

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

24th November 2003

Winter Uniforms 2004/05

Winter Shirts 2004/05

Waterproofs 2004/05

Pullovers 2004/05

Neck Ties 2004/05

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, quantity 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 returns. 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 2nd January 2004.

J V Spiteri
Director General (Contracts)
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