

To Heads of Department
and Parastatal Bodies

22nd August 2003

TABLET DIARIES AND WALL CALENDARS 2004

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of Tablet Diaries and Wall Calendars (supply only) has been placed with the following contractors. Prices are inclusive of all charges including VAT.

2. **Tablet Diaries (Supply and Delivery)**

Mr. Michael Deguara
3 St. Peter Street
Mgarr

VAT: 1009 - 9411

Tel: 21575612

at the following prices:

Item 1 - Tablet Diaries, seven days to a page - 35c each

Item 2 - Tablet Diaries, three days to a page - 45c each

3. Payments are to be made direct to contractor.

4. User departments are requested to ensure that the diaries supplied to them are of the same quality and workmanship as sample available at the Procurement Section of this Department.

....cont. Circ. 33/2003

5. **Wall Calendars (to be collected by Department)**

Government Printing Press
Factory A29
Industrial Estate
Marsa

Tel: 21224466/7

at 21c each.

6. Payments to the Government Printing Press are to be made by means of a DAS schedule of payment quoting Department Code 04.
7. This contract shall run up to the 31st December 2003.
8. Heads of Department are to ensure that the number of diaries/calendars ordered should correspond to their original return submitted in terms of Contracts Circular No 7/2003 dated 10th March 2003.
9. The conditions regulating this contract are attached and Heads of Department are to ensure that these conditions are strictly adhered to.
10. 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)

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