

CT 2072/2008

Contracts Circular N° 17/2008

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Ministries and  
Heads of Departments

02 June 2008

**Summer Shirts 2008**

- (1) Heads of Department and Accounting Officers are requested to note that the framework agreement for the supply and delivery of Summer Shirts to entitled personnel in Government Departments has been awarded to the contractor shown hereunder at the prices indicated. Prices are inclusive of all charges and taxes including 18% VAT.

BTI Uniforms  
KW 15 Industrial Estate  
Corradino  
PAOLA

VAT No: 1428-9518

Tel: 21 822199/5 - 21666199

Item 1: Male, Light Grey	] at €4.30 each
Item 2: Male, White	
Item 3: Male, Light Blue	
Item 4: Female, Light Grey	
Item 5: Female, White	
Item 6: Female, Light Blue	

Payments are not to be made until further notice.

- (2) This contract shall run up to the 30 September 2008.

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..... *cont. Circular 17/2008*

- (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.
- (4) The attention of Heads of Department and Parastatal Bodies is drawn to OPM Circular No. 100/87 and MPO Circulars No. 38/96 and 69/96 informing them of entitlements, colour 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 sample submitted for testing and approved by the National Laboratory, San Gwann Industrial Estate, San Gwann prior to the award of the contract. Thus it is recommended that shirts from consignments received be periodically submitted for testing at the above address. In all cases the laboratory test result number 137/08/3 (Code SS11) dated 14 May 2008 should be invariably quoted. A sample shirt is available at the Procurement Section of this Department and may be inspected for workmanship and style.
- (6) Furthermore you are also to ensure that the conditions of contract are strictly adhered to especially Clauses 6, 8 and 12.
- (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 governed by the usual 'General Conditions of Contract for the supply of Goods and Materials under a Running Framework Agreement (Period Contract).

F Attard  
Director General (Contracts)

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extract

### **Specifications**

4. The shirts are to be manufactured in the colours indicated on the attached schedule with attached stiff collar, short 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.

5. The material to be used in the manufacture of the shirts shall conform to the following requirements.

Type of material	Pre-shrunk Polyester/ cotton
Weight/g/m,	95 minimum, 110 maximum
Filling %	0.5% maximum
Threads/cm	
Warp	42 minimum
Weft	28 minimum

#### **Shrinkage, %**

(Water Relaxation)

Warp	0.5% maximum
Weft	0.5% maximum
Composition	Cotton/Polyester mixture

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.

### **Samples**

7. Tenderers are required to submit to the Procurement Section of the Contracts Department, Floriana, **a sample of the shirt made out to the above specifications and a sample cloth of at least one square metre in area**, which should include at least one selvedge. Sample is to show also the shade of the material to be used for the manufacturing of the shirts. 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 fixed for the delivery of tenders. **Failure to comply with these conditions will invalidate the tender.**

## **Deliveries**

8. The shirts to be supplied under the contract shall be in accordance with the above specifications and as per approved sample. Should the contractor deliver shirts NOT in accordance with the provisions of this clause, the contractor shall become liable to the payment of a penalty equivalent to the value, at the contract price, of the item/s so delivered. Furthermore, the contractor is to replace any damaged wearing resulting from faulty manufacture.
9. Consignments of goods must be strictly delivered within ten working days from receipt of order.
10. The shirts are required in all the standard sizes. In case where a non-standard size of shirt is required any extra cost shall be borne by the employee himself.
11. Whenever necessary the contract shall be required to take the necessary measurements and to ensure that the shirts fit properly the persons for whom they are required to the satisfaction of the person concerned and that of the Head of Department or his representative. The measuring of persons for whom the shirts are ordered shall be taken at the place indicated by the various Heads of Departments at the Contractor's expense. Gozo employees will be required to call at the contractor's premises.
12. The contractor shall supply the shirts within the time stipulated on requisition duly signed by the Head of Department concerned or his representative. The requisitions shall contain the name of the persons who are to receive the shirts. Each shirt is to be packed in a plastic bag with the size clearly stamped on each shirt.
13. 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. Vouchers shall be prepared for payment to the contractor when the persons for whom the shirts are intended are properly fitted to the entire satisfaction of the Head of Department concerned.