

Department of Contracts
Notre Dame Ravelin
Floriana

16th July 1999

To Heads of Department
and Parastatal Bodies

Items of Wear 2000

1. In order to enable the Procurement Section of this Department to issue the necessary calls for tender for the supply of items of clothing required during the year 2000, 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 / beige / blue shirts, trousers and skirts A return indicating the quantities and respective collar sizes of shirts required by entitled male / female messengers and the number of summer trousers / skirts.
 - (d) **Summer / Winter Socks and Ladies Tights** A return indicating the quantities and sizes of Socks and Ladies Tights.

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circ. 43/99

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 1999.

J V Spiteri
Director of Contracts

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