

Department of Contracts
Notre Dame Ravelin
Floriana

16th November 1999

To Heads of Department
and Parastatal Bodies

Re: Procedure for the withdrawal of tenders from the Department of Contracts

In order to ensure a higher degree of security in the delivery of tenders from the Department of Contracts and their receipt at the departments/parastatal entities concerned the following procedure should henceforth to be invariably followed:

1. Messengers or other officials have to be personally authorised by their respective Head of Department or Chairman to collect the tenders and the relative files from the Department of Contracts. For this reason Heads/Chairmen should inform the Department of Contracts who these authorised personnel are. Other particulars, including their grade and I.D. number, should be provided. Documents will only be handed over to authorised personnel who will also sign the relevant Contracts Department's register before affecting withdrawal.
2. When the tenders and the respective files are delivered to the department/parastatal entity concerned, the relative packet can only be opened by the addressee who is invariably the Head of Department or the Chairman of the parastatal body involved. However, to ensure that in the absence of the latter the movement of papers is not delayed, Heads and Chairmen are requested to nominate not more than two officials of an appropriate grade who will be authorised to receive and open the relevant packet on their behalf. The names and grade of these officials are to be furnished to the Contracts Department. The tenders packet will also include a receipt/acknowledgment form which is to be kindly filled in by the Head/Chairman or one of his nominated substitutes. The completed form (Specimen enclosed) is to be forwarded to the Department of Contracts (by fax/mail) immediately after the receipt and opening of the tenders' packet.

The particulars of authorised personnel, as requested above, should reach the undersigned by not later than the 30th November 1999. The list should be signed by the Head of Department or the Chairman of the parastatal body as applicable.

Your co-operation would be appreciated.

J. V. Spiteri
Director of Contracts

Encl.

Specimen

Department's / Parastatal Body's Letterhead

CT 2579/99

Date: _____

Director General
Department of Contracts
Notre Dame Ravelin
Floriana

Ref: Advert CT _____

Subject: _____

With reference to the above-quoted advert I acknowledge receipt of
file no. _____ together with _____ tenders.

Signature _____

Title _____

Date _____