

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

25 October 2007

TABLET DIARIES AND WALL CALENDARS 2008

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of Tablet Diaries and Wall Calendars (supply only) has been placed with the following contractors. Prices are inclusive of all charges including 18% VAT.

2. **Tablet Diaries (Supply and Delivery)**

Michael Deguara
3 St Peter Street
Mgarr MST 10

VAT: 1009 – 9411
Tel: 21575612

at the following prices:

Item 1 - Tablet Diaries, seven days to a page – 0.53c3 each;
Item 2 - Tablet Diaries, three days to a page – 0.80c each

3. Payments are to be made direct to contractor.
4. User departments are requested to ensure that the diaries supplied to them are of the same quality and workmanship as sample available at the Procurement Section of this Department.

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Circ. 36/2007

5. **Wall Calendars (to be collected by Department)**

Government Printing Press
Factory A29
Industrial Estate
Marsa

Tel: 21224466/7

at 0.30c each.

6. Payments to the Government Printing Press are to be made by means of a DAS schedule of payment quoting Department Code 04.
7. Deliveries shall be made after the 15 November 2007. This contract shall run up to the 31 December 2007.
8. Heads of Department are to ensure that the number of diaries/calendars ordered should correspond to their original return submitted in terms of Contracts Circular No 10/2007 dated 13 April 2007.
9. The conditions regulating this contract are attached and Heads of Department are to ensure that these conditions are strictly adhered to.
10. This contract is also governed by the attached "General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract."

F. Attard
Director General (Contracts)

encl.

SPECIFICATIONS AND CONDITIONS FOR THE SUPPLY OF TABLET DIARIES

Scope of Contract

1. This contract provides for the supply and delivery, inclusive of Value Added Tax, Customs Import Duty if any, ECO Contribution (if any) and other charges as applicable, to Government Departments and Parastatal Bodies as and when required of Tablet Diaries, 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 running (Period) Contract insofar as these are not inconsistent with these specifications and special conditions.

Period of Completion

2. This contract shall run from date of award up to 31st December 2007.

Quantities

3. The quantities shown on the schedule are only indicative and where necessary may be exceeded.

SPECIFICATIONS

- 4a. The successful tenderer is to provide the necessary material, print, staple and bind the tablet diaries for the year 2007.
- b. The weight of the material to be used for the tablet diaries shall be as indicated hereunder:-

Front Cover	–	240 gsm minimum
Back Cover	–	260 gsm minimum
Paper for Printing	–	70 gsm minimum
- c. The measurements of the diaries shall be approximately 240mm long and 165mm wide. Variations to the stated measurements may be allowed.
- d. The number of days to a page and the quantity of tablet diaries required of each type are set out in the schedule.
- e. Printing on the diaries shall be in Maltese on one side of the sheet only.

- f. Each tablet diary shall contain on one page, calendars for 2007, 2008 and 2009. The thickness of the back and front cover shall be as specified in clause 4. On the front cover are to be printed in RED the following words suitably set:-

**IL-GVERN TA' MALTA
DJARJU 2008**

- g. Public and National Holidays are to be shown printed in red against their respective dates as follows:-

1	Jannar	Btala Pubblika	L-Ewwel tas-Sena
10	Frar	Btala Pubblika	San Pawl
19	Marzu	Btala Pubblika	San Ġużepp
31	Marzu	Festa Nazzjonali	Jum il-Helsien
21	April	Btala Pubblika	Il-Ġimgha l-Kbira
1	Mejju	Btala Pubblika	Jum il-Haddiem
7	Ġunju	Festa Nazzjonali	Is-Sette Giugno
29	Ġunju	Btala Pubblika	San Pietru u San Pawl
15	Awissu	Btala Pubblika	Santa Marija
8	Settembru	Festa Nazzjonali	Jum il-Vittorja
21	Settembru	Festa Nazzjonali	Jum l-Indipendenza
8	Diċembru	Btala Pubblika	L-Immakulata Kuncizzjoni
13	Diċembru	Festa Nazzjonali	Jum ir-Repubblika
25	Diċembru	Btala Pubblika	Il-Milied