

To Heads of Department
and Parastatal Bodies

6th September 2002

XEROGRAPHIC PAPER

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

Messrs Galaxy Ltd
N Saura Street
Siggiewi QRM 14

VAT N°: 1004-1035
Tel: 21447328/21461191

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

Item 1.1 - size 210mm x 297mm (A4) at Lm1.60,0 per ream (x 500 sheets) delivered.

Item 1.2 - size 297mm x 420mm (A3) at Lm3.30,0 per ream (x 500 sheets) delivered.

2. Payments to contractor are to be made through:

Bank of Valletta Ltd
Bridge Wharf
Marsa

quoting guarantee No.: BW/10/900/02

3. This contract shall run from the 1st October 2002 up to the 30th September 2003.

...cont Circ. 35/2002

4. Paper supplied shall be watermarked "GM" and the label on each ream marked 'ETG - UK.'
5. The attention of Heads of Department and all Accounting Officers is particularly drawn to Clauses 6, 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 the National Laboratory Result No. 106/02 (XP 18) dated 3rd June 2002 and this by periodically submitting supplied paper for testing at the Malta National 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 General (Contracts)

enc.

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