

Department of Contracts  
Notre Dame Ravelin  
Floriana

16th July 1999

To Heads of Department  
and Parastatal Bodies

## **XEROGRAPHIC PAPER**

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of white Xerographic Paper to Government Departments and Parastatal Bodies, as and when required, has been placed with:

Messrs Arrowswift Contacts Ltd  
Zinzel Street  
Qormi QRM 11

Tel: 487006

at the following prices which are inclusive of all charges and 15% VAT.

Item 1.1 - size 210mm x 297mm (A4) at Lm1.86 per ream (x 500 sheets) delivered.

Item 1.2 - size 297mm x 420mm (A3) at Lm3.69 per ream (x 500 sheets) delivered.

2. Payments to contractor are to be made through:

Mid-Med Bank Ltd  
Qormi

quoting Bank Guarantee No: 54-99/30

3. This contract shall run from the 1st August 1999 up to the 31st July 2000.

.../...

..... *cont. Circ. 45/99*

4. Paper supplied shall be watermarked "GM".
5. The attention of Heads of Department and all Accounting Officers is particularly drawn to Clauses 6,7,8 and 12 of the attached specifications and special conditions regulating this contract.
6. User Departments are requested to ensure that the xerographic paper supplied to them is of the same quality as sample submitted for testing and approved by Standards Laboratory Result No. 81166 (A4) and 811610 (A3) dated 1st October 1998 and this by periodically submitting supplied paper for testing at the Standards Laboratory, Evans Building, Merchants Street, Valletta.
7. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these are strictly adhered to.
8. This contract is also governed by the attached "General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract."

J V Spiteri  
Director of Contracts

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