

Department of Contracts  
Notre Dame Ravelin  
Floriana

6<sup>th</sup> September 2004

To Heads of Department  
and Parastatal Bodies

**Winter Shirts - 2004/2005**

1. Heads of Department and Accounting Officers are hereby informed that the contract for the supply and delivery of Winter Shirts to Messengerial Staff/Security Guards in Government Departments and Parastatal Bodies has been awarded to the following contractor at the prices indicated. Prices are inclusive of all charges and taxes including 18% VAT.

M/S Astor Co. Ltd.  
Astor House  
St.Julians Road  
B`Kara

VAT No: 13293526

Tel: 21447309

Male and Female, long sleeves  
light blue and white at Lm3.25,0

2. Payments to the above contractor are to be made through:

Bank of Valletta Ltd  
San Gwann

quoting Guarantee No: G/67/092/95.

3. Heads of Department are to ensure that the contractor shall sew on the inside of each shirt a label bearing the letters "GM", size, the name of the contractor and the year of manufacture of the shirt.

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... cont. Circ 65/2004

4. The attention of Heads of Department and Parastatal Bodies is drawn to OPM Circular No. 100/87 and MPO 38/96 dated 20 May 1996 informing them of entitlements and frequency of issue regarding items of wear to entitled personnel.
5. Heads of Department are requested to ensure that the shirts supplied to them are of the same quality as samples submitted for testing and approved by the Malta National Laboratory, Evans Building, Merchants Street, Valletta. Shirts are to be periodically submitted for testing at the above address quoting Laboratory result No 328/04 (WS 17) - dated 17<sup>th</sup> June 2004.

A sample winter shirt/fabric is available at the Procurement Section of the Department of Contracts Floriana and may be inspected for colour, material and style.

6. This contract shall run up to 31st March 2005.
7. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions 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)

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