

CT 2062/2008

Contracts Circular N° 23/2008

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

29 July 2008

**Envelopes**

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of envelopes with strip seal flaps to Government Departments and Parastatal Bodies, as and when required, have been placed with the contractor shown below at the prices indicated on the attached Schedule. Prices are inclusive of all charges and taxes including VAT at 18%.

(A) M/S Intermarkets Stationeries Ltd  
BT5 Industrial Estate  
Bulebel  
Żejtun

Tel: 21693630  
Fax: 21693546  
VAT: 1111-7035

2. This contract shall run up to the 30 June 2009.
3. Payments to the above contractor are not to be made until further notice.
4. It is to be pointed out that delivery of envelopes is to be made within ten days from the date of receipt of the relative requisition.
5. Heads of Department are requested to ensure that the envelopes supplied to them are of the same grammage as indicated on the attached Schedule.
6. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.
7. This contract is also governed by the usual 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract.'

F Attard  
Director General (Contracts)

*Encls*

## **SCHEDULE**

- Item 1 Size 114 x 163mm at the price of €15.75 per box of 1000;
- Item 2 Size 157 x 230mm at the price of €14.00 per box of 500;
- Item 3 Size 261 x 356mm at the price of €22.15 per box of 250;
- Item 4 Size 330 x 467mm at the price of €30.30 per box of 250;
- Item 5 Size 105 x 233mm at the price of €22.50 per box of 1000;
- Item 6 Size 115 x 162mm (Airmail) at the price of €8.15 per box of 500

## **SPECIFICATIONS AND CONDITIONS FOR THE SUPPLY OF ENVIRONMENTAL QUALITY ENVELOPES**

### **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, as and when required, of Envelopes as described in the attached specifications. Supply 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 the 1st July 2008 up to the 30th June 2009. However, the validity of the contract may be extended for a further period of three months after the due termination date unless a fresh contract will first have been awarded.

### **Quantities**

3. The quantity shown on Schedule is 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. Three samples of each type of envelope the tenderer proposes to supply shall be delivered at the Procurement Section of the Contracts Department, Floriana, by the due date and time fixed for the submission of tenders. Samples are to bear a label marked clearly with the name and address of the tenderer. Failure to comply with this condition will invalidate the tender.

### **Deliveries**

5. Supply shall be made against a written Requisition or Order by the Head of Department concerned or his representative. Government will not accept liability for verbal orders and will not meet claims for any value thereof even though the material may have been supplied and made use of by the Department concerned.

Delivery shall be affected within not more than ten (10) working days from the date of the written order or requisition. The contractor shall, however, be bound to keep in stock at all times a supply equivalent to 5% of the quantities indicated in the schedule, which

stocks shall cater for any emergency requirement as duly approved by the Director of Contracts.

6. 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 specifications/sample submitted by contractor and approved by Government for award of contract. Any rejected material shall be collected by the contractor and replaced within ten days of the receipt of notice to that effect from the Heads of Department concerned. Vouchers shall be prepared for payment to the contractor when the material is to the entire satisfaction of the Head of Department concerned.

### **Specifications**

7. The paper used in the manufacture of the envelopes must (a) be recycled and shall not contain toxic ingredients harmful to the environment, (b) bear an international recognized eco-label confirming the quality of environmental protection.

Tenderers must submit with their offer certificates issued by an independent recognized body confirming (a) and (b) above.

Non-compliance with this clause will invalidate the tender.

8. The envelopes required under items 1 to 5 are to have strip seal flaps and to be printed IL-GVERN TA' MALTA on the face at the top left hand corner with equal distance from both the top and side edge of the envelopes. The Malta Emblem is to be 2cm high and printed in the middle of the flap.
9. Airmail envelopes (item 6): The airmail envelopes are to have strip seal flaps, a printed airmail block (in blue) at the top left and corner with the words "POSTA BL-AJRU" (in white and "PAR AVION" (in white) and to be printed IL-GVERN TA' MALTA (in black and underlined) on face at the top in the centre. Furthermore the Malta Emblem is to be 2cm high and printed in the middle of the flap.
10. Blocks for the emblem are to be provided by the successful tenderer at his own expense.
11. The cardboard boxes containing envelopes should have labels bearing all particulars at one end. Non-compliance with this clause will render the contractor liable to a fine of 1% (one per cent) of the value of the tender. Packaging should be strictly as indicated on schedule against each item.
12. If the tenderer propose to supply envelopes differing in size from those specified, the dimensions are to be clearly in the tender.