

CT 2595/99

Contracts Circular N° 26/2000
Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

19th May 2000

ENVELOPES

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of envelopes to Government Departments and Parastatal Bodies has been awarded to:

M/S Intermarkets Stationeries Ltd
BT5 Industrial Estate
Bulebel
Zejtun

VAT No.: 1111-7035

Tel: 693630

for the sizes and at the prices indicated below. Prices are inclusive of all charges and 15% VAT.

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| Item 1 | Envelopes (vee flap on long edge), 70gsm minimum, Manilla Buff Colour.
Size 114 x 162mm approx. Printed Il-Gvern ta' Malta (10pt - universal caps) at Lm4.80,0 per box by 1000. |
| Item 2 | Envelopes (vee flap on long edge), 75gsm minimum, Manilla Buff Colour.
Size 157 x 231mm approx. Printed Il-Gvern ta' Malta (12pt - universal caps) at Lm4.50,0 per box by 500. |
| Item 3 | Envelopes pocket rectangular (flap on short edge), 120gsm minimum, Manilla Buff Colour.
Size 250 x 356mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm8.20,0 per box by 250. |

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- Item 4 Envelopes pocket rectangular (flap on short edge), 120gsm minimum, manilla Buff Colour.
Size 326mm x 453mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm14.00,0 per box by 250.
- Item 5 Envelopes, window, (vee flap on long edge), 70gsm minimum, Manilla Buff Colour.
Size 105mm x 233mm approx. Size of window 45 x 120mm to be positioned as follows:- 20mm from bottom edge, 20mm from left edge. Printed il-Gvern ta' Malta. (12pt - universal caps) at Lm8.20,0 per box by 1000.
- Item 6 Envelopes Airmail (vee flap on long edge), 80gsm minimum, white colour. Size 114mm x 162mm approx. Printing as per Clause 8 of the attached specifications. Lm6.80,0 per box by 500.
2. Payments to the above contractor are not to be made until further notice.
 3. User departments are to note that whenever an order exceeds the quantity of 50,000 envelopes under individual items 1, 2, 5 and 6 and 20,000 envelopes for each item 3 and 4, contractor has undertaken to print free of charge on the envelopes supplied the name of the respective Government Department. Moreover it is to be pointed out that delivery of envelopes is to be made within ten days from the date of receipt of the relative requisition.
 4. Heads of Department are requested to ensure that the envelopes supplied to them are of the same quality as samples submitted for testing and approved by Government. It is, therefore, recommended that random samples from consignments be submitted to the Malta National Laboratory, Evans Building, Valletta for testing. In all cases laboratory test reference number 046.00 dated 7th February 2000 should be invariably quoted.

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5. This contract shall run from the 1st July 2000 up to the 30th June 2001.
6. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.
7. This contract is also governed by the usual 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract.'

J V Spiteri
Director General (Contracts)

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