

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

17 July 1998

**Items of Wear 1999**

1. In order to enable the Procurement Section of this Department to issue the necessary calls for tenders for the supply of items of clothing required during 1999, Heads of Department are requested to provide the following information.
  - (a) Walking Shoes A return indicating the quantities, size and colour of shoes that will be required by entitled male and female messengers. Continental sizes are to be quoted.
  - (b) Summer Uniforms consisting of Jacket and Trousers (applicable to Ministries' Staff, Parliament and Court Messengers I, II and III only) A return indicating the names and grades of the persons for whom the uniforms are intended.
  - (c) Summer Uniforms consisting of Light Grey shirts and Grey Summer trousers / skirts A return indicating the quantities and respective collar sizes of shirts required by entitled male / female messengers and the number of summer uniform trousers / skirts.
  - (d) Summer/Winter Socks and Ladies Tights A return indicating the quantities and sizes of Socks and Ladies Tights.
2. Care should be taken to ensure that all entitled personnel are included in the returns, as otherwise it will be difficult for such personnel to be issued with the relative commodity once the contract quantity is exhausted. Attention is also drawn to MPO Circular No. 100/87 and MPO Circulars No. 38/96 and 69/96.
3. Returns are to reach the Procurement Section of the Contracts Department, Notre Dame Ravelin, Floriana by not later than 30th August 1998.

J V Spiteri  
Director of Contracts

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