



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

Judiciary of Guam

Administrative Office of the Courts
Procurement and Facilities Management
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DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

September 2, 2025

MEMORANDUM:

To: All Prospective Bidders

From: Administrator of the Courts

Subject: **Amendment No. 1**
Re: IFB 25-08; Laptops

Below are responses to questions submitted to my office:

1. The IFB indicates that bidders who submit their proposals by email must send hard copies to the Judiciary within two weeks of submitting the email proposal. Please clarify, with regard to the Bid Bond Requirement specified in Section 13 of the IFB General Terms and Conditions, when must the bidder's original bid guarantee bond or standby irrevocable Letter of Credit or Certified Check or Cashier's Check be submitted to the Judiciary of Guam?
 - a. If a bidder submits its bid via email, will the Judiciary reject the bid if the emailed bid submission does not include a copy of the bidder's Bid Bond, Letter of Credit, Certified Check, or Cashier's Check?

Response: Yes. The IFB requires that bid documents submitted by email should be the exact documents submitted by mail.

2. Relative to bid submission by email, the IFB indicates on page 7 of 57, "Bidders are also required to send hard copies of their proposal, which include one original and two copies, via courier service or USPS mail to the specified address above. These hard copies must reach the Judiciary within two weeks of submitting the email proposal. The emailed proposal must be an exact copy of the hard copies; if there are any differences between the emailed submission and the hard copies, the Judiciary will reject the bid proposal." If at least one bidder submits via email, please confirm or clarify if Bid Evaluations for this procurement will begin after the two-week period, or when all hard copies are received, whichever is earlier?

Response: Bid review will begin after the bid opening. The Judiciary will not issue award notices until printed copies are received within the 2 weeks from the deadline.

3. Relative to Bid Item 1.0, Additional Requirements, IFB indicates "Must be compatible with the Judiciary's video teleconferencing system." Please provide the system requirements for the Judiciary's video teleconferencing system that will be used to determine bidder compliance with this compatibility requirement.

Response: HDMI and USB Type C ports

4. Relative to Bid Item 1.0, Additional Requirements, IFB indicates "Software license(s) product key codes must be provided upon delivery." Please clarify which software this requirement is referring to?
 - a. If this is referring to the Windows 11 Pro Operating System (OS) software, Microsoft in partnership with OEMs, have moved to the OA 3.0 Activation System in lieu of physical product keys. This means that preinstalled Microsoft Windows licenses from OEMs are embedded and tied to the motherboard of the machine. Thus, no physical key is needed (or provided) for activation. In the event OS recovery is necessary for warranty or support purposes, OEMs provide an online web portal to recover and reinstall the OS for the specific machine. Please confirm that OA 3.0 Activation and online OS recovery as explained above, will be considered responsive to this requirement.

Response: The software license Judiciary is referring to is the Adobe Standard and not the Windows OS and Office 365. The Judiciary already has Office 365 user licenses.

5. Should the Judiciary's responses require further clarification for IFB specification clarity, will JOG accept follow-up questions to JOG responses?

Response: Yes.

6. We respectfully request the deadline for submission be extended to two weeks from the date of JOG's distribution of responses to bidder questions to allow for adequate time to prepare a bid response.

Response: Deadline to submit bids is changed from September 9, 2025 at 2pm, Guam Standard Time, to September 16, 2025 at 2pm, Guam Standard Time.

Please be reminded that this Amendment shall be acknowledged in your bids. Failure to acknowledge this Amendment No. 1 shall result in disqualification from this IFB.

Should you have any questions, please contact the Procurement Office at (671) 475-3290/3175/3212/300-7994 or email at mantonio@guamcourts.gov and ztandoc@guamcourts.gov.



DANIELLE T. ROSETE

cc: IFB File