

To Heads of Department
and Parastatal Bodies

17th June 2002

Envelopes

1. Heads of Department and Accounting Officers are requested to note that the contracts for the supply and delivery of envelopes to Government Departments and Parastatal Bodies, as and when required, have been placed with the contractor shown below at the prices indicated on the attached Schedule. Prices are inclusive of all charges and taxes including VAT at 15%.

(A) M/S Intermarkets Stationeries Ltd
BT5 Industrial Estate
Bulebel
Zejtun

Tel: 21693630

VAT: 1111-7035

2. This contract shall run from the 1st July 2002 up to the 30th June 2003.
3. Payments to the above contractors are not to be made until further notice.
4. 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.
5. 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 051/02 dated 28th March 2002 should be invariably quoted.

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.... cont. Circ 27/2002

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)

encls.

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The Schedule

- Item 1: Envelopes, Vee flap on long edge, 70gsm minimum
Manilla Buff Colour.
Size: 115 x 163mm approx.
Printed Il-Gvern ta' Malta (10pt - universal caps)
at Lm4.50,0 per box by 1000.
- Item 2: Envelopes Vee flap on long edge, 78gsm minimum
Manilla Buff Colour.
Size: 156 x 230mm approx.
Printed Il-Gvern ta' Malta (12pt - universal caps)
at Lm5.20,0 per box by 500.
- Item 3: Envelopes pocket rectangular flap on short edge, 121gsm minimum,
Manilla Buff Colour
Size: 261mm x 356mm approx.
Printed Il-Gvern ta' Malta (16pt - universal caps)
at Lm6.60,0 per box by 250.
- Item 4: Envelopes, pocket, rectangular flap on short edge, 123gsm minimum,
Manilla Buff Colour
Size: 330mm x 457mm approx.
Printed Il-Gvern ta' Malta (16pt - universal caps)
at Lm12.00,0 per box by 250.
- Item 5: Envelopes, window, Vee flap on long edge, 75gsm minimum
Manilla Buff Colour
Size: 233 x 105mm approx.
Size of window 41 x 102mm to be positioned as follows:
15mm from bottom edge and 20mm from left edge
at Lm6.67,0 per box by 1000.
- Item 6: Envelopes, Airmail, Vee flap on long edge, 86gsm minimum,
White colour
Size: 115mm x 163mm approx.
Printing as per Clause 8 of the attached specifications
at Lm6.00,0 per box by 500.