Specify date shall be practical with goods, services and/or construction as requested.

Avoid the use of the term ASAP (as soon as possible) The requisition author is responsible for requesting and scheduling of goods, services and/or construction to allow sufficient time of purchasing to transact and arrange material shipments, time of delivery, expiration date and/or completion time, in the most cost efficient means a properly planned procurement.

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- A. A statement expressly incorporating by reference the entire unaltered contents of the appended Determination of Need for Emergency Procurement; and
- B. an affirmation that the contents of the Determination of Need for Emergency Procurement are true, correct, and complete to the best, informed knowledge, and good faith belief of the person making the Certificate of Emergency.

➤ **Planned Procurement/Determination of Need (PP/DON) memorandum, (Exhibit 5)** shall accompany Order Requisition and reviewed by Procurement Materials Management Supply Management Administrator and concurred by AGM-Administration and approved by the Procurement Officer/General Manager and/or delegated/designee.

The Procurement Officer/General Manager and/or his delegated/designee shall prepare a Declaration of Emergency for the Governor's approval.

- D.2 Upon Buyer Supervisor assigned, Order Requisition shall be processed within the same business day.
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6.0 DISTRIBUTION: ALL GPA EMPLOYEES

EXHIBIT 2

Enter Service/Contract Requisitions - Order Detail

Personal Form: (No Personalization) Layout: (No Layout)

Order Detail | Line Defaults | Additional Properties | Category Codes

 Order Number OR Branch/Plant 4.b.1

 Supplier 4.b.2 Order Revision

Ship To 4.b.3 Order Date 01/29/2024

 Hold Code Blank - Hold Codes 40HC Order Attachment

 Retainage %

Records 1 - 1

Change Order	Item Number	Quantity Ordered	Tr. UoM	Sec Quantity Ordered	Sec UoM	Unit Cost	Extended Cost	Pu UoM	Ln Ty	Description 1	Description 2	Account Number	Cost Center	Obj Acct	Sub	Sub Type	Subledger
			L				\$5.00	L				4.b.4				4.b.4	
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EXHIBIT 3

Abbrev.	Definition	Abbrev.	Definition	Abbrev.	Definition	Abbrev.	Definition
%	Percent	KM	Kilometers	FF	Feet/Inches/16th	PR	Pair
AT	Annual Salary	KV	KVA	GA	Gallons	Q	Quarter
BB	Bale	L	Lot	GP	Potent Gallons	RD	Rentals-Rate per Day
BG	Bar Guage	LC	Cubic Liters	G1	100 Gallons	RM	Ream
BL	Barrels	LS	Lump Sum	HC	Hectoliter	SE	Set
BU	Bushel	L3	Pounds per square inch	HH	Hrs x Hrs Worked	SH	Sheet
CA	Case	MF	Thousand Feet	HQ	Hrs Per Pay Period	SL	Sleeve
CF	Hundred Feet	MH	Man Hour	HT	Hectare	SP	Spaces
CL	Cylinders	MK	Micrograms	H1	Half Hour Calculations	SY	Square Yard
CN	Can	MM	Millimeters	IG	Imperial Gallons	TM	Metric Tons (Tonnes)
CR	Carton	MP	Thousand Pieces	JT	Joint	TS	Short Ton
CT	Carat	MT	Meters	KH	KiloWatt Hour	WK	Weeks
CY	Cubic Yard	M3	Cubic Meters	KL	Kiloliter	YD	Yards
DC	Decimeters	AS	Annual Salary	KT	Karat	Z1	Potent UOM 1
DR	Drums	BA	Bar Absolute (pressure)	KW	KiloWatt Hour	OZ	Ounces
DY	Days	BC	Bag	LB	Pounds	PD	Pad
D2	Deciliter	BK	Bucket	LF	Linear Feet	PL	Pallet
FC	Cubic Feet	BT	Bottles	LP	Potent Liters	PT	Pint
FT	Feet	BX	Box	LT	Liters	QT	Quart
GM	Grams	CC	Cubic Centimeter	MC	Million Cubic Feet	RL	Roll
GR	Gross	CI	Cubic Inches	MG	Milligrams	RT	\$1000s of Salary
HA	Average Hourly Rate	CM	Centimeters	MI	Miles	SF	Square Feet
HE	Head Count	CP	Cup	ML	Milliliters	SK	Skein
HL	Haul	CS	Hundred Square Feet	MO	Months	SM	Square Meters
HR	Hour	CW	Hundred Pounds	MS	Thousand Square Feet	SX	Six Pack
HZ	Hrs x Hrs worked (0\$)	C3	Cubic Centimeters	MW	Thousand Pounds	TL	Long Ton
IC	Cubic Inches	DL	Dollars	OP	Potent Ounces	TN	Ton
IN	Inches	DW	Penny Weight	OT	Troy Ounces	TW	Twelve Pack
KG	Kilograms	DZ	Dozen	PC	Pieces	XL	Excess Life
KI	Kit	EA	Each	PK	Package	YR	Year
Z2	Potent UOM 2						

EXHIBIT 4

Standard verbiage for Blanket Purchase Agreement (BPA)

To provide the Guam Power Authority, Section/Division with Miscellaneous Office Supplies on an "As Needed" basis. Commencement shall be upon receipt of purchase order and expires September 30, 20XX or upon exhaustion of funds, whichever occurs first.

Items to be procured, but not limited to:

Staples, Staplers, Pens, Pencils, Flash Drives, Fasteners, Highlighters, Stick-On Pads (Various Sizes), Folders (Letter/Legal Sizes), Binder Clips (Various Sizes), Scissors and Markers (Assorted).

AUTHORIZED PERSONNEL:

Shall provide a maximum of three (3) authorized personnel per Section/Division at all times to include:

- Employee Name
- Badge Number

EXHIBIT 5



GUAM POWER AUTHORITY

ATURIDÂT ILEKTRESEDÂT GUÅHAN
P.O.BOX 2977 • HAGÂTÑA, GUAM U.S.A. 96932-2977

MEMORANDUM

TO: General Manager

FROM: [REDACTED]

DATE: [REDACTED]

SUBJECT: Planned Procurement / Determination of Need

REF.: OR No.: [REDACTED] For: [REDACTED]

With respect to the above described Guam Power Authority (GPA), I have made the following determinations:

Invitation For Bid (IFB) ☐ Multi-Step Bid (MSB) ☐ Request For Proposal (RFP) ☐

Emergency Procurement ☐

o Description of Equipment / Service: [REDACTED]

o Why is the procurement required: (please explain in detail) [REDACTED]

o Term of Contract: [REDACTED]

o What is the funding source: CIP: [REDACTED] Revenue: [REDACTED] Account No.: [REDACTED]

o What is the government estimated cost: [REDACTED]

Ref: 5GCA §5249(e)
GPA Procurement Form-Record of Planning and Determination in Need
7/6/2023 Page 1 of 2

☐ If GRANT Funded, identify Grant Number:

Expiration Date:

 [Redacted Signature]

Name of Division Manager/Signature

CONCURRED BY:

[Redacted Signature] [Redacted Date]
Assistant General Manager - DATE

[] APPROVED
[] DISAPPROVED

[Redacted Signature] [Redacted Date]
JOHN M. BENAVENTE, P.E. DATE
General Manager