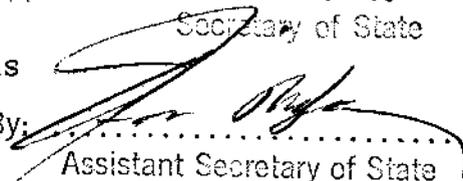


COMMONWEALTH OF PUERTO RICO
GENERAL SERVICES ADMINISTRATION
OFFICE OF THE ADMINISTRATOR

No. 3068
Date: February 2, 1984 2:30
Approved: Carlos S. Quiros 114
Secretary of State

REGULATIONS

TO amend Section 81 of Regulations
No. 6 of February 29, 1980 of the
General Services Administration,
known as "Government Acquisition
Regulations"

By: 
Assistant Secretary of State

ARTICLE 1: Section 81 of Regulations No. 6 of February 29, 1980 of the General Services Administration, known as "Government Acquisition Regulations" is hereby amended so that it may read as follows:

"Section 81.- Procedure to Acquire Construction Services Up to Ten Thousand Dollars (\$10,000.00)

The services related to the construction works, such as, but not limited to, rental and handling of heavy equipment, its transportation and its aggregates such as maintenance and purchase of its parts, transportation, purchase of fuel and lubricants and the purchase of construction materials not exceeding the amount of ten thousand dollars (\$10,000.00) will be carried out through the following procedure:

1. Requisition

The requisition will be evaluated so as to determine if this procedure applies.

2. Funds Certification

The Buyer who will process the requisition must verify that the funds to be used in this transaction have been separated and obligated and must request that a certification be issued by the Finance Director or his authorized representative, stating the number of the account from which payment will be made.

3. Invitation

As many bidders available as there may be near the work area, will be invited to submit proposals.

The invitation may be made by telephone, but a clear record of all steps taken must be kept.

The record must include:

- a. name of the business
- b. name of the person in the business who offered prices and conditions of sale
- c. telephone number called
- d. date and hour when proposal was requested.

4. Award

The Buyer will award the Informal Bid to the Bidder whose proposal complies with the specifications and conditions requested, and whose terms and price are most beneficial to the Government.

5. Award Notice

The award will be notified immediately to the successful bidder by telephone, and its acknowledgement will insure the Bidder's compliance.

6. Handling Subsequent to Award

It shall be proceeded according to the provisions established by the Board of Awards of the Administration for handling subsequent to the award of informal bid, notwithstanding the terms established in said Regulations for the review of formal bids.

- a. The purchase order will be issued within forty eight (48) hours of the award.

7. Dispatches

If construction materials have been purchased, these must be delivered or received at the Regional Office warehouse and from there, the materials will be dispatched to the projects for which they were requested. This doesn't apply to those materials whose purchase requires installation or dumping at the project site.

8. Record

A record must be kept of all the steps taken in the Informal Bid."

ARTICLE 2: This amendment shall enter into effect thirty (30) days after its presentation at the Department of State of the Commonwealth of Puerto Rico according to the provisions of Public Law 112 of June 30, 1957 as amended, known as the "Regulation Act of 1958".

APPROVED in San Juan, Puerto Rico on this 31st. day of January, 1984.


MANUEL SURO RIVERA
ADMINISTRATOR