

Department of Contracts
Notre Dame Ravelin
Floriana

23rd November 1999

To Heads of Department
and Parastatal Bodies

Winter Uniforms 2000/01

Winter Shirts 2000/01

Pullovers 2000/01

Neck Ties

1. The Procurement Section of this Department will soon issue the necessary calls for tenders for the above mentioned 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 15th January 2000.

J V Spiteri
Director of Contracts