

CT 2299/2006

Contracts Circular N° 25/2008

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries
and Government Departments

22 August 2008

TOWELS

1. Heads of Department and Accounting Officers are hereby informed that the contract for the supply and delivery of Towels to Ministries and Government Departments, as and when required, has been awarded to:

B.T.I. Uniforms
KW 15 Corradino Ind. Estate
Paola PLA 08

VAT: 1428-9518
Tel: 21822199 / 21822195 / 21666199

at the price of €1.05 each, which is inclusive of all charges and taxes including 18% VAT.

2. This contract shall run from the 01 November 2008 up to the 31 October 2010.
3. The hand towels (white in colour) are to measure 102cm x 50cm.
4. Heads of Department are to ensure that the contractor shall mark each towel with the letter's 'GM' which should be at least 5cm high.
5. User departments are requested to ensure that the towels supplied to them are of the same quality as sample submitted for testing and approved by Standards Laboratory Result No.: 486/06 (Code T15) dated 28 July 2006, and this by periodically submitting supplied towels for testing at the Malta National Laboratory, San Ġwann.
6. Payments are not to be made until further notice.

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.....*cont. circ. 25/2008*

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 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.

SPECIFICATIONS AND CONDITIONS FOR THE SUPPLY OF TOWELS

Scope of Contract

1. This contract provides for the supply and delivery, inclusive of Value Added Tax, Customs Import Duty, and any other charges as applicable, to Government Departments and Parastatal Bodies, as and when required, of Towels as described in the attached specifications. Supply should 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 01 November 2008 and terminates on the 31 October 2010. However the validity of the contract may be extended for a further period of 3 months after the due termination date.

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 be doing so be held liable to any damages or other cost whatsoever.

Samples

4. Two sample towels which the tenderer proposes to supply are to reach the Procurement Section, 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. Samples submitted by unsuccessful tenderers are to be withdrawn immediately they are informed that their offer has not been accepted, otherwise samples will be forfeited.

Deliveries

5. A supply shall be made against a Requisition or Order from the Head of Department concerned or his representative and the material 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 material may have been supplied and made use of by the Department concerned.

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 expense incurred resulting from such failure are to be the responsibility of the contractor (tenderer) supplying the material.

Specifications

7. The towels shall be made from terry materials, that is, having a pile of uncut loops and woven wholly from cotton yarns. The hems of the towels are to be properly tailored to avoid fraying of the cloth.
8. The material, size, weight etc. to be used in the manufacture of the towels shall conform to the following:

Material	-	100% Cotton
Size	-	Length : 100 cm minimum
	-	Width : 50 cm minimum
Weight g/m ²	-	300 minimum

9. Tenderers must state the exact dimensions, weight and colour of the towels they propose to supply.

Markings

10. Each towel is to be indelibly marked with the letters 'G.M.' which should be at least 5cm high.