

To Heads of Department
and Parastatal Bodies

22nd November 2002

Winter Uniforms 2003/04
Winter Shirts 2003/04
Waterproofs 2003/04
Pullovers 2003/04
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, quantify 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.
 - e Waterproofs: The quantity and size (small, medium, large or extra large) of the raincoats 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 to reach the Procurement Section of this Department, by not later than the 10th January 2003.

J V Spiteri
Director General (Contracts)

/sb