

CT 2619/97

Contracts Circular N° 20/98  
Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

10<sup>th</sup> June 1998

## **ENVELOPES**

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of envelopes to Government Departments and Parastatal Bodies has been awarded to:

M/S Intermarkets Stationeries Ltd  
BT5 Industrial Estate  
Bulebel  
Zejtun

Tel: 693630

for the sizes and at the prices indicated below. Prices are inclusive of all charges and taxes.

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|--------|--|
| Item 1 | Envelopes (vee flap on long edge), 70gsm minimum, Manilla Buff Colour.<br>Size 114 x 162mm approx. Printed Il-Gvern ta' Malta (10pt - universal caps) at Lm5.61,0 per box by 1000.                 |
| Item 2 | Envelopes (vee flap on long edge), 75gsm minimum, Manilla Buff Colour.<br>Size 160 x 230mm approx. Printed Il-Gvern ta' Malta (12pt - universal caps) at Lm5.15,0 per box by 500.                  |
| Item 3 | Envelopes pocket rectangular (flap on short edge), 120gsm minimum, Manilla Buff Colour.<br>Size 250 x 353mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm9.24,0 per box by 250. |

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- Item 4 Envelopes pocket rectangular (flap on short edge), 120gsm minimum, manilla Buff Colour.  
Size 327mm x 455mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm15.50,0 per box by 250.
- Item 5 Envelopes, window, (vee flap on long edge), 70gsm minimum, Manilla Buff Colour.  
Size 105mm x 234mm approx. Size of window 45 x 120mm to be positioned as follows:- 20mm from bottom edge, 20mm from left edge. Printed il-Gvern ta' Malta. (12pt - universal caps) at Lm9.63,0 per box by 1000.
- Item 6 Envelopes Airmail (vee flap on long edge), 80gsm minimum, white colour. Size 115mm x 162mm approx. Printing as per Clause 8 of the attached specifications. Lm6.80,0 per box by 500.

2. Payments to the above contractor are to be made through:

Mid-Med Bank Ltd  
Bulebel

quoting Bank Guarantee N° 13B-97/08

3. User departments are to note that delivery of the envelopes by the contractor is to be made within ten working days from the date of receipt of the relative requisition.
4. Heads of Department are requested to ensure that the envelopes supplied to them are of the same quality as samples submitted for testing and approved by Government. It is, therefore, recommended that random samples from consignments be submitted to the Standards Laboratory, Evans Building, Valletta for testing. In all cases the laboratory test reference number and date should be invariably quoted.

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Item 1 -	Laboratory Test N° 8B051	}	dated 12 <sup>th</sup> February 1998
Item 2 -	Laboratory Test N° 8B052		
Item 3 -	Laboratory Test N° 8B053		
Item 4 -	Laboratory Test N° 8B053		
Item 5 -	Laboratory Test N° 8B051		
Item 6 -	Laboratory Test N° 8B054		

5. This contract shall run from the 1<sup>st</sup> July 1998 up to the 30<sup>th</sup> June 1999.
6. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.
7. This contract is also governed by the usual 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract.'
8. The Chief Procurement Officer draws the attention of all Accounting Officers that window envelopes, manilla buff colour, size 152mm x 90mm are still available at the Contracts Department, Wied il-Kbir Stores, Qormi. These may be withdrawn as required on presentation of the usual SRIV.

J V Spiteri  
Director of Contracts

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