

**BID INVITATION**

**Bid No:** GCC-FB-16-011

**For:** Multimedia Projectors (Ceiling and Wall-Mount)

**Mandatory Pre-Bid Conference:** 2:00 pm., Tuesday, June 14, 2016


**Bid Opening Date:** 2:00 pm., Wednesday, June 22, 2016  
GCC's President's Conference Room  
2<sup>nd</sup> Floor (Building 2000)

**Place:** Guam Community College Student Services & Administration Building

Interested bidders may purchase a bid package at the Cashier's Office (Room 2119) located in the GCC Student Service & Administration Building, 1<sup>st</sup> floor, during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding Government of Guam holidays). Failure to attend the mandatory pre-bid conference will result in a rejection of your bid. Upon issuance of a receipt, bid packets can be picked up from the Materials Management Office, Room 2105 (1<sup>st</sup> floor). A non-refundable fee of \$25.00 will be charged for each bid package. A PDF file of the bid packet is available upon request via email.

For further information, please contact the Materials Management Office at 735-5542 or email: [materialsmanagement@guamcc.edu](mailto:materialsmanagement@guamcc.edu).

This advertisement was paid with Guam Community College Funds.  
This institution is an equal opportunity provider and employer.

  
MARY A.Y. OKADA, Ed.D.  
President

# URGENT

## CHANGE ORDER

Guam Community College  
 Materials Management  
 Telephone: 735-5540111

*Change Order form is required to perform adjustments to a completed and approved purchase order. ( Adding, deleting , canceling, price change, description change, quantity change, item change etc.)*

For Materials Management Use Only

RECEIVED  
 JUN 06 2016

Change Order Sequence No: 1

Initials: [Signature]

Date: 6/6/16

Forwarded to: \_\_\_\_\_  
 Date Forwarded: \_\_\_\_\_

### MEMORANDUM

TO: BUSINESS AND FINANCE DIVISION

FROM: MIS, F&A [Signature]

SUBJECT: CHANGE ORDER REQUEST

You immediate action is requested to expedite the following changes on Purchase Order No. # PI601408

Contract No. \_\_\_\_\_ FOAP No. 

11	3025	7230	11
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Vendor Name: Pacific Media Group

- Increase       Decrease       Cancel       OTHER

FROM	TO	ADJUST
\$ 422.00	\$ 844.00	\$ 422.00

Justification: to include Multimedia Projectors (ceiling & Wall Mount)  
Bid. NO. GCC-FB-16-011 (2 X4) plw advertisement for 1 day.  
to be advertise on Wednesday, June 8, 2016.

[Signature] [Signature]  
 Division Head

### ACTION TAKEN

[Signature]  
 Joleen M. Evangelista, Supply Management Administrator

Carmen K. Santos, CPA, V.P., Business & Finance

6/6/16  
 Date

6/6/16  
 Date

[Signature] 6/6/16