

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

25 October 2007

**Items of Wear**

**Summer 2008 and Winter 2008/2009**

1. In order to enable the Procurement Section of this Department to issue the necessary calls for tenders for the supply of items of clothing required during the year 2008, Heads of Department are requested to provide the following information.

**SUMMER**

- |   |  |
|---|--|
| (a) <b>Summer Uniforms</b> consisting of Light Grey Jacket and Trousers (applicable to Ministries' Staff, Parliament and Court Messengers I, II and III and Security Officers only) | A return indicating the names and grades of the messengers for whom the uniforms are intended.                                   |
| Greyish Blue Jacket and Trousers for Security Guards  | A return indicating the names and grades of the Security Guards for whom the uniforms are intended.                              |
| (b) <b>Summer Uniforms</b><br>Spare Trousers and Skirts Light Grey  | A return indicating the quantities by entitled male / female messengers  |
| Spare Trousers and Skirts Greyish Blue  | A return indicating the quantities by entitled male / female security guards   |
| (b) <b>Summer Uniforms</b> consisting of Light Grey / Greyish Blue / White shirts   | A return indicating the quantities / colour and respective collar sizes of shirts required by entitled male / female messengers. |
| (c) <b>Summer / Winter Socks and Ladies Tights</b>  | A return indicating the colour, quantities and sizes of Socks and Ladies Tights.   |

## WINTER

- |   |   |  |
|---|---|--|
| a | <b>Winter Uniforms:</b> consisting of Dark Blue Jacket and Trousers<br>The name, quantity, and grade of the persons for whom the uniforms are intended. (applicable to Ministries' Staff, Parliament and Court Messengers I, II and III and Security Officers only) | A return indicating the names and grades of the messengers for whom the uniforms are intended.                                   |
|   | Greyish Blue Jacket and Trousers for Security Guards  | A return indicating the names and grades of the security guards for whom the uniforms are intended.                              |
| b | <b>Winter Uniforms</b><br>Spare Trousers and Skirts (Dark Blue)   | A return indicating the quantities by entitled male / female messengers  |
|   | Spare Trousers and Skirts for Security Guards (Greyish Blue)  | A return indicating the quantities by entitled male / female security guards   |
| c | <b>Winter Shirts:</b> The colour, quantity and respective collar size of the shirts required. Light Blue and White  | A return indicating the quantities / colour and respective collar sizes of shirts required by entitled male / female messengers. |
| d | <b>Pullovers:</b> Dark Blue   | The colour, quantity and respective chest size of the pullovers required.  |
| e | <b>Neck Ties:</b> Dark Blue or Black  | The colour and number of neck ties required  |
| f | <b>Waterproofs:</b> Dark Blue   | The quantity and size (small, medium, large or extra large) of the raincoats required.   |

2. Care should be taken to ensure that all entitled personnel are included in the returns, as otherwise it will be difficult for such personnel to be issued with the relative commodity once the contract quantity is exhausted. Attention is also drawn to MPO Circular No. 100/87 and MPO Circulars No. 38/96 and 69/96.
3. Returns are to reach the Procurement Section of the Contracts Department, Notre Dame Ravelin, Floriana by not later than 30 November 2007.

**Returns are to be submitted on the attached forms.**

F. Attard  
Director General (Contracts)

## SUMMER

Different Size charts are to be used for different shirt colours.

<b>SUMMER Shirts</b>		<b>Males Colour</b>														
	<b>Sizes</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>50</b>	<b>52</b>	<b>54</b>
<b>Name</b>	<b>Sizes</b>	<b>14</b>	<b>14.5</b>	<b>15</b>	<b>15.5</b>	<b>16</b>	<b>16.5</b>	<b>17</b>	<b>17.5</b>	<b>18</b>	<b>18.5</b>	<b>19</b>	<b>19.5</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Totals</b>																

<b>SUMMER Shirts</b>		<b>Females Colour</b>										
	<b>Sizes</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>
<b>Name</b>	<b>Sizes</b>	<b>13</b>	<b>13.5</b>	<b>14</b>	<b>14.5</b>	<b>15</b>	<b>15.5</b>	<b>16.5</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Totals</b>												

**Summer / Winter**

Socks						Female Tights			
Sizes	41	42	43	44	45	Sizes	2	3	4
<b>Totals</b>									

- A) Total Number of Summer Full Uniforms Light Grey \_\_\_\_\_ Greyish Blue \_\_\_\_\_
- B) Total Number of Trousers (excluding A) Light Grey \_\_\_\_\_ Greyish Blue \_\_\_\_\_
- C) Total Number of Skirts (excluding A) Light Grey \_\_\_\_\_ Greyish Blue \_\_\_\_\_

## WINTER

Different Size charts are to be used for different shirt colours.

<b>WINTER Shirts</b>		<b>Males Colour</b>														
	<b>Sizes</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>50</b>	<b>52</b>	<b>54</b>
<b>Names</b>	<b>Sizes</b>	<b>14</b>	<b>14.5</b>	<b>15</b>	<b>15.5</b>	<b>16</b>	<b>16.5</b>	<b>17</b>	<b>17.5</b>	<b>18</b>	<b>18.5</b>	<b>19</b>	<b>19.5</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Totals</b>																

<b>WINTER Shirts</b>		<b>Females Colour</b>										
	<b>Sizes</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>
<b>Names</b>	<b>Sizes</b>	<b>13</b>	<b>13.5</b>	<b>14</b>	<b>14.5</b>	<b>15</b>	<b>15.5</b>	<b>16.5</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	<b>Totals</b>											

## WINTER

### Pullovers

Sizes	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"	58"
Sizes	46	48	50	52	54	56	58	60	62	64	66	68
<b>Totals</b>												

### Waterproofs

Sizes	Small	Medium	Large	XLarge
<b>Totals</b>				

- A) Total Number of Winter Full Uniforms    Dark Blue \_\_\_\_\_    Greyish Blue \_\_\_\_\_
- B) Total Number of Trousers (excluding A)    Dark Blue \_\_\_\_\_    Greyish Blue \_\_\_\_\_
- C) Total Number of Skirts (excluding A)    Dark Blue \_\_\_\_\_    Greyish Blue \_\_\_\_\_
- D) Total Number of Neck Ties    Blue \_\_\_\_\_    Black \_\_\_\_\_