

Department of Contracts
Notre Dame Ravelin
Floriana

25th November 1998

To Heads of Department
and Parastatal Bodies

Winter Uniforms 1999/2000

Winter Shirts 1999/2000

Pullovers 1999/2000

Neck Ties

1. The Procurement Section of this Department will soon issue the necessary calls for tenders for the abovementioned items of clothing as will be required by entitled personnel. Heads of Department and Parastatal Bodies are therefore requested to submit a return providing the following information:
 - a) Winter Uniforms: The name, quantity, and grade of the persons for whom the uniforms are intended.
 - b) Winter Shirts: The colour, quantity and respective collar size of the shirts required.
 - c) Pullovers: The colour, quantity and respective chest size of the pullovers required.
 - d) Neck Ties: The number of neck ties required.
2. It is to be ensured that the requirements of all entitled personnel are duly catered for in these return. In this regard MPO Circulars 38/96 and 69/96 should be consulted when drawing up returns.
3. Returns are to reach the Procurement Section of this Department, by not later than the 31st January 1999.

J V Spiteri
Director of Contracts