



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P176A00154

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.

F.O.B.	AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE	JOB ORDER NO.	OBJID
			10/01/2016	290017202230	230

EXPAND SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

VENDOR	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING		
	DATA BY DESIGN P O BOX 2275 HAGATNA, GU 96932 Telephone: 671 688-4393 Fax: 671 989-8924 Email: RAY.DIAZ*GU@GMAIL.COM	D0096696	S H I P T O	DEPT. OF LAND MANAGEMENT 580 SOUTH MARINE CORPS DR. PTIC BUILDING SUITE 733 TAMUNING,, GU 96913-0000 OLM DIRECTOR'S OFFICE LSRF	
AUTHORITY	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY	EXPIRING	DISCOUNT TERMS:
\$121	GSA-169-13		SEE BELOW		

Recd By
OCT 10 2016

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
1	MAINTAIN MS EXCHANGE EMAIL LAND.GUAM.GOV AND ORGANIZATIONAL UNITS WITHIN. REF: P166A00143 POC: JEAN FLORES 647-8500 **NOTHING FOLLOWS**	69	EA	96.000	6624.00	Q172900008 Q172900008	

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
 Note: Amounts due this Purchase Order may be off set for monies due the Government plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.
 ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR:

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
- C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

6624.00

A. **DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.**

↑ TOTAL ↑

← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
 SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT AUTHORIZATION
 PAYMENT ENCLOSED

SIGNATURE:

C. Acfalle 10-1-2016

Claudia S. Acfalle Chief Procurement Officer



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 PACKING SLIPS, PACKAGES, B/L,
 CORRESPONDENCE ETC.**

FO.B.	*AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE	JOB ORDER NO.	OBJCL
			10/01/2016	290017202230	230

REPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

VENDOR	TO:	VENDOR	SHIP TO	CONSIGNEE, DESTINATION & MARKING
	DATA BY DESIGN P O BOX 2275 HAGATNA, GU 96932 Telephone: 671 688-4393 Fax: 671 989-3924 Email: RAY.DIAZ*GU@GMAIL.COM	D0096696		DEPT. OF LAND MANAGEMENT 590 SOUTH MARINE CORPS DR. PITC BUILDING SUITE 733 TAMUNING,, GU 96913-0000 OLM DIRECTOR'S OFFICE LSRF

AUTHORITY 3121	** INVITATION NO. GSA-169-13	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:
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ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:							
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR:	6624.00	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. ← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.	↑ TOTAL ↑	

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE: <i>Cyalle 10-1-2016</i> Claudia S. Acfalle NAME Chief Procurement Officer TITLE
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Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
 GENERAL SERVICES AGENCY
 DEPARTMENT OF ADMINISTRATION
 GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 Piti, Guam 96925

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THIS PURCHASE ORDER NUMBER

No. P17EAC0154

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 CORRESPONDENCE ETC.**

F.O.B.	*AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE	JOB ORDER NO.	OBJ. CL.
			10/01/2016	290017202280	280

PREPARE SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

VENDOR	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING
	DATA BY DESIGN P O BOX 2275 HAGAINA, GU 96932 Telephone: 671 688-4393 Fax: 671 989-8924 Email: RAY.DIAZ*GU@GMAIL.COM	D0096696	DEPT. OF LAND MANAGEMENT 580 SOUTH MARINE CORPS DR. P I C BUILDING SUITE 733 TAMUNING,, GU 96913-0000 DOLM DIRECTOR'S OFFICE LSRF

AUTHORITY 3121	** INVITATION NO. GSA-1E9-13	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:
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ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * * VENDOR ACKNOWLEDGMENT * * * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * * * DATE OF RECEIPT OF THIS ORDER _____ * * * * * SIGNATURE _____ * * * * *						
	* * * * * RECEIVING REPORT COPY * * * * * I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN * * * * * BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED * * * * * AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN. * * * * * DATE RECEIVED: _____ SIGNATURE: _____ * * * * *						

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.	6624.00	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.
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CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE: <i>C. Acfalle 10-1-2016</i> Claudia S. Acfalle Chief Procurement Officer <small>NAME TITLE</small>
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Control No.

ORIGINAL/VENDOR'S COPY