

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

20 October 2007

Winter Shirts - 2007/2008

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

Tel: 21447309

VAT No: 1329-3526

Item 1 - Male Light Blue Shirts, at the rate of Lm3.32,0 per shirt, for all sizes;
Item 2 - Female Light Blue Shirts, at the rate of Lm3.32,0 per shirt, for all sizes;
Item 3 - Male White Shirts, at the rate of Lm3.32,0 per shirt, for all sizes;
Item 4 - Female White Shirts, at the rate of Lm3.32,0 per shirt, for all sizes.

2. Payments are to be made direct to contractor.
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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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, Industrial Estate San Ġwann. Shirts are to be periodically submitted for testing at the above address quoting Laboratory result No 543/07 dated 3 September 2007.

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 31 March 2008.
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.”

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Director General (Contracts)

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SPECIFICATIONS AND SPECIAL CONDITIONS FOR THE SUPPLY OF WINTER SHIRTS

Scope of Contract

1. This contract provides for the supply and delivery, inclusive of Value Added Tax, Customs Import Duty, ECO Contribution (if any) and other charges, as applicable to Government Departments and Parastatal Bodies, as and when required, of Winter Shirts as described in the attached specifications. Supplies shall be made in accordance with the attached General Conditions of Contract for the supply of goods and materials under a framework agreement (running period contract) insofar as they are not inconsistent with the conditions in these specifications and conditions.

Period of Completion

2. The contract shall run from date of award up to the 31st March 2008. However the validity of contract may be extended for a further period of two months after the due termination date.

Quantities

3. The quantity shown on the attached Schedules are only indicative and where necessary may be exceeded. However Government reserves the right not to order the whole quantity shown against each item and Government would not by doing so be held liable to any damages or other cost whatsoever.

Samples

4. Tenderers are required to submit to the Procurement Section of the Contracts Department, Floriana, a sample of the shirt manufactured in accordance with these specifications and a sample cloth showing the quality and shade of the material to be used for the manufacture of the shirts. The sample cloth should be at least one square metre in area and should include at least one selvedge. Samples, which are to bear a label marked clearly with the name and address of the tenderer, are to be submitted by the due date and time fixed for the delivery of tenders. Failure to comply with this clause will invalidate the tender.

Deliveries

5. A supply shall be made on receipt of a Requisition or Order from the Head of Department concerned or his representative and the shirts delivered within the time specified. Government will not accept liability for verbal orders and will not meet claims for any value thereof even though the shirts may be supplied and made use of by the department concerned.
6. The contractor shall sew on the inside of each shirt a label bearing the letters 'G.M.', size, the name of the contractor and the year of manufacture of shirt.
7. Each requisition shall contain the name of the persons who are to receive the shirts. Each shirt delivered is to be packed in a plastic bag with the size clearly stamped on each shirt.
8. The shirts to be supplied under the contract shall be in accordance with these specifications and as per approved sample. The Head of Department shall have the power to reject any consignment or part thereof, should it not be to his satisfaction or should the material not be in accordance with the specification/sample submitted by contractor and approved by Government for award of contract. Any rejected shirts shall be collected by the contractor within five days and replaced by others within ten days of the receipt of a notice to that effect from the Heads of Departments concerned. Payments for delivered shirts will be effected only after these are found to be to entire satisfaction of the Head of Department as well as those entitled to wear them.

Specifications

9. The shirts are to be manufactured in Light Blue/White colour (as indicated on the attached schedule) with attached stiff colour, long sleeves, with comfortable arm hole, shoulder flaps for epaulettes, double shoulder yoke, box pleat at the back, and two breast pockets with flaps and buttons. Workmanship and cut will be taken into consideration in awarding contract.

10. The material to be used in the manufacture of the shirts shall be pre shrunk polyester cotton poplin. The weight per square metre is to be 95 grams minimum whilst the filling is to be 0.5% maximum. The threads per cm and maximum percentage of shrinkage allowed should be as follows:

	Threads/cm	Shrinkage % (Water Relaxation)
Warp	42 minimum	0.5 maximum
Weft	28 minimum	0.5 maximum

General Conditions

Prices

Tenderers shall quote a unit rate in Maltese currency for each shirt they offer to supply. Tenderers must quote a price for each individual item as per schedule. Failure to comply will involve non-consideration of the tender. Prices shall be inclusive of Value Added Tax, Customs Import Duty and ECO Contribution (if any) and other charges as applicable. Moreover the successful bidder shall be bound to conform in all respects with VAT legislation and regulations.

Tenderers are to quote for all items in the schedule so that incomplete offers may not be considered. It shall be the prerogative of the Department of Contracts to decide whether one full contract or partial ones should be awarded.

The Head of Department or his representative reserves the right to inspect the material at the Contractor's warehouse.