

**GSA** GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

Government of Guam

P.O. Box FG, Agana, Guam 96910

Tel: 475-1713 \* Telefax: 472-4217; 475-1716; 475-1727

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Accountability \* Impartiality \* Competence \* Openness \* Value

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REQUEST FOR PROPOSAL NO: **RFQ/O.O.G. GOV'T-001-09**

DESCRIPTION: **PROFESSIONAL ADVISORY SERVICES ASSOCIATED WITH MILITARY INTEGRATION AND GROWTH INITIATIVES**

**SPECIFICATION REMINDER TO PROSPECTIVE BIDDERS**

Proposers are reminded to read the Request For Proposal, Sealed Bid Solicitation, Instructions, and General Terms and conditions to ascertain that all of the following requirements checked below are submitted in the proposal envelope, one (1) original and five (5) copies, at the date and time for it is due.

- (X) NON-COLLUSION AFFIDAVITS
- (X) AFFIDAVIT OF DISCLOSURE OF MAJOR SHAREHOLDERS – Must comply with the following requirements:
  - a. The affidavit must be notarized and dated.
  - b. Date of signature of the person authorized to sign the proposal and the Notary date must be the same.
- (X) ETHICAL STANDARDS AFFIDAVIT
- (X) NO GRATUITIES OR KICKBACKS AFFIDAVIT
- (X) COMPLIANCE WITH US DOL WAGE DETERMINATION AFFIDAVIT
- (X) RESTRICTION AGAINST SEX OFFENDERS AFFIDAVIT
- (X) OTHER REQUIREMENTS:
  - a. Evidence of establishment and implementation of Affirmative Action Plan.
  - b. Evidence of establishment and implementation of Drug Free Workplace Program
  - c. List of key employees in firm.
  - d. Copy of Guam Business License

This reminder must be signed and returned in the PROPOSAL envelope together with the proposal. Failure to comply with the above requirements will mean a disqualification and rejection of the proposal.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_, authorized representative of \_\_\_\_\_ acknowledge receipt of this special reminder to prospective offerors with the above referenced RFP.

\_\_\_\_\_  
Authorized Representative's Signature

**THIS REMINDER FORM MUST BE COMPLETED AND RETURNED IN THE ENVELOPE CONTAINING PROPOSAL.**

# REQUEST FOR PROPOSAL

**ISSUING OFFICE:**

**GENERAL SERVICES AGENCY  
GOVERNMENT OF GUAM  
P.O. BOX FG  
AGANA, GUAM 96910**

  
CLAUDIA S. ACFALLE  
Chief Procurement Officer

DATE ISSUED: **Nov. 11, 2008**

Request for Proposal No: **RFP/O.O.G. Gov't-001-09**

**BID FOR: Professional Advisory Services Associated with Military Integration and Growth Initiatives**

SPECIFICATION: **SEE ATTACHED SCOPE OF WORK (TASK ORDERS)**

DESTINATION: **OFFICE OF THE GOVERNOR**

REQUIRED DELIVERY DATE: **Initial contract term is twenty-four (24) months (IDIQ).**

**INSTRUCTION TO OFFERORS:**

INDICATE WHETHER:  INDIVIDUAL  PARTNERSHIP  CORPORATION

INCORPORATED IN: \_\_\_\_\_

This proposal shall be submitted with one (1) original and five (5) copies sealed to the issuing office above no later than (Time) **4:00p.m** (Date) **Dec. 12, 2008**, and will **not** be publicly opened. Proposal submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Scope of Work Solicitation for details.

The undersigned offers and agrees to furnish within the time specified, the articles and services stated opposite the respective items listed on the schedule provided, unless otherwise specified by the offeror. In consideration to the expense of the Government in opening, tabulating, and evaluating this and other proposals, and other considerations, the undersigned agrees that this proposal remain firm and irrevocable within **120** calendar days from the date of submittal.

NAME AND ADDRESS OF OFFEROR:

SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS PROPOSAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**AWARD: CONTRACT NO.:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ITEM NO(S). AWARDED:** \_\_\_\_\_

**CONTRACTING OFFICER:**

\_\_\_\_\_  
CLAUDIA S. ACFALLE  
Chief Procurement Officer

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS CONTRACT:

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