

## **INVITATION FOR BID**

# PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS

**GVB IFB NO. 2016-001** 



GUAM VISITORS BUREAU INVITATION FOR BID PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS				
IFB Number:				
GVB IFB NO. 2016-001	PRINTING OF	GUAM CUSTOMS AGRICULTURE DECLARATION FORMS		
IFB Due Date and Time:		Number of Barrer (20) including of all provided		
Thursday, December 24, 20	a Landa de la companya de la company	Number of Pages: 36; inclusive of all required documents		
	ISSUING AGENC	Y INFORMATION		
GUAM VISITORS BUREAU	ls	sue Date: Thursday, December 3, 2015		
Mr. Jon Nathan Denight General Manager		401 Pale San Vitores Road Tumon, Guam 96913 Phone: (671) 646-5278 Fax: (671) 646-8861 Website: www.guamvisitorsbureau.com		
	INSTRUCTION	S TO BIDDERS		
Delivery of Bid  By U.S. Mail or Deliver Only to the attention of:  Mr. Jon Nathan Denight General Manager Guam Visitors Bureau		Mark Face of Envelope/Package:  PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS IFB Number: IFB No. 2016-001 IFB Due Date: December 24, 2015; 9am		
401 Pale San Vitores Road Tumon, Guam 96913		Special Instructions:  Please process proposal submission in accordance with Sections 4 and 5 of the Notice/Instructions to Bidders.		
BIDDERS MUST COMPLETE THE FOLLOWING				
Bidder Name/Mailing Address:		Authorized Bidder Signatory:		
Bidder Title:		(PLEASE PRINT NAME AND SIGN IN INK) Bidder Email Address:		
Bidder Telephone Number:		Bidder FAX Number:		
BIDDERS MUST RETURN THIS COVER SHEET WITH IFB RESPONSE				



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#### **BIDDER'S IFB CHECKLIST**

The 10 Most Critical Things to Keep in Mind When Responding to an IFB for GVB 1. Read the entire document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements. 2. Note the procurement officer's name, address, phone numbers and e-mail address. This is the only person you are allowed to communicate with regarding the IFB and is an excellent source of information for any questions you may have. 3. Attend the pre-bid conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify GVB of any ambiguities, inconsistencies, or errors in the IFB. Take advantage of the "question and answer" period. Submit your written 4. questions to the procurement officer by the due date listed in the Invitation for Bid and view the answers given. Should an addendum be required, GVB will issue a formal "addendum" for the IFB. All addenda issued for an IFB are posted on GVB's website. 5. Follow the format required in the IFB when preparing your response. Provide pointby-point responses to all sections in a clear and concise manner. Provide complete answers/description. Read and answer all questions and 6. requirements. Don't assume GVB or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with GVB. The bids are evaluated based solely on the information and materials provided in your response. 7. Use the forms provided, i.e., cover page, "ALL" Affidavit forms, etc. Check the GVB website for IFB addenda. Before submitting your response, check the GVB website at www.guamvisitorsbureau.com to see whether any addenda were 8. issued for the IFB. If so, you must submit a signed copy of the addendum for each addendum issued along with your IFB response. Review and read the IFB document again to make sure that you have addressed all 9. requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response. 10. Submit your response on time. Note all the dates and times listed in the Invitation for

This checklist is provided for assistance only and should not be submitted with the Bidder's Response.

responses are *never* accepted.

Bid and within the document, and be sure to submit all required items on time. Late bid



#### **SECTION I**

#### **INVITATION FOR BID**

## PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS GVB IFB#2016-001

The Guam Visitors Bureau ("GVB"), a public, non-stock corporation, will receive sealed bids from qualified businesses for the PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS according to the following schedule:

December 3, 2015	Bid Documents (USB format) available at GVB office or via the GVB website
December 10; 5:00 p.m.	Deadline to submit written questions
December 11, 5:00 p.m.	GVB responses posted on the GVB website
December 24, 9:00 a.m.	Deadline to submit bids & Bid Opening

The INVITATION FOR BID PACKET (USB format) may be obtained at the GVB Office, 401 Pale San Vitores Road, Tumon, Guam, beginning December 3, 2015, 8:00 AM – 5:00 PM, Monday – Friday. A non-refundable \$25.00 fee is required for each packet picked up at the GVB office. Methods of payment are:

- (1) US\$ Cash
- (2) Bank Wire Transfer
- (3) Major Credit Card (Visa, MasterCard, Discover, JCB)

IFB packet can also be downloaded at no cost from GVB's website at www.quamvisitorsbureau.com.

Bids in duplicate will be accepted until 9:00 AM Chamorro Standard Time, December 24, 2015 at the GVB office located at 401 Pale San Vitores Road, Tumon, Guam 96913. Immediately thereafter, a public bid opening will be held in the GVB Conference Room at which time all bids will be publicly opened and read aloud. All questions relating to this invitation for bid should be made in writing to the General Manager at <a href="mailto:procurement@visitguam.org">procurement@visitguam.org</a> according to the schedule provided.

Bid security in the amount of 15% of the total bid price must accompany all bids. Bid security may be a bid bond, certified check or cashier's check, made payable to the Guam Visitors Bureau.

GVB hereby notifies all bidders it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

GVB reserves the right to reject any or all bids, solicit new bids, waive minor informalities or irregularities or award the Project Manager task in whole or in part. Except to the above person named, direct or indirect contact with the GVB Management or Staff, Board Member, or any person participating in the selection process is prohibited.

/s/ JON NATHAN DENIGHT General Manager



#### **SECTION II**

#### **NOTICE/INSTRUCTIONS TO BIDDERS**

#### 1. <u>DESCRIPTION OF WORK</u>

Project consists of furnishing all necessary labor, materials, equipment, tools and services for the <u>PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS</u> as generally described in the Scope of Work.

#### 2. PRE-BID CONFERENCE

There is no pre-bid conference scheduled.

#### 3. QUESTIONS AND INTERPRETATIONS

Documents forming the contract are complementary and unitary and what is called for by one shall be as binding as if it were called by all and are intended to include all details of labor and material reasonably necessary for proper execution of the work. Questions concerning the Bid Documents shall be submitted in writing, via hand delivery, email to <a href="mailto:procurement@visitguam.org">procurement@visitguam.org</a> or fax at (671) 646-8861, to the General Manager, Mr. Jon Nathan Denight. Replies will be issued to all bidders of record to the solicitation. Questions must be received at GVB no later than December 10, 2015 at 5:00 P.M.

#### 4. <u>SEALED BIDS</u>

All bids for this project shall be enclosed in a sealed envelope marked "Bid Proposal for the Printing of Guam Customs Agriculture Declaration Forms" and shall be submitted at the place and time indicated in the Invitation to Bid. A second sealed envelope marked "Bid Price" and containing the bid schedule shall also be included in the proposal package.

#### 5. <u>BID PACKAGE SUBMITTAL ITEMS</u>

The proposal and bid must be sealed in separate envelopes and marked on the face with the name and address of the bidder and the Invitation for Bid number. Each bidder shall submit three (3) complete sets of the bid; one (1) marked "ORIGINAL" and two (2) marked "COPY." An official authorized to legally bind the bidder to all IFB provisions contained herein must sign the proposal and bid. Terms and conditions differing from those set forth in this IFB may be cause for disqualification of the bid. Bidders are required to submit the following attachments as directed:

Under a COVER LETTER, which should provide information about the company profile and experience, including resumes or a summary of qualifications and work experience, the bidder is required to submit the BID PROPOSAL package containing the following items:

- a. Business/Contractor's License
- b. Affidavits:
  - 1. Disclosure of Ownership and Commissions
  - 2. Non-Collusion
  - 3. No Gratuities or Kickbacks
  - 4. Ethical Standards



- 5. Contingent Fees
- 6. Restriction Against Contractors Employing Convicted Sex Offenders From Working at GovGuam Venues.
- 7. Compliance With U.S. DOL Wage Determination
- c. Minimum three (3) references receiving services similar to this project; at a minimum, provide the following information:
  - 1. Company Name
  - 2. Location where the services were provided
  - 3. Contact person(s)
  - 4. Customer's telephone number
  - 5. A complete description of the service type
  - 6. Dates the services were provided
  - 7. Sample of material to be used to produce the item requested.

In a separate SEALED enveloped marked "BID PRICE"

- a. Bid Bond
- b. Bid Form
- c. Bid Schedule

Bidder must submit its proposal on the forms furnished by GVB. All blank spaces on the Proposal Forms and Bid Schedule must be correctly filled in for each and every item where a quantity is given. In case of an error in the extension or prices, unit price will govern. A conditional or qualified bid is non-responsive and will not be accepted. The proposal signatory must initial all erasures or other changes in the proposal.

Bidder shall sign his proposal in the blank space provided therefore. If proposal is made by a partnership or corporation, name and address of the partnership or corporation shall be shown together with names and addresses of the partners or officers. If proposal is made by a partnership, it shall be signed by one of the partners; if made by a corporation, it shall be signed by one of the officers thereof.

#### 6. LATE BIDS AND MODIFICATIONS OF WITHDRAWALS

Bids and modifications or withdrawals thereof received at GVB after the exact time set for opening of bids will not be accepted.

Bids may be withdrawn by written request received from bidders prior to the time set for opening bids.

#### 7. RIGHT TO ACCEPT AND REJECT BIDS

GVB reserves the right in accordance with law and regulation and in its sole and absolute discretion, to reject any and all bids, or to accept that bid, if any, which in its sole and absolute judgment will, under all circumstances, best serve GVB's interests.

In the event that the successful bidder fails to execute contract upon his part, the GVB, after declaring the security deposit of such bidder forfeited, reserves the option to accept



the bid of the second ranked bidder within ten (10) days from such default, in which case such acceptance shall have same effect as to such bidder as though he were the originally successful bidder.

#### 8. **BID GUARANTEE**

Bids shall be accompanied by a bid guarantee of not less than fifteen percent (15%) of the amount of the bid, which may be a Bid Bond (form enclosed) certified check or cashier's check, made payable to Guam Visitor's Bureau. Attorneys-in Fact who sign bid bonds shall file with each bond a certified and effective dated copy of their Power of Attorney.

Such bid bond or check shall serve to guarantee:

- (a) that the bidder shall not withdraw his bid for a period of 60 days after the scheduled closing time for the receipt of bids;
- (b) that if his bid is accepted, he will enter into a formal contract with GVB, in accordance with the contract for work included as part of the Contract Documents. In the event of withdrawal of said bid within said period, or failure to enter into said contract, bidder shall be liable to GVB for the full amount of the bid guarantee as representing damage to the GVB on account of the default of the bidder in any particular case hereof.

Bid guarantee shall be returned to all except the three lowest bidders within three (3) days after formal opening of bids. Remaining Bid Bonds and check will be returned to the three lowest bidders within forty-eight (48) hours after GVB and the accepted Bidder have executed an intent to award the contract by the GVB.

A surety company holding a certificate of authority from the United States Secretary of Treasury or from a company acceptable to the GVB shall execute guarantee Bonds. Checks or money order submitted as a bid guarantee shall be made payable to the Guam Visitors Bureau.

#### 9. ALL OR NONE BIDS

Only all or none bids will be accepted. Contractors that do not enter a bid amount for every bid item will be deemed non-responsive and their bids will not be accepted. Only one Contractor will be awarded the contract.

#### 10. <u>METHOD OF AWARD</u>

In determining the lowest, responsive, responsible bidder, the Contracting Officer will, along with a review of the bid package submittal items listed in Section 5 above, award this contract based on the bidder's cover letter attesting to the factors listed in items a-f below:

- a. Quality of performance of bidder with regards to awards previously made to him.
- b. The ability, capacity and skill of bidder to perform based on their bid documents.
- c. Character, integrity, reputation, judgment, experience, and efficiency of bidder.
- d. Ability of bidder to perform promptly or within specified time without delay or interference.



- e. Previous and existing compliance by bidder with laws and regulations relative to procurement.
- f. The sufficiency of the financial resources and ability of the bidder to perform.

#### 11. LIQUIDATED DAMAGES

It is understood and agreed that liquidated damages shall be assessed against the Contractor for non-performance in accordance with the Liquidated Damages clause in the contract.

#### 12. BID SECURITY

The successful bidder shall be required to furnish a bid bond amounting to fifteen percent (15%) of the total bid submitted.

#### 13. <u>STATUTORY REQUIREMENTS</u>

The Contractor and any subcontractors employed in completion of the project shall comply with all applicable and Federal and local laws.

#### 14. NOTICE OF LOCAL PREFERENCE

In accordance with 5 Guam Code Ann. §5008, please take notice that the Guam Visitors Bureau will apply a local preference to this procurement. Accordingly, bidder requesting such a preference should do so in writing, and as part of their offer.

#### 15. NOTICE REGARDING SERVICE DISABLED VETERANS

In accordance with 5 Guam Code Ann. §5011, please take notice that the Guam Visitors Bureau will apply a service-disabled veteran's preference to this procurement. Accordingly, bidders requesting such a preference should do so in writing, and as part of their offer.

#### 16. REPRESENTATION REGARDING GRATUITIES AND KICKBACKS

- (a) Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering-of-advice, investigation, auditing, or in-any-other-advisory capacity in-any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract; or to any solicitation or proposal therefor.
- (b) Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.



#### 17. PROHIBITION AGAINST CONTINGENT FEES

- (a) Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a territorial contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
- (b) Representation of Contractor. Every person, before being awarded a territorial contract, shall represent, in writing, that such person has not retained anyone in violation of Subsection (a) of this Section. Failure to do so constitutes a breach of ethical standards.
- 18. REPRESENTATION REGARDING ETHICAL STANDARDS FOR GOVERNMENT

  EMPLOYEES AND FORMER GOVERNMENT EMPLOYEES The bidder, bidder, or
  contractor represents that it has not knowingly influenced and promises that it will not
  knowingly influence a government employee to breach any of the ethical standards set
  forth in 5 GCA Chapter 5 Article 11 (Ethics in Public Contracting) of the
  Guam Procurement Act and in Chapter 11 of the Guam Procurement
  Regulations.

#### 19. DISCLOSURE OF MAJOR SHAREHOLDERS AFFIDAVIT

As a condition of bidding, any partnership, sole proprietorship or corporation doing business with the Government of Guam shall submit an affidavit executed under oath that lists the name and address of any person who has held more than fifteen percent (15%) of the outstanding interest or shares in said partnership, sole proprietorship or corporation at any time during the twelve (12) month period immediately preceding submission of a bid.

The affidavit shall contain the number of shares or the percentage of all assets of such partnership sole proprietorship or corporation which have been held by each such person during the twelve (12) month period.

In addition, affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or the bidder and shall also contain the amounts of any such commission, gratuity or other compensation. Affidavit shall be open and available to the public for inspection and copying."

All bidders are required to submit a current affidavit in the form attached disclosing required information. Failure to do so will mean disqualification and rejection of the bid.

#### 20. NON-COLLUSION AFFIDAVIT/CONFLICT OF INTEREST DISCLOSURES

By submitting an offer, the bidder certifies that the price submitted was independently arrived at without collusion. Bidders must submit a non-collusion affidavit and conflict of interest disclosures in the form provided with this Invitation for Bids. Failure to submit said affidavit and disclosures shall result in the bidder's proposal to be deemed non-responsive to this procurement.



## 21. RESTRICTION AGAINST CONTRACTORS EMPLOYING CONVICTED SEX OFFENDERS FROM WORKING AT GOVERNMENT OF GUAM VENUES

The bidder must submit with their proposal an affidavit (see attached) acknowledging their responsibilities under Guam statute 5 Guam Code Ann. § 5253. Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues. Per this statute, the bidder must affirm that:

- that no person providing services on behalf of the contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry; and
- 2. that if any person providing services on behalf of the contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28, Title 9 GCA or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction.

#### 22. CANCELLATION OF THIS INVITATION FOR BIDS

Please take note that this Invitation for Bids may be cancelled as provided in Guam procurement law and Guam procurement rules and regulations. Prospective bidders are directed to review relevant law, statute and regulation and particularly 2 Guam Admin. R. & Reg. §3115.

#### 23. WAGE AND BENEFIT DETERMINATION

- (a) In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.
- (b) The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply. In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed

in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

#### 24. ACKNOWLEGEMENT OF RECEIPT OF AMENDMENTS

Potential bidders are advised that this Invitation for Bids may, from time to time be altered or supplemented by amendments. Each and all such amendments must be acknowledged by the potential bidder. Failure to do so may result in an offer being deemed non-responsive.

#### 25. CONTRACT TERM

Contract term shall be for a period of one (1) year with the option to extend from month-to-month for a period of one (1) year, if needed, and subject to availability of funds.

\*\* INTENTIONALLY LEFT BLANK \*\*

#### SECTION III

#### **GENERAL PROVISIONS**

#### 1. **DEFINITIONS**

- a. The term "GVB" as used herein shall mean the Guam Visitors Bureau. The term "Bureau" as used herein shall mean the Guam Visitors Bureau
- b. The term "Contracting Officer" as used herein shall mean the General Manager of GVB, the person executing this Contract on behalf of the GVB, and includes a duly appointed successor or authorized representative.
- c. The term "Contractor" shall mean the party (individual, corporation, joint venture, or partnership) who has entered into the Contract with the GVB.
- d. The term "Contract" shall mean the written agreement covering the performance of the project by the Contractor, including the furnishing of labor, materials and equipment in connection therewith. It shall include the invitation and solicitation, these general requirements and provisions, the notice to contractors, the bid, wage schedule, list of subcontractors, the award, the plans, the technical specifications, the bond, any addendum and any written order. It shall also include all amendments to the Contract by supplemental agreement thereto in writing.
- e. "Project" shall mean the work to be performed as described in the technical specifications.
- f. The term "Work" shall mean all equipment, materials, operations and incidental activities necessary for the completion of any part or all of the project.
- g. The term "Project Manager" shall mean the duly authorized representative of the Contracting Officer who is responsible for the administration of the Contract.

#### 2. PERMITS AND RESPONSIBILITIES

The Contractor shall, without additional expense to the GVB, be responsible for obtaining any necessary licenses and permits and for complying with any applicable Federal and local codes and regulations, in connection with execution of the work. He shall be similarly responsible for all damage to persons or property that occurs as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. He shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire project.

#### 3. CONDITIONS AFFECTING THE WORK

Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or cost thereof. Any failure by the Contractor to do so will not relieve him from responsibility for successfully performing the work without additional expense to GVB.

GVB assumes no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to execution of this Contract, unless such understanding or representations by GVB are expressly stated in the Contract.

#### 4. <u>ADDITIONAL BOND SECURITY</u>

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to the GVB, or if any such surety fails to furnish reports as to his financial condition from time to time as requested by the GVB, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the GVB and of persons supplying labor or materials in the prosecution of the work contemplated by this Contract.

#### 6. COVENANT AGAINST CONTINGENT FEES

The contractor represents that it has not retained a person to solicit or secure a territorial contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

#### 7. OFFICIALS NOT TO BENEFIT

No member of the Government of Guam Legislature or the Governor of Guam shall be admitted to any share of this Contract, or to any benefit that may arise therefrom; but this provision shall be construed to extend to this Contract if made with a corporation for its general benefit.

#### 8. **DISPUTES**

- (a) All controversies between the GVB and the contractor which arise under, or are by virtue of, this contract and which are not resolved by mutual agreement, shall be decided by the GVB in writing, within 60 days after written request by the contractor for a final decision concerning the controversy; provided, however, that if the GVB does not issue a written decision, within 60 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the contractor may proceed as if an adverse decision had been received.
- (b) The GVB shall immediately furnish a copy of the decision to the contractor, by certified mail, return receipt requested, or by any other method that provides evidence of receipt.
- (c) Any such decision shall be final and conclusive, unless fraudulent, or: (i) the contractor brings an action seeking judicial review of the decision in the Superior Court of Guam.
- (d) The contractor shall comply with any decision of the GVB and proceed diligently with performance of this contract pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, this contract, except where there has been a material breach of the contract by the territory; provided, however, that in any event the contractor shall proceed diligently with the performance of the contract where the GVB has made a written determination that continuation of work under the contract is essential to the public health and safety.

#### 9. CONTRACT AND BONDS

If the successful bidder fails to satisfactorily execute the required forms of contract within the time established in the bid, the GVB may proceed to have the required work performed by contract or otherwise, and the bidder to whom the award was originally made shall be liable for any excess cost to the GVB and the bid guaranty shall be available toward offsetting such excess cost.

#### 10. WORKING HOURS

Work shall be conducted after hours to include but not limited to after 5:00PM on Weekdays (Monday through Friday) and 8:00AM to 5:00PM on Saturdays.

#### 11. FEES AND CHARGES

Contractor shall obtain and pay all fees and charges for connections to outside services and for the use of property outside of the work site.

#### 12. <u>FEDERAL AND TERRITORY OF GUAM TAXES</u>

Except as may be otherwise provided in this Contract, the Contract price includes all applicable Federal and local taxes and duties.

#### 13. ACCIDENT PREVENTION - PUBLIC SAFETY

In performance of the Contract, Contractor shall comply with applicable provisions of the U.S Occupational Safety and Health Act (OSHA), and shall take all precautions necessary to protect persons and property.

#### 14. DISPUTES CONCERNING LABOR STANDARDS

Dispute arising out of the Labor Standards provisions of this Contract shall be subject to the clause entitled "Disputes" of this Contract except to the extent such disputes involve classifications or wage rates, which questions shall be referred to the Contracting Officer.

#### 16. NONCOMPLIANCE WITH CONTRACT REQUIREMENTS

In the event the Contractor, after receiving written notice from the Contracting Officer of noncompliance with any requirement of this Contract, fails to initiate promptly such action as may be appropriate to comply with the specific requirement within a reasonable period of time, the Contracting Officer shall have the right to order the Contractor to stop all other work and correct the deficiency. The Contractor will not be entitled to any extension of contract time or payment for any costs incurred as a result of being ordered to stop work for such cause.

#### 17. INSURANCE - LIABILITY TO THIRD PERSONS

The Contractor and his subcontractors shall procure thereafter maintain workmen's compensation, builders' risk, comprehensive general liability (bodily damage), and fire and extended coverage insurance, with respect to performance under this Contract; provided, that the Contractor may, with the approval of the Contracting Officer, maintain a self-insurance program. All insurance required pursuant to the provisions of this paragraph shall be in such form in such amounts, and for such periods of time as the Contracting

Officer may, from time to time, require or approve, and with insurers approved by the Contracting Officer.

- a. Automobile liability insurance in an amount not less than \$500,000 Combined Single Limit (CSL) for bodily injury or death per person and for damages to property for each occurrence.
- b. Comprehensive general liability insurance with minimum limits of \$1,000,000 Combined Single Limit (CSL) for bodily injury or death and for property damage per occurrence.
- c. Workmen's Compensation. Contractor shall take out adequate workmen's compensation insurance for all of the employees who will be engaged in work at the site of the project and in case any part of such Contractor's contract is sublet, the Contractor will require his subcontractor's employees who will be so engaged, unless the latter's employees are protected by the principal contractor's insurance.

The comprehensive general and automobile liability policies shall contain a provision worded as follows: The insurance company waives any right of Subrogation against the GVB, which may arise by reason of any payment under this policy.

When a subcontractor is utilized, Contractor shall procure and maintain during contract period, insurance coverage with same bodily injury and property damage liability limits specified above, covering accidents caused by actions of subcontractor or employees.

All of the insurance policy or policies herein prescribed shall be procured and maintained at no cost to the GVB and shall have the GVB named as additional insured; provided that, where the GVB may not be named as an insured under the rules applicable to any policy or policies, the Contractor shall procure and maintain at no expense to the GVB contractor's protective insurance providing the GVB with the same coverage's and limits of liability as are required herein for the Contractor. A copy of such policy or policies shall be furnished to the GVB at the time prescribed in the contract documents. Such policy or policies shall contain an endorsement to the effect that the insuring company will notify GVB thirty (30) days prior to the effective date of any cancellation of such policy or policies or any change in their provisions.

#### 18. LIQUIDATED DAMAGES

In lieu of any other provision regarding liquidated damages it shall be mutually agreed and understood by and between the parties to this contract that time and strict adherence to the work requirements shall be of essence to the contract unless otherwise directed by the Contracting Officer.

In case of failure on the part of the Contractor to complete required services within the time agreed upon and in accordance with the specified work requirements, it is agreed that the damages being impossible of definite ascertainment, that liquidated damages shall be fixed at the sum of 15% of the work item dollar amount which was performed late, as determined by the Contracting Officer and acknowledged by the Contractor in Section V (Bid Proposal) of this Invitation for Bid. Any work item not performed and not able to be made up will be deducted from the contract by prorating as determined by the Contracting Officer.

#### **SECTION IV**

#### **SCOPE OF WORK**

**Scope of Work:** To print, package and deliver the Guam Customs/Agriculture Declaration Form (samples attached) on an as needed basis as directed by the GVB Research Department.

Printing specifications are:

#### i. Paper

A. Paper used in the manufacture of scanner-readable documents to be processed by OpScan10 scanning equipment must be Mark Reflex or equivalent.

Listed below are the approximate paper specifications required by the OpScan10 scanners:

- 100% wood pulp paper without a water mark, embossed or printed patterns, or fluorescent additives.
- Weight: 50 to 80 lb. (OCR90kg)
- Paper Color: White
- Must be resistant to curl.
- Must be free of foreign elements causing false mark detection or failure to detect light valid marks.
- Caliper: .0036" .008"
- Smoothness (Sheffield): 100- 400
- Dimensional stability within an 8-1/2" length;
- Grain direction:

Plus 0.010", Minus 0.005"

Cross direction:

Plus 0.025", Minus 0.010"

- Reflectance: Minimum 70%
- Trim Size: 8-1/2" X 11"
  - \*Representative samples of paper (taken at uniform intervals throughout the mill run) must be inspected to assure that the paper reflectance levels are consistent, and that inherent differences in pulps used and variations created during the mill blending process have not affected the paper quality requirements.
- B. A monitored quality control program at the time paper is manufactured.

C. Samples of paper stock to be used must be available for inspection.

NOTE: GVB reserves the right to make changes to paper specifications as necessary to assure accurate scanning results from printed and marked scan-readable documents on OpScan10 optical mark reading equipment.

#### II. Ink

- A. Red non- scan-readable inks cannot exceed one read level above the average read level of the paper tested on an OpScan10 scanner.
- B. Black scan-readable inks must be printed dark enough to register a minimum read level of E (or level 15) on an OpScan10 scanner.

PCS (Point Contrast Signal) as follows:

PCS (Filter: PCML) - B Filter: wavelength880nm)

Black: 0.80-

Drop out color: under 0.15

- C. Conformance to the ink requirements is based on:
  - 1. Using approved Mark Reflex paper or equivalent.
  - 2. Using a properly calibrated OpScan10 scanner with LED (Light Emitting Diode) read head.
  - 3. Firmware that incorporates the 16-level read technology.

#### III. Registration

The forms manufacturer must guarantee the following tolerances for register and image size:

- 1. Guide edge in relation to timing track and responses positions: plus or minus 0.010" Timing marks shall be approximately 5mm from edge of paper.
- 2. Printing color-to-color in relation to guide edge and read heads plus or minus 0.010"
- Guide edge trim and printing combined: plus or minus 0.020"

#### IV. Mandatory Test Batch

A. Mandatory test batch of 100 Guam Customs Agriculture Declaration forms in English, Japanese, Korean, Chinese and Russian must be tested to ensure scanner readability by the GVB OpScan 10 scanners.

B. GVB will give final approval to proceed with printing order.

#### V. Delivery & Packaging

Delivery shall be to the GVB office at 401 Pale San Vitores Road, Tumon, Guam 96913. Forms shall be boxed and sealed with a maximum weight of 31 pounds per box. Box dimension should be 11 ¼ in. x 8 5/8 in. x 12 in. Each box should be labeled with the quantity and language (English, Japanese, Korean, Chinese, Russian).

\*\* INTENTIONALLY LEFT BLANK \*\*

SECTION V	PROPOSAL AND BID FORM	
	PROPOSAL	
		Date:
Gentlemen:		
Government of Guam I	eafter called the Bidder), a ual) organized and/or licensed to do busin nereby proposes and agrees to furnish all the ervices necessary for the performance of the	
PRINTING OF T	THE GUAM CUSTOMS AGRICULTURE DEC	CLARATION FORMS

all in accordance with the Bid Documents for the prices stated in the itemized Bid Schedule forms attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized Bid Schedule forms attached hereto.

The undersigned has visited and inspected the location of the proposed work, and reviewed the Bid Documents and is familiar with and knowledgeable of the local conditions at the place where the work is to be performed.

The individual Bid Bond attached, with our endorsement, in the sum of not less than fifteen percent (15%) of the amount of each Proposal, is furnished to GVB as a guarantee that the Agreement will be executed and a Performance Bond furnished within fifteen (15) days after award of the Contract to the undersigned. In the event that this Proposal is accepted, and the undersigned bidder shall fail to execute the contract and furnish a satisfactory Performance Bond under the conditions and within the time specified in this Proposal, the Bid Bond shall be forfeited, as liquidated damages for the delay and additional work and costs caused thereby in obtaining another bidder, said amount being beforehand determined as being reasonable and containing no penalties.

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, the undersigned agrees to execute the form of Agreement included as one of the Contract Documents, and to furnish a Performance Bond in an amount equal to one hundred percent (100%) of the Contract Amount, within fifteen (15) days after receipt of such notice.

If awarded the Contract, the undersigned agrees to perform the work for the duration of the contract period and any extensions thereto upon commencement of the contract time as defined in the Contract.

The undersigned understands that the GVB reserves the right to reject any or all Bids or to waive any informality or technicality in any Bid in the interest of the GVB. All required affidavits and forms are included in this bid proposal.

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<del></del>			
8			
	**************************************		

#### **BID FORM**

PROJECT: PRINTING OF GUAM CUSTOMS AGRICULTURE DECLARATION FORMS

TO:

General Manager Guam Visitors Bureau Tumon, Guam

Dear Sir:

The undersigned bidder, having examined all pertinent Contract Documents relating to the Invitation for Bid dated **December 3, 2015**, proposes to provide all labor, materials, equipment, tools, appliances, transportation, storage and items incidental to completing all work based on the Proposal and Bid Schedule consisting of the combination of lump sum and unit price items for the following sum of:

erformance as per Bid Documents and Bid Schedule for one year (Base Bid):	
Dollars (\$)	
(TOTAL OF MATERIAL CAMP LARGE AND ALL OTHER COOT	٥,

(TOTAL OF MATERIALS AND LABOR AND ALL OTHER COSTS)

Bidder hereby further agrees to commence work under this Contract on the date specified in the written "Notice to Proceed" by GVB and to fully complete the work designated for performance within the time stipulated in the Contract Documents. Bidder further agrees to pay liquidated damages in accordance with the Liquidated Damages section of the General Provisions.

By submission of this bid, each bidder and each person signing on behalf of any bidder and in the case of a joint bid each party thereto certified as to its own organization, certifies and affirms as true to the best of his knowledge and belief:

- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any other matter relating to such prices with any other bidder or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder or to any competitor; and no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- c. That if the product of the UNIT PRICE bid by the number of units does not equal the total amount named by a bidder of any item, it will be assumed that the error was made in computing the product of the unit price and the number of units. The named UNIT PRICE alone will be considered as representing the bidder's intention and the total amount bid on such item shall be considered to be the amount arrived at by multiplying the UNIT PRICE by the number of units.

## **GVB IFB No. 2016-001MS**Printing of Guam Customs Agriculture Declaration Forms Page 23 of 36

d. All matters for this project of which there is not a special item in the Bid Schedule, shall be considered incidental to and included in the Contractor's bid on any items in the Bid Schedule, as the bidder sees fit.

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

ated:			
	8	BY	
		Address	

SECTION VI	BID BOND
KNOW all men by these presents, the	nat we
	(Name of Contractor)
	as Principal, and
	(Name of Surety)
in the penal sum of States, for the payment of which s	unto the Guam Visitors Bureau, hereinafter called the GVB, dollars, lawful money of the United sum will and truly be made, we bind ourselves, our heirs, essors, jointly and severally, firmly by these present.
The condition of this obligation accompanying bid datedGUAM CUSTOMS AGRICULTURE	
THE BID BOND will remain in effect	t until such time as GVB awards the contract.
seals this and corporate seal of each corporate	den parties have executed this instrument under their several day of the name e party being hereto affixed and these present duly signed by suant to authority of its governing body.
The rate of premium on this bond is	per thousand.
Total amount of premium charged,	
\$(The above must be filled in by corporate su	urety)
IN PRESENCE OF:	
	(SEAL) (Individual Principal)
	(Business Address)
(Address)	
,	(SEAL) (Individual Principal)
	(Business Address)
(Address)	

## **GVB IFB No. 2016-001MS**Printing of Guam Customs Agriculture Declaration Forms Page 25 of 36

Attest:		(Corporate Principal)
	<del></del>	(Business Address)
		AFFIX CORPORATE SEAL
	Ву:	
Attest:		
		(Corporate Surety)
		(Business Address)
		AFFIX CORPORATE SEAL
		By:
	CERTIFICATE AS TO COR	PORATE PRINCIPAL
l,	, certify that I am the	
		orporation named as principal in the within
bond; that	<u> </u>	who signed the said bond on behalf of the
principal was then	2 B	
of said corporation;	that I know his signature, and h	is signature thereon is genuine; and that said
bond was duly signe	ed, sealed and attested for and i	in behalf of said corporation by authority of
its governing body.		*
		(CORPORATE SEAL)

## SECTION VII BID SCHEDULE

LANGUAGE	ESTIMATED QUANTITIES PER YEAR (BASED ON CONSUMPTION)	UNIT COST	TOTAL*
English	600,000		
Japanese	800,000		S
Chinese	225,000		
Korean	90,000		
Russian	62,000		
TOTAL:			

<sup>\*</sup>Bid Bond will be 15% of total.

### **SECTION VIII**

#### **AFFIDAVITS/FORMS**

- 1: Affidavit Disclosing Ownerships and Commissions
- 2: Affidavit re Non-Collusion
- 3: Affidavit re No Gratuities or Kickbacks
- 4: Affidavit re Ethical Standards
- 5: Declaration re Compliance with U.S. DOL Wage Determination
- 6: Affidavit re Contingent Fees
- 7: Restriction Against Contractors Employing Convicted Sex Offenders from Working at Government of Guam Venues

## **AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSIONS**

CITY	OF					
COUN	ITRY _	) ss )				
A.	I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that [please check only one]:					
	[]	The offeror is an individual offering business.	al or sole prop	rietor and owns the	entire (100%) interest in the	
	[]	The offeror is a corpor	ration, partne	rship, joint venture	, or association known as	
		venturers who have held i	more than 10% ediately prece	of the shares or int	companies, partners, or joint terest in the offering business date of the proposal are as	
	NAME	_ A	<u>DDRESS</u>	177	% of Interest	
			OTAL NUMBE	ER OF SHARES		
B.	Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows [if none, please so state]:					
	NAME	<u>A</u>	<u>DDRESS</u>		<u>Compensation</u>	
	the tim		ontract is ente	ered into, then I pror	time this affidavit is made and nise personally to update the the government.	
Date:			<del></del>			
			Signatu	re of one of the follo Offeror, if the offero		
				Partner, if the offerd Officer, if the bidder	or is a Partnership;	
Subsc	ribed and	d sworn to before me this	day o			
			Notary	Public	8	
(AG Pro	ocurement	Form 002 (Rev. Nov. 17, 2005)	My Con	nmission Expires		

### **AFFIDAVIT re NON-COLLUSION**

CITY OF)		9
CITY OF) ss  COUNTRY)		
sworn, deposes and says that:	e name of affiant signing below], being fir	rst duly
1. The name of the offering co	ompany or individual is [state name of cor	mpany]
a sham. The offeror has not colluded, cowith any other offeror or person, to put offer. The offeror has not in any mann or collusion, or communication or confe offeror or of any other offeror, or to f proposal price, or of any other offeror, or of Guam or any other offeror, or to se Guam or any person interested in the pand in the proposal are true to the be statement is made pursuant to 2 GAR I	on identified above is genuine and not collutionspired, connived or agreed, directly or incit in a sham proposal or to refrain from malner, directly or indirectly, sought by an agreerence, with any person to fix the proposal prix any overhead, profit or cost element or to secure any advantage against the government of the secure any advantage against the government of the knowledge of the undersigned Division 4 § 312(b).	directly, king an eement of said ernment of affidavit I. This
	sentatives, agents subcontractors, and emp	
Date:	Signature of one of the following: Offeror, if the offeror is an individual; Partner, if the offeror is a Partnership; Officer, if the bidder is a Corporation.	EI
Subscribed and sworn to before me this	day of, 201	
	Notary Public	

## **AFFIDAVIT re NO GRATUITIES or KICKBACKS**

CITY OF) ss	
COUNTRY)	
sworn, deposes and says that:	tate name of affiant signing below], being first duly
1 The name of the offering fi	irm or individual is
1. The hame of the offering in	irm or individual is  [STATE NAME OF OFFEROR]
officers, representatives, agents,	knowledge, neither affiant, nor any of the offeror's subcontractors, or employees have violated, are suities and kickbacks set forth in 2 GAR Division 4 §
representatives, agents, subcontrac give, any government of Guam empl	wledge, neither affiant, not any of the offeror's officers stors, or employees have offered, given or agreed to loyee or former government employee, any payment, bloyment in connection with the offeror's proposal.
	on behalf of myself as a representative of the offeror, entative, agents, subcontractors, and employees.
	Signature of one of the following: Offeror, if the offeror is an individual; Partner, if the offeror is a Partnership; Officer, if the bidder is a Corporation.
Subscribed and sworn to before me this	day of, 201
No	otary Public
My	v Commission Expires

## **AFFIDAVIT re ETHICAL STANDARDS**

CITY OF)				
COUNTRY)	SS			
		of affiant si	gning below], be	ing first duly
sworn, deposes and says the	at:			
The affiant is		.,		one of the
following: the offeror, a partner identified bid or proposal. To officers, representatives, againfluenced any government of forth in 5 GCA Chapter 5, Arrany officer, representative, a influence any government of 5 GCA Chapter 5, Article 11 § 11103(b).	To the best of affi ents, subcontractor of Guam employee ticle 11. Further, a agents, subcontract Guam employee t	ant's knowlers or employed to breach a affiant promiector, or emploo breach an	edge, neither aff rees or offeror ha ny of the ethical s ses that neither h loyee of offeror w y ethical standard	fiant nor any ve knowingly standards set nor she, nor vill knowingly ds set forth in
	Signatu	ure of one of the		ualt
		Partner, if the	offeror is an individu offeror is a Partners bidder is a Corporat	ship;
Subscribed and sworn to before m	ne this day o	f	, 201	
	Notary Public			-
	My Commission	n expires		

## **DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION**

Name	of Offeror Company:				
	I,hereby certifies under penalty of				
perju	ry:				
(1)	That I am[please select one: the offeror, a partner of the offeror, an officer of the offeror] making the bid proposal in the foregoing identified procurement;				
(2) read:	That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which				
In such propried of Guar is the demploy issued	Wage Determination Established.  In cases where the government of Guam enters into contractual arrangements with a sole torship, a partnership or a corporation ('contractor') for the provision of a service to the government m, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, lirect delivery of service contracted by the government of Guam, then the contractor shall pay such ree(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery ract deliverables to the Government of Guam.				
The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.					
In addit also co benefits U.S. De	Benefits.  tion to the Wage Determination detailed in this Article, any contract to which this Article applies shall entain provisions mandating health and similar benefits for employees covered by this Article, such is having a minimum value as detailed in the Wage Determination issued and promulgated by the epartment of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays num per employee.				
(3) That the Offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;					
(4)	That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor.				
	Signature Date				

(AG Procurement Form 006 (Rev. Feb. 16, 2010)

## **AFFIDAVIT re CONTINGENT FEES**

CITY OF
COUNTRY ) ss
sworn, deposes and says that: [state name of affiant signing below], being first duly
The name of the offering company or individual is [state name of company]
2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).
3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 11108(h).
4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.
Signature of one of the following:  Offeror, if the offeror is an individual.  Partner, if the offeror is a partnership.  Officer, if the offeror is a corporation.  Subscribed and sworn to before me this day-of, 201
Notary Public
My commission expires on

## AFFIDAVIT RESTRICTION AGAINST CONTRACTORS EMPLOYING CONVICTED SEX OFFENDERS FROM WORKING AT GOVERNMENT OF GUAM VENUES

CITY OF	)	
COUNTRY _	) ss )	
	(NAME OF PERSON)	, being first duly sworn, is
	(Will of Fellowy)	
(PLEASE STATE "IN	IDIVIDUAL" IF SOLE PROPRIETOR; "PAR	RTNER" IF A PARTNERSHIP; OR "OFFICER" IF A CORPORATION)
of		
	(NAME OF O	FFEROR AND MAILING ADDRESS)
TEL:	*	
(TELE	PHONE NUMBER)	
submitted. Sa GCA, CHP 5	aid offeror has affirms that h \$ \$5253 RESTRICTION AG	said offeror on whose behalf this affidavit is being ne/she has read and understands the provisions of <u>5</u> AINST CONTRACTORS EMPLOYING CONVICTED GOVERNMENT OF GUAM VENUES.
The offeror u	ınderstands that:	
(1)	offense as defined in Article 2 of Chap at a minimum, all of the elements of employed by a business contracted	e under the provisions of Chapter 25 of Title 9 Guam Code Annotated, or an oter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, f said offenses, or who is listed on the Sex Offender Registry, and who is to perform services for an agency or instrumentality of the government of a the property of the government of Guam other than a public highway.
Further, the o	fferor represents:	a 4 - 0
(1)	provisions of Chapter 25 of Title 9 G0	or an offense in another jurisdiction with, at a minimum, the same elements
(2)	of Chapter 25 of Title 9 GCA or an of another jurisdiction with, at a minimur Registry, that such person will be im	on behalf of the contractor is convicted of a sex offense under the provisions offense as defined in Article 2 of Chapter 28, Title 9 GCA or an offense in m, the same elements as such offenses, or who is listed on the Sex Offender mediately removed from working at said agency and that the administrator vithin twenty-four (24) hours of such conviction.
		Signature
Subscribed and	d sworn to before me this	
		Notary Public My commission expires on

SEC	TIO	M	IX

## **AUTHORIZED CONTACT**

### AUTHORIZED CONTACT FOR CONTRACT

IFB NUMBER: GVB IFB 2016-001

NAME	
TITLE	
COMPANY	
MAILING ADDRESS	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
EMAIL	

## **EXHIBIT A**

## **Sample Customs Declaration Forms**

- (1) English
- (2) Japanese
- (3) Korean
- (4) Chinese
- (5) Russian

## **GUAM CUSTOMS AGRICULTURE DECLARATION FORM**



MANDATORY DECLARATION
Hafa Adail Welcome to Guam, U.S.A. This declaration may include yourself and up to s
(06) accompanying family members, PLEASE PRINT IN ENGLISH. PLEASE ANSWER I COMPLETELY FILLING THE APPROPRIATE OVALS IN BLUE OR BLACK INK.
CORRECT MARK:

FOR CUSTOMS USE ONLY					
	7	-112		TO MATE	
				Ti as	

	AIRLINE/VESSEL:				Commence of the con-
(MM/DD/YYYY):	FLIGHT/VOYAGE NO.:	ORIG	NATING FROM:		O TRANSIT
1. LIST TRAVELER(S)	COVERED BY THIS FORM, E	BEGINNING WITH YO	JRSELF (If more space is nec	eded, please use an	
LAST NAME	FIRST NAME, M.J.	PASSPORT NUMB SOCIAL SECURITY N	R OF COUNTRY OF UMBER CITIZENSHIP		OF BIRTH SEX FLIC
					00 0
	people (including yourse			And the second s	00 0
	S GUAM (Number & Street o		nent/Condominium, Not P.O. E	soxj;	
Guam Austral CNMI Europe Palau RMI Hawaii Hong N Thailand Vietna	la Canada C FSM C Russia C Cong Philippines C	hina, P.R.C. (select City):  Beljing Shanghai Guangzhou Other	KOREA (Select City): Chungbuk Se Chungnam In Gangwon Je Other (specify):	cheon 🔘 Gyeong	ggi 🔘 Busan
Boarding Point:	oku	oshinetsu O Hokuriki nikoku O Kyushu ilgata Airport	Boarding Point:  Busan Airport In  Connecting Point (or airport  Busan Airport In  TAIWAN, R.O.C. (Select i	cheon Airport O Oth	igh):
Narita Airport  Kansai Airport	O Haneda Airport O N	ngata Airport agoya/Centrair Airport iroshima Airport	C Kaohsiung C Ta	oyuan, Miaoli, Hsinchu iipei Other (	specify):
	(or airport you passed thro Kansai Airport Narita			anada O China, ipan O Korea	Philippines
More than one (01) U.S.	stances, explosives, or weapons. Gallon/3.7 liters of alcoholic liquor pr including fresh fruits and vegetables		Animal or parts of animals or art     Animal products including meats     Currency or monetary instrument     Wote, it is not illegal to transport over t     None of the above.	i, milk or eggs. Is over US\$10,000 or foreig	n equivalent.
merchandise acquired ab obtained by purchase, as NON-RESIDENTS may ma	vs of Guam require that you declai road (whether worn or used, whet a gift or otherwise). List all goods ike an oral declaration. RETURNIN al price of goods and merchandise	her taxable or not and who or merchandise below. G RESIDENTS may make an	ther first degree (Title 9 GCA, prison sentence of up to are punishable by law. A	Section 67). Violation of t ten (10) years. False state Il of your baggage, handb nined. If you have any que	es into Guam is a felony of his section carries a manda ments made to a customs o ags and hand-carried articl estions about what must be
033 1000 her herson:					CUSTOMS USE ONLY:

7. I certify that I have read and understand the requirements on this form and that all oral and written statements which I have made are a truthful declaration.

TOTAL US\$

## TRAVELLER INFORMATION FORM



Hafa Adail Welcome to Guam, U.S.A. Please take a few minutes to complete the questions below. This information helps us understand visitors to Guam and ensures your Guam experience remains the best it can be. We greatly appreciate your assistance. SI Yu'os ma'ase (Thank You) and enjoy your stay on Guam.

TO BE COMPLETED BY ARRIVING PASSENGERS TO GUAM. PLEASE ANSWER BY COMPLETELY FILLING THE APPROPRIATE OVALS IN BLUE OR BLACK INK.

CORRECT MARK: O



1. I am a:  Returning Guam Resident (answer questions 10, 11, 13) Visitor returning from a day/overnight trip to another island (STOP HERE) Visitor (answer questions 2 - 13) Intended Resident moving to Guam for longer than 90 days (answer questions 10 - 13)  2. Altogether, I/we will be in Guam: Just a few hours layover (STOP HERE) For a day trip 1 night 6 nights 3 months to 1 year 2 nights 7-10 nights 11-15 nights More than 5 years 4 nights 16-30 nights 5 nights 1-3 months	10. The primary reason for this trip to (RETURNING RESIDENTS mark pur Holiday/Sightseeing/Relaxation Golf Diving Business Travel Incentive Travel Company-sponsored employee to Visit Friends & Relatives Adventure Travel Medical Treatment Sports related travel Attend School Educational CPA Testing English Language Tour Wedding	pose of trip just completed)  Honeymoon  Wedding & Honeymoon  Convention/Conference  Employment  Government
3. My last trip to Guam was: This year 2 years ago Never been to Guam Last year More than 2 years ago	11. My occupation is: Self-employed Company Employee: Executive Company Employee: Manageria	Skilled Worker Homemaker Retired
4. This trip to Guam is my:  1st 3rd 5th 2nd 4th 6th or more	Company Employee: Managera Company Employee: Other Government Employee: Managera Government Employee: Other/Mi	Student ve Unemployed erial Other (specify):
5. Where I/we plan to stay while on Guam:  Hotel/Motel  Friends or relatives  On-board (ship)  Other (specify):	Teacher Professional/Specialist (doctor, lawyer, nurse, etc.)	
6. Travel Type:  Travel Agent Package  Group (Incentive, Company-arranged, sports team, Other)  Privately Arranged Tour (not through a travel agent, includes frequent fiyer program users)  Travel (FIT)	<ul><li>Less than \$16,000</li><li>\$16,000 - \$20,000</li></ul>	ollars (before taxes):  \$40,001 - \$60,000  \$60,001 - \$80,000  \$80,001 - \$100,000  \$100,001 or more
7. I am/we are travelling:  Traveling alone	13. The sex and age of each person cov	ered by this form are:
Private group with friends, acquaintances, others Please specify number of people:		IERS COVERED BY THIS FORM
O 2 O 3 O 4 O 5 or more	Males SELF 2nd 0 - 2 Years O	3rd 4th 5th 6th 7th
Family Travel:	3 - 11 Years O O	00000
Husband & Wife Mother & Daughter Husband, Wife, Children Three Generation Family	12 - 18 Years	0 0 0 0 0
Corporate/company (co-worker)	30 - 39 Years O O	0 0 0 0 0
Other (specify):	40 - 49 Years O O	00000
9 Mathad of Bookings	50 - 59 Years O	00000
8. Method of Booking:  Package Tour (Airline tickets and hotel accommodations)	60 - 64 Years O O	
Free Independent Traveller (FIT):	65 Years or Older SELF 2nd	3rd 4th 5th 6th 7th
<ul> <li>Self-arranged airline tickets and hotel accommodations</li> </ul>	0 - 2 Years	0 0 0 0 0
Paid airline tickets only	3 - 11 Years O O	00000
Paid hotel accommodation only, used mileage ticket	12 - 18 Years O	00000
Invitation Tour Mobile Device Other (specify):	19 - 29 Years O O O O O	00000
icicphone negeridadi	30 - 39 Years 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0
A A	50 - 59 Years O O	00000
9. Are you traveling on a visa waiver program?	60 - 64 Years O O	00000
O Yes O No	65 Years or Older	000000

65 Years or Older

0000

# DO NOT STAPLE Guam Customs Agriculture Declaration Form Mandatory Declaration グアム税関・検疫申告書(必須)

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ハファ デイ! 米国領グアムへようこそ。法律によりグアム入国の全ての方々に税関・検疫申告書の提出 が義務づけられています。記入者ご本人の他、ご家族6名まで! 校の申告書にご記入いただけます。 必ず異または昔のインクのペンを用いてお書きください。(俗類は不可)

(月/日/西暦): 便名 1、本申告書に含まれるすべての 対		搭乗!	也:							-
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姓	名	AND REAL PROPERTY AND ADDRESS OF THE PARTY AND	the Personal Property and Personal Property	ください。記入機	が足りない	/場合は、月	NAME AND ADDRESS OF THE OWNER, WHEN	which is not the control of the con-	BONGSOM ON THE	v
		旅券番号または 社会保障番号	1	国籍のある国	1 8	生地	生年 (月/日)	月日 /西曆)	性別里女	票
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la. 本申告書に含まれる申告者の	の総数(代表者ご自身を	含みます):		01 0	2 0	3 0	4 0 !	5 0	6 (	0
. グアムでの滞在先(私書籍等の	D郵便物の宛先ではなく	、住所またはホテル/	アパート							-
			de la companya de la				-			7
. 居住地 (当てはまる楕円を塗り	つぶしてください)・	WALLES THE STREET STREET					turnes a con-		-Military or respectively.	mayor
		1 日共和国 / 四十二二十二	1000	(都市名をお	ロナビノ ふこふ	111 -		-		
○ グアム		人民共和国(以下より選択)			14		miralia		ete ste	
○ パラオ共和国 ○ マーシャル諸風共和国 ○				忠北 忠南	ロ ソウ		慶北 京畿	ب	慶南	
	フィリピン			江原	〇全北		<b>全南</b>		〇錐	
		その他		その他(ご配入ください):			土冊		U 1911	4
○ その他(ご記入ください):	NETE C	C-7/14					-			
日本(地方名をお選びくださ			搭乘							
	)関東 〇 甲僧	越 〇 北陸	0	釜山空港	〇仁川	2港	○ その他:			
			最後	の乗り継ぎ地点	くまたは最	後に経由し	た空港):			
○ 沖縄 ○ その他に記入だ		, <u>)</u> ),	100000000	釜山空港	〇仁川	10000000	○ その他:			
搭乘地:								·		-
〇 千歳空港	空港 〇 新潟	空港	台灣	、中華民國(地	域名をお	選びくだ	さい):			
〇 成田空港 〇 羽田		屋空港/セントレア	0	高雄	〇 桃園、	苗栗、新竹				
〇 関西空港 〇 岡山	空港 広島			台中	〇台北		その他に記入く	ťan):		
○ 福岡空港 ○ その他	Cexten:							1 10 10		
最後の乗り継ぎ地点 (または最	後に経由した空港)・		4. 旅	券発給国:						
○ 羽田空港 ○ 関西		き 〇無し		オーストラリア	〇 カナタ	1 0	中華人民共	和国 〇	3-0	ررد
○ その他(ご記入ださい):			4	香港	〇日本		韓国		フィリ	
			0	台湾、中華民国		合衆国 〇	その他に記入く			
5. グアムにお持ち込みの物品を	<b>以下上りお婆がください</b> 。			-						jaliendan.
フ・シナムにの行う込みの初品を → 麻薬などの禁止・規制物質、爆発	the party of the same of the s	·	O Bhith	またはその一部、	または駅止り	動を面包と	ナス物具			anien.
○ 大人―人当たり1ガロン (3.7リット	THE STATE OF THE S			牛乳、卵を含む動物	THE RESERVE AND PARTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT NAMED IN COLUMN TWO IS NAMED IN COLUMN TRANSPORT NAMED	HE WATE	ממנקדעם כ			
○ 植物またはその一部 (生鮮果物、)	野菜、または植物性の素材を	と原料とする	〇 1万	米ドル以上の現金	またはそれ	に相当する外	国の通貨まだ	とは有価証	券類	
- 物品を含む) ○ 土、鉱物標本、生物学的標本				3:1万米ドル以上の有				んが、中省か	必要となり	庆]
			OUL	に記載されたもの	は、いずれも	持ち込んでい	いません。			

7. 私は、本申告書に記載された要件を読んで理解し、さらに口頭および書面による私の申告が真実であることを誓います。

## 旅行者アンケート用紙



〇 はい

〇 いいえ

ハファデイ! 米国領グアムへのご訪問を心より歓迎いたします。グアム政府は、訪問者の方々の実態と傾向を把握し、今後の対応やサービスの向上に反映させるペくアンケート調査を実施いたしております。アンケートは任意ですが、数分でできる簡単なものですので、何辛ご協力お願いいたします。それでは、グアムでのご滞在をごゆっくりお楽しみください。シジュウス マアセ! (ありがとうございます)

本アンケート用紙は、グアムへご入国される皆様を対象としています。配入箇所には、ローマ字の活字体でお書きください。選択箇所では、該当する楕円全体を、 黒または青のインクのペンを用いて下記の要領で塗りつぶしてください。



Setbision Bisitan Guahar

1. ご自身について、当てはまるものを以下よりお選びください:	10. 今回のグアム (グアムに帰籍) (グアムに発達)
2. グアムへの滞在予定期間:         毎り継ぎ待ちの数時間のみ(以下はご記入いただく必要はありません)         日帰り旅行         1泊       6泊       3ヶ月~1年         2泊       7~10泊       1年~4年         3泊       11~15泊       5年以上         4泊       16~30泊         5泊       1~3ヶ月	企業手術 企業人 企友 人 企 方 日 治 人 就 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一
3. 過去、グアムにはいつご訪問になりましたか:	11. 職業を以下よ ○ 自営業 ○ 会社員: ○ 会社員: ○ 会社員:
○ 初めて ○ 3回目 ○ 5回目 ○ 2回目 ○ 4回目 ○ 6回目以上 ○ ボテル/モーテル ○ コンドミニアム ○ 友人または親戚宅 ○ 軍事施設内	公公務員 公公務員 公公務員 公公務員 公公務員 公教 專門職 (医師、
○ 船内 ○ その他(ご記入ださい):  6. 旅行のタイプは何ですか: ○ 旅行代理店によるパッケージツアー ○ インターネット ○ 団体旅行 (インセンティズ 会社による手配、スポーツチーム他) ○ 個人旅行 ○ 個人で手配 (旅行代理店を介していない場合。フリークエント フライヤープログラムの利用者を含む)	12. 世帯の年収を 無し 200万円 200万日 300万1
7. 旅行人数/形態:	13. 本申告書に記 男 0~2歳 3~11歳
○ 夫婦 ○ 母と娘 ○ 夫婦と子供 ○ 三世代家族 ○ 企業/法人旅行(同僚) ○ その他(ご記入くだい):	12~18歳 19~29歳 30~39歳 40~49歳 50~59歳
8. 予約方法:	50~59歳 60~64歳 65歳以上 女 0~2歳 3~11歳 12~18歳 19~29歳 30~39歳 40~49歳 50~59歳

正しい記入例: ○ ● ○ ○

(グアムに帰国する居住者の場合は、出版) 休暇/観光/休養     ゴルフ    ダイビング     ビジネス    企業インセンティブ     企業手配の従業員旅行     友人/親戚を訪問     冒険旅行(ハイキング、ウォーキングなど)    治療/療養     スポーツ関係     文語学習ツアー     結婚式	● 新婚旅行 ● 結婚式と新婚旅行 ● 大会/会議 ● 就職 ● 政府関係 ● ショッピング ● 修学旅行
11. 職業を以下よりお選びください:	<ul><li>□ エンジニア</li><li>○ 主帰</li><li>○ 退職者</li><li>○ 学生</li><li>○ 無職</li><li>○ その他(ご配入ください):</li></ul>
○ 200万円以下 ○ 9 ○ 200万1円~300万円 ○ 1	400万1円~500万円 500万1円~700万円 700万1円~1,000万円 1,000万1円以上

			*	申告書	の併記	者	
男	代表者	2人目	3人目	4人目	5人目	6人目	7人目
0~2歲	0	0	0	0	0	0	0
3~11歲	- 0	0	0	0	0	0	0
12~18歳	0	0	0	0	0	0	0
19~29歳	0	0	0		0	0	0
30~39歲	0	0	0	0	0	0	00
40~49歳	0	0	0	0	O	0	
50~59歳	0	0	0	0	0	0	000
60~64歳	lö	0	0	ō	0	o	0
65歲以上	0000	ō	ō	ō	ō	O	ō
女	代表者	2人目	3人目	4人目	5人目	6人目	7人目
0~2歳	0	0	0	0	0	0	0
3~11歳	0	0	0	0	0	0	0
12~18歳	0	0	0	0	0	0	
19~29歳	10		0	0	0	0	0
30~39歳	0	00	0	00	0	0	0
40~49歳	0	0	0	0	ō	0	O
50~59歳	00000	0	Ō	00	0	0	00000
60~64歳	0	0	O	0	0	0	õ
65歲以上	O	ō	0	00	ō	0	00

#### 광 세관 농산물 신고 양식 의무적 신고

		 KOREA



하파다이 미국 끝에 오심을 환영합니다. 이 신고 양식은 귀하와 6명 까지의 동반 가족을 포함할 수 있습니다. 영어로 기재하십시오, 흑색이나 청색 잉크로 해당되는 타원형을 완전하게 될하여 답해 주십시오.

올바른 표시: 〇〇〇 올바르지 않은 표시:♡♡♥○⊙ 오늘 날짜 항공/선박: (월/임/년): 항공편/항해 번호: : | \\ \ 〇 경유 1. 귀하부터 시작하여 이 양식에 기재될 여행객을 나열하십시오 (공간이 더 필요할 경우 양식을 하나 더 사용하십시오) 00 0 00 0 00 0 00 0 00 0 00 0 00 0 1a. 이 양식에 기재될 사람들 (귀하를 포함하여)의 총 수  $\bigcirc$  2  $\bigcirc$  3 04  $\bigcirc$  5 06 07 2. 괌 체류시 주소 (호텔/아파트/콘도 번지 혹은 이름 기재, 시서함 번호는 안됨): 3. 거주지 (해당되는 타원형을 칠해 주십시오): ○ 괌 를 결주 ○ 캐나다 ○ 중국 PRC (도시 선택) 한국 (도시 선택): O CNMI ○ 유럽 O FSM ○ 베이징 ○ 충탁 ○ 서울 ○ 결룡 ○ 경남 ○ 팔라우 O RMI ○ 러시아 ○ 삼하이 ○ 충남 ○ 인천 ○ 경기 ○ 부산 하와이 ○ 필리핀 ○ 광저우 ○ 감원 ○ 전복 ○ 전날 ○ 옵산 ○ 태국 ○ 베트남 ○ 미국 본토 〇 기타 ○ 기타 (명시하십시오): ○ 기타 (명시하십시오): \_ 탑승 지점: 일본 (지역 선택) ○ 부산 공항 ○ 인천 공항 ○ 기타: ○ 홋카이도 ○ 토호쿠 ○ 칸토 ○ 코시네추 ○ 호쿠리쿠 ○ 주보 ○ 킨키 〇 주고쿠 ○ 시코쿠 ○ 큐슈 연결 지점 (혹은 경유한 공항): ○ 오키나와 ○ 기타 (명시하십시오): ○ 부산 공항 ○ 민천 공항 ○ 기타: 탈승 지점: 대만, ROC (지역 선택): ○ 치토세 공함 ○ 센다이 공항 ○ 니기타 공항 ○ 나리타 공항 ○ 하네다 공함 ○ 나고야 공항 ○ 가오슘 ○ 타오유엔, 묘율, 쉰추 ○ 칸사이 공함 ○ 오카야마 공함 ○ 히로시마 공항 ○ 타이중 ○ 타이베이 ○ 기타 (명시하십시오): ○ 후쿠오카 공항 ○ 기타 (명시하십시오): 4. 여권 발행 국가: 마지막 연결 지점 (혹은 경유한 공항): ○ 하네다 공항 ○ 칸사이 공함 ○ 나리타 공함 ○ 없음 ○ 호주 ○ 캐나다 ○ 중국 PRC ○ 유럽 ○ 기타 (명시하십시오): 書書 ○ 외본 ○ 한국 ○ 필리핀 O 대만 ROC 이 미국 ○ 기타 (명시하십시오): 5. 나 (우리)는 아래 품목을 괌으로 반입합니다: 금지 및 용제된 물질, 폭발을 혹은 무기. ○ 동물 혹은 동물 임부 혹은 이생 생물로부터 제조된 품목. ○ 성인 한 명 당 1갤론 (미국)/3.7리터를 초과하는 주류. 육류, 우유 혹은 말을 포함하여 통을 제품. 생과임 및 채소 혹은 식물 재료로 만든 품목을 포함하여 ○ 미화 10,000달러를 초과하는 화폐 혹은 통화 증류 혹은 이에 상용하는 외화 가치 식물 혹은 식물 일부 (함조: 등의 중취로 마화 10,000달러를 초의하여 반입하는 경은 불법은 이디지만 신고되어야 합니다.) 휴, 광윤질 표본 혹은 생율학 표본. 위의 어느 것도 해당되지 않음. 경고: 통제된 물질을 괌으로 수입하는 것은 일급 중죄입니다 대상 혹은 비과세 대상이든, 혹은 구매로 습득하였거나 선물 혹은 기타 (GCA 9장 67조). 이 조함을 위반할 경우 10년 이하의 의무 징역

6.관의 내국세법은 귀하가 해외에서 습득한 (낡거나 사용한 것이든, 과세 대상 혹은 비과세 대상이든, 혹은 구매로 습득하였거나 선물 혹은 기타 다른 방법으로 습득한 것이든 상관 없이) 모든 물품, 품목 혹은 상품을 신고할 것을 요구합니다. 모든 물품 혹은 상품을 아래에 열거하십시오. 비거주인은 구두 신고를 할 수도 있습니다. 귀국하는 거주인은 물품 및 상품의 신고될 총 가격이 한 사람 당 미화 1000달러를 초파하지 않을 경우 구두 신고를 할 수도 있습니다.

경고: 통제된 물질을 괌으로 수입하는 것은 입급 중죄입니다 (GCA 9장 67조). 이 조항을 위반할 경우 10년 이하의 의무 징역 선고를 받게 됩니다. 세관원에게 허위 진술을 할 경우 법에 의해 처벌을 받게 됩니다. 모든 수하물, 핸드백 및 기내 가방은 열어서 검사할 수 있습니다. 무엇을 신고해야 하는 지에 대한 모든 문의 사항은 세관원에게 하십시오.

물품 기재 사항	가격	세끤 사용 전용
총 가격 미화 (		

7. 이 양식의 모든 요구 사항을 읽었고 이해했음을 확인하며 본인이 수행한 모든 구두 및 서면 진술은 진실된 신고임을 확인합니다.

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增

## 여행자 정보 양식



하파다이! 미국 괌에 오심을 환영합니다. 아래 질문에 답하시기 위해 몇 분간만 함애해 주십시오. 이 정보는 저희가 꼽 방문객들을 이해하고 귀하의 괌 체험을 가능한 최상으로 유지하도록 하기 위한 것입니다. 협조해 주셔서 대단히 감사합니다. 시 쥬스 마이세 (감사합니다). 즐거운 괌 여행이 되시길 바랍니다.

괌에 도착하는 승객들이 작성. 흑색이나 청색 잉크로 해당되는 타원형을 완전하게 칠하여 답해 주십시오.



을바른 표시: 〇〇〇	올바르지 않은 표시: ∅∅€)⊙
1. 본인은:	○ 휴가/관광/휴식 ○ 신혼여행 ○ 골혼 및 신혼여행 ○ 글흔 및 신혼여행 ○ 호혼 및 신혼여행 ○ 고용 ○ 인센티브 여행 ○ 고용 ○ 인센티브 여행 ○ 소핑 ○ 친구 및 친척 방문 ○ 수학여행 ○ 군대 ○ 의료 ○ 기타 (명시해 주십시오)
○ 1박     ○ 6박     ○ 3개월에서 1년       ○ 2박     ○ 7-10박     ○ 1-4년       ○ 3박     ○ 11-15박     ○ 5년 초과       ○ 4박     ○ 16-30박       ○ 5박     ○ 1-3개월	<ul> <li>○ 스포츠 관련 여행</li> <li>○ 학교 출석</li> <li>○ 교육 CPA 테스트</li> <li>○ 영어 투어</li> <li>○ 결혼</li> </ul>
3. 본인의 마지막 괌 여행은:	11. 본인의 직업은:      자영업
4. 본인의 이번 괌 여행은:	<ul> <li>의사 고용인: 기타</li> <li>○ 학생</li> <li>○ 공무원: 고위급</li> <li>○ 금무원: 관리직</li> <li>○ 기타(명시해 주십시오):</li> </ul>
5. 괌에서 체류를 계획하고 있는 장소는:	○ 공무원: 기타/군대 ○ 교사 ○ 전문인/스페셜리스트 (의사, 변호사, 간호사 등)
6. 여행 유형:      여행사 패키지	12. 연간 가계 수입 (세금 공제 전) 미화:
7. 본인/우리의 여행은;	13.이 양식에 적용되는 각 사람의 성별 및 나이:
○ 친구, 지인, 다른 사람들과 사적 그룹으로 하는 여행입니다.	이 암식에 책용되는 다른 사람들
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○ 법인/회사 (동료) 여행입니다	30-39세   이 이 이 이 이 이
○ 기타 (명시해 주십시오):	40-49 M
8. 예약 방법:	50-59 MI O O O O O O O O O O O O O O O O O O
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9. 비자 면제 프로그램으로 여행하십니까?	60-64 MI O O O O O
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## 農作物申報表格 強制申報

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○ 其他(請說明):

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〇 野港

〇 越南

○ 北原利亞納 ○ 歐洲

日本(選擇地區):

只供海髓使用 Hafa Adail 歡迎蒞臨美國關島·本申報可以包括您本人以及最多六(08)位和您同行的家庭 成員。請用英語以印刷體填寫。回答問題時,請用藍色或黑色筆塗滿適當的橢圓形格子。 正確的塗畫:〇〇〇〇 不正確的塗書: ØØむ② 航空公司/船舶: 航班/船隻攜號: 出發地: 〇 過境 1. 由您本人開始,列出本表格所包括的旅客(如果需要更多空間填寫,請使用另一份表格) 護照編號或社會保障編號 00 00 0 00 0 00 0 00 0 00 0 00 0 1a. 本表格所包括的總人數(包括您本人): 01 0 2 O.3 04 05 0 6 07 2. 在闢島期間的地址(街道及門牌編號或酒店/公寓/大廈名稱·而非郵政信箱): 3. 居住地 (請塗滿適當的橢圓形格子): 韓國(選擇城市): ○ 加拿大 ○ 中華人民共和國(選擇城市): ○ 密克羅尼西亞聯邦 ○ 北京 北忠〇 〇 首期 ○ 魔尚北 ○ 虚尚南 ○ 馬紹爾群島共和國 ○ 俄羅斯 ○ 上海 〇 忠南 〇 京縣 〇 金山 ○ 菲律宜 田瀬 〇 〇 江原 北全 〇 ○ 全南 〇 類山 ○ 英國本土 〇 其他 ○ 其他(講説明): 登機點 (二) 黎山鄉塘 ○ 仁川檀塚 〇 其他: ○ 甲位越 北東 〇 ○ 関東 ( ) 北陸 之前的連接點(或您經過的機場): □ 九州 〇 近数 ( ) 中国 ◯ 其他(磷説明): ○ 発山植物 ○ 仁川間頃 ○ 其他: 中華民國(選擇地區) ○ 新遊標期 ○ 仙台相場 ○ 羽田樹場 ○ 名古屋/中部機場 〇 高雄 ○ 桃画, 苗栗, 新竹 〇 岡川福春 ○ 商島物場 〇 台中 〇 台北 ○ 其他(請說明): ◯ 其他(磷锐明): 4. 發出護照國家: 之前的選接點(或您經過的機場): 〇 成田標場 〇 加西梅塔 ○ 沒有 〇 澳洲 ○ 加拿大 ○ 中華人民共和國 〇 取洲 〇 香港 〇日本 O # ○ 菲律賓 ○ 中華民間 〇 英國 ○ 其他(鎖提明): ○ 動物或動物的部份或野生動物製品。 □ 動物產品包括肉類,牛奶或蛋。 ○ 超過10,000美元或等值外幣的貨幣或金融工具。 (騎注意:運送價值超過10,000美元的金融工具並不違法。但必須作出報告。) ○ 沒有以上任何一項。 警告:將受管制物品帶進顯島是屬於第一級的重罪 (條例 9 GCA · 第67項), 違反遵項法例可導致高達十 (10) 年的強制性監禁刑罰。 向海關官員作出虚假的聲明是可受到法律的懲罰。您所有的行李、 手提包和手提的物品可能會被打開和檢查,如果您有關於甚麼是必 非居民可以進行口頭申報・瞬國的居民・如果申報的商品和貨物的 須報告或申報的任何問題·請向海關官員查詢。

5. 我/我們攜帶進入關島:

- 受禁止和管制的物品,爆炸物或武器。
- 每名成年人超過一(01)美制加侖/3.7公升的酒精飲品。
- 植物或植物的部份・包括新鮮水果和蔬菜或採用植物材料製造的物品。
- 泥土、礦物様本或生物學標本。
- 6. III島國內收入法律規定您申報所有在國外獲得的商品、物品或貨物 (不論是穿戴或使用,不論是否需要課税,及不論是透過購買、作為 禮物或其他方式取得)。請列出所有商品或貨物。

總價格不超過每人1000美元,也可以推行口頭申報。

物品説明	價格	只供海關使用:
總值(美元)	•	

7. 我證實我已閱讀和了解本表格的要求,我作出的所有口頭和書面聲明都是真實的申報。

### 旅客資料表



〇是

〇否

Hafa Adail 歡迎蒞臨美國關島,請花數分鐘的時間回答以下的問題。這些資料有助我們了解到來關島的旅客,確保您可以在關島獲得最美好的體驗。我們感謝您的協助,Si Yu'os ma'åse (謝謝您),祝您在閱島有一個愉快的旅程。

抵達關島的乘客須填寫表格,回答問題時,請用藍色或黑色筆塗滿適當的橢圓形格子。



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正確的塗費: ○ 季 ○ ○	不正確的塗費: ∅ ∅ € ⊙
1. 我是:	10. 這次來關島的主要原因是 (只填一個格子): (開國居民籍選擇剛達到旅程的目的)  ② 假期/觀光/休息  ③ 高爾夫  ③ 濟水  ③ 商爾夫  ③ 濟水  ③ 會議/討論會  ○ 前務旅程  ○ 英驅旅遊  ○ 公司贊助員工旅遊  ○ 探訪朋友及親戚  ○ 探險旅遊  ○ 探險旅遊  ○ 翻療  ○ 和體育運動有關的旅遊  ○ 上學  ○ CPA考試
○ 4晚 ○ 16-30晚 ○ 5晚 ○ 1-3個月	<ul><li>○ 英語遊學團</li><li>○ 婚禮</li></ul>
3. 我上次到關島是在;	11. 我的職業是:
4. 我這次到關島的旅程是我的:	○ 公司僱員: 管理人員 ○ 退休 ○ 公司僱員: 其他 ○ 學生 ○ 政府僱員: 行政人員 ○ 失業 ○ 政府僱員: 管理人員 ○ 其他(請説明):
5. 我/我們在開島打算住在:	<ul><li>○ 政府僱員: 其他/軍人</li><li>○ 教師</li><li>○ 專業/專門人士 (醫生、律師、護士等)</li></ul>
6. 旅遊類別:      旅行社承包旅遊     旅行社承包旅遊     照體 (獎勵旅遊・公司安房・置寫圖點圖隊・其他)     私人安排旅遊     《不是婚買旅行社・包括旅行常會飛行針如用戶)	12. 家庭每年收入(税前):  ② 沒有收入 ② 40,001美元~60,000美元 ② 少於16,000美元 ③ 16,000美元~20,000美元 ③ 20,001美元~40,000美元 ③ 100,001美元或以上
7. 我/我們的旅程是:	13. 本表格所包括的每位人士的性別和年齡是:
<ul><li>□ 單獨旅遊</li><li>□ 和朋友、熟人、其他人組成的私人團體。</li></ul>	本表格包括的其他人士
請説明人數: ② 2 ② 3 ○ 4 ○ 5 或以上	男性     本人     第2位     第3位     第4位     第5位     第6位     第7位       0-2 歳     0     0     0     0     0
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○ 企業/公司(同事)	30-39歳   0 0 0 0 0 0
○ 其他(諸説明): 	40-49 歲
8. 預訂方式:	50-59 歳
〇 旅遊套票(@原及看店住客)	65歲或以上 〇 〇 〇 〇 〇 〇
自由行旅客(FIT):  □ 自行安排機票及酒店住宿	女性     本人     第2位     第3位     第4位     第5位     第6位     第7位       0-2 歳     0-2 歳 <t< td=""></t<>
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○ 只支付酒店住宿,使用飛行里數換取機票	12-18歳   〇 〇 〇 〇 〇 〇
<ul><li>○ 獲邀請的旅遊</li><li>○ 行動設備</li><li>○ 其他(請説明):</li><li>○ 網際網路</li><li>○ 電話預定</li></ul>	19-29歳
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9. 您是否使用豁免簽證計劃旅遊?	50-59歳

65歲或以上

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## ТАМОЖЕННАЯ СЛУЖБА ГУАМА ФОРМА С

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по-ан	один добро пожаловать в (06) сопровождающих вас ІГЛИЙСКИ. ПРОСЬБА ДАВ Ы СИНИМИ ИЛЇЙ ЧЕРНЫМ ИЛЬНОЕ ЗАПОЛНЕНИЕ:	кать ответы, полно Iи черңилами.	ую декларацию і ьбА ЗАПОЛНЯТІ ОСТЬЮ ЗАТУШЕ	ы можете включьеной пременения включьеной включения включения включения включения включения включения включени В включения включен В включения включен	чить се БУКВА ЕТСТВ)	оя и до МИ ИОЩИЕ			P.	4
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	🗅 Аэропорт Сендая 🕻	Аэропорт Ниигата	BNAT	АНЬ (Китайска	я Респ	ублика) (Выбер	ите регион)	:		
🔾 Аэропорт Нариты С	О Аэропорт Ханэда	Аэропорт Haroйи/Centrai	ir O	Гаосюн	0	Гаоюань, Мяоли, Сиг	њчжу			
		Аэропорт Хиросимы	0	Тайчжун			Проч. (уточни	re):		
	<b>Проч. (уточните):</b>									
Последний соединяющий	і пункт (или <b>аэроп</b> арт, ч	г <b>рез</b> который вы пр		РАНА, ВЫДАВИ						
<ul><li>Аэропорт Ханэда</li><li>Проч. (уточните):</li></ul>	🔾 Аэропорт Кансая 💢 Аэ	ропорт Нариты С		Австралия	01		Китай (КНР)	O	Европа	
— проч. (уточнате):			H6 OPIUO	Гонконг Тайвань		O RUHONÍ		O	Филиппи	НЫ
				(Kanadekas Pecnytinusa)	· ·		Проч. (уточни	ej:		
5. Я(МЫ) ПРИВЕЗ(ЛА, ЛИ)									I I MESSAGE	1
<ul> <li>Запрещенные контролируемые в</li> <li>Более одного (О1) ганлона США/;</li> </ul>	вещества, варывчатые вещества или ( 3,7 литров спиртных напитков на одни	оружие.				Делия, изготовленные і Включая мясо, молоко		дикой приро	ды.	
<ul> <li>Растемая или части растений, вк</li> </ul>	почая свежне фрукты и овощи или из	делия, изготовленные из расти				, BRANDADA ALAKO, BADHOKO A GLONTINGI KA CHANY OBNIZA		REPERENT IN	KO 8 HEIKTIDA	men) a
материалов.			Peus	communicación de de	a Edspe	specializates colored	CONTRACTOR NAMED IN	THE PERSON	of incompany	HOLD
<ul> <li>Почву, образцы минералов или і</li> </ul>			The second second	го из вышеуказанного.						-
напогообложению или нет, при или сувенирную продукцию ни: НЕРЕЗИДЕНТЫ могут делать уст	етенных за границей (поношенны обретенных в качестве покупки, г	ых или использованных, под годарка и т.д.). Перечислите ЛЕСЯ РЕЗИДЕНТЫ могут дела	одежащих е все товары ать устную	первой степены (Ти обязательное тюре сотруднику таможе кладь могут быть в	туп 9 GC/ жное зан енной спу іскрыты і	контролируемых вец А, Раздел 67). Нарушк опочение на срок до ј лябы, караются по за и досмотрены. Еспи у сь к сотруднику тамо	энне положений : цесити (10) лет. Л кону. Весь ваш б : вас есть вопросі	этого разде ожные заяг агаж, ручнь	па влечет з вления, сди ке сумки и	33 CC
ОПИСАНИЕ ПРЕДМЕТОВ					7	цена	FOR CUST	OMS US	E ONLY	i e
			7			apoliti				-
				BCETO B BOTTL CIL	IA I					

7. Подтверждаю, что я прочитал(а) и понял(а) требования, изложенные в настоящей форме, и что все устные и письменные заявления, сделанные мной, являются правдивыми.

## ФОРМА ИНФОРМАЦИИ О ПУТЕЩЕСТВУЮЩЕМ ЛИЦЕ



Хафа Адай! Добро пожаловать в Гуам, США! Пожалуйста, потратьте несколько минут на то, чтобы ответить на следующие вопросы. Эта информация помогает нам понять посетителей Гуама и позволит вам наилучшим образом провести время в Гуаме. Мы вам очень признательны за помощь. Си Ю'ос ма'асе (Спасибо) и желаем вам хорошо провести время в Гуаме.

ДЛЯ ЗАПОЛНЕНИЯ ПАССАЖИРАМИ, ПРИБЫВАЮЩИМИ В ГУАМ. ПРОСЬБА ДАВАТЬ ОТВЕТЫ, ПОЛНОСТЬЮ ЗАТУШЕВЫВАЯ СООТВЕТСТВУЮЩИЕ ОВАЛЫ СИНИМИ ИЛИ ЧЕРНЫМИ ЧЕРНИЛАМИ.



II NARNIJOHOE SAHOVIHEHNE: O	Bisitan Guahan
Я являюсь:     Резидентом, возвращающимся в Гуам (отвечайте на вопросы 10, 11, 13)     Посетителем, возвращающимся из однодневного путешествия/ путешествия с ночевкой на другой остров (ОСТАНОВИТЕСЬ ЗДЕСЬ)     Посетителем (отвечайте на вопросы 2 - 13)     Предполагаемым резидентом, поселяющимся в Гуаме на срок свыше 90 дней (отвечайте на вопросы 10 - 13)	10. Главная цель этой поездки в Гуам (УКАЗАТЬ ТОЛЬКО ОДНУ):  (ВОЗВРАЩАЮЩИЕСЯ ВЕЗИДЕНТЫ указывают цель «поездка завершена»)  Отпуск/достопримечательности/отдых Медовый месяц Свадьба и медовый месяц Конгресс/конференция Деловая поездка Трудоустройство Поощрительная поездка Правительство Посулки
B. общей спожности я/мы проведу/проведем в Гуаме:	Посещение друзей и родственников Школьная экскурсия Приключенческая поездка Военный Лечение Проч. (уточните): Спортивная поездка Учеба в шкопе Образовательные тесты СРА Тур на английском языке Свадьба
3. Моя последняя поездка в Гуам была: В этом году 2 года тому назад Я никогда не был(а) в Гуаме В прошлом году Свыше 2 лет тому назад 4. Эта поездка в Гуам для меня: первая (1-я) третья (3-я) пятая (5-я) вторая (2-я) четвертая (4-я) шестая (6-я) и выше	11. Мой род занятий:  Индивидуальный предприниматель Сотрудник компании: управленец Сотрудник компании: менеджер Сотрудник компании: проч. Государственный служащий: управленец Безработный Государственный служащий; менеджер Проч. (уточните):
Б отеле/мотеле     В отеле/мотеле     В отеле/мотеле     В военной резиденции     На борту (корабля)     Проч. (уточните):	<ul> <li>Государственный спужащий: проч./военный</li> <li>Преподаватель</li> <li>Профессионал/специалист</li> <li>(врач, юрист, медсестра и т.д.)</li> </ul>
Бакет, предпоженный турагентом     Группа (Воощрони, организовано выполней, спортивная выманда, проч.)     Поездка, организованная в частном порядке     По предсентах, сода включестко вельзователи программ частых поездех)     поездка	12. Годовой доход семьм в допл. США (до напогов):  Нет дохода \$40,001 - \$60,000 Менее \$16,000 \$60,001 - \$80,000 \$16,000 \$80,001 - \$100,000 \$20,001 - \$40,000 \$100,001 мли более
7. Я/мы путешествую(ем): В одиночку	13. Пол и возраст каждого лица, включенного в эту форму:
<ul> <li>В частной группе с друзьями, знакомыми и т.п.</li> <li>Просьба указать число людей:</li> <li>2</li> <li>3</li> <li>4</li> <li>5 или больше</li> <li>Семейная поездка:</li> </ul>	
Муж и жена Мать и дочь Муж, жена, дети Семья из представителей Корпорация/компания (сослуживец) трех похолений Проч. (уточните):	12-18
8. Метод заказа:  Турпакет (овиебижены и принимание в гостиниция) Свободная независимая поездка	50 - 59
Авиабилеты и проживание в гостинице организованы самостоятельно Только оплаченные авиабилеты Только оплаченные авиабилеты Только оплаченные в пеступице, билет, приобретельної с клользованись пьтотных изив- Тур по приглашению Мобильное устройство Проч. (уточните): Интернет Бронирование по телефону	0-2 3-11 12-18 19-29 30-39 40-49
9. Вы приехапи по безвизовому режиму?  Да Нет	50 - 59