

Department of Contracts  
Notre Dame Ravelin  
Floriana

6<sup>th</sup> September 2004

To Heads of Department  
and Parastatal Bodies

### **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 18% VAT.

Item 1.1 - size 210mm x 297mm (A4) at Lm1.56,0 per ream (x 500 sheets) delivered.

Item 1.2 - size 297mm x 420mm (A3) at Lm3.38,0 per ream (x 500 sheets) delivered.

2. Payments are not to be made until further notice.
3. This contract shall run from the 1st October 2004 up to the 30th September 2005.

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*...cont Circ. 68/2004*

4. Paper supplied shall be watermarked "GM".
5. The attention of Heads of Department and all Accounting Officers is particularly drawn to Clauses 7 and 8 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. 274/04 (Code XP99) dated 15<sup>th</sup> June 2004 and this by periodically submitting supplied paper for testing at the Malta National Laboratory, San Gwann.
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)

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