

INSTRUCTIONS TO CONTRACTORS AND VENDORS

Deliver To: All Supplies and Services must be delivered to:

PROCUREMENT & FACILITIES MANAGEMENT DIVISION
Guam Judicial Center
1st Floor, 120 West O'Brien Drive
Hagatna, Guam 96910

Bill To: All invoices must be certified original and send to:

Attention: Accounts Payable
FINANCIAL MANAGEMENT DIVISION
Guam Judicial Center
1st Floor, 120 West O'Brien Drive
Hagatna, Guam 96910

Note: Please supply promptly the articles or services described on the purchase order. All correspondence pertaining to an order including invoice, shipping documents and packages must bear the purchase order number.

A. SPECIAL INSTRUCTIONS TO VENDORS/CONTRACTORS:

1. **Payment within thirty (30) days**, net, upon receipt of merchandise, inspected and accepted by the Procurement Office, in Guam and in good condition and upon receipt of a properly submitted invoice. Partial payments for delivery of supplies or services may be made if agreed upon by the Judiciary and vendor prior to issuance of the purchase order.
 2. This order is subject to the special provisions, and bid general terms and conditions specified on this bid.
 3. On all air shipments have air freight company call this number upon arrival of goods in Guam **(671)475-3141/3212/3393/3175**.
- B.** Acknowledgment of this order must be signed and returned, advising approximate or definite shipping date.
- C.** No variation in any of the terms, conditions, deliveries, prices, quality, quantity, or specification, of this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
- D.** Packing lists must accompany each shipment, showing our order number, description and part/serial number for each item.
- E.** Shipments must be identified as **"PARTIAL" or "COMPLETE"**.
- F.** Material is subject to buyer's inspection and approval within a reasonable time after delivery; if the specifications are not met, material shall be returned at seller's expense.
- G.** In connection with any prompt payment discount offered, time will be computed from the 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 mailing of the check.
- H.** Over shipments, unless specifically authorized, will not be accepted.
- I.** In connection with bid award and contracts, this purchase order shall be governed by Special Provisions and Bid General Terms and Conditions as specified.