

CT 2273/2008

Contracts Circular N° 31/2008

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Ministries and  
Heads of Department

03 October 2008

**Winter Uniforms, Spare Trousers / Skirts and Ties 2008/2009**

1. Heads of Department and Accounting Officers are hereby informed that the contract for the supply and delivery of Winter Uniforms, spare trousers / skirts and ties to entitled personnel in Ministries and Government Departments has been awarded to the following contractors at the rates shown hereunder. Prices are inclusive of all charges and taxes including 18% VAT.

Astor Co. Ltd.  
Astor House  
St Julians Road  
B'Kara

Tel: 21447309  
VAT No.: 1329-3526

**Item 1 - MALE MESSENGERS I AND II TYPE**

Jacket - Fully lined, single breasted, turned down collar with two jetted external pockets on the hips, one jetted external pocket on breast and one internal pocket,  
and

Trousers - with two pockets and a patch pocket with loop and button at back.

Colour Dark Blue

Price per uniform delivered  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**€113.90 each**

**Item 2 - MALE MESSENGERS III TYPE**

Jacket - as item 1 above, however Jacket is to include a narrow silver braid on sleeves

and

Trousers - as item 1 above.

Colour Dark Blue

Price per uniform delivered  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**€117.70 each**

**Item 3 - FEMALE MESSENGERS I AND II TYPE**

Jacket - Fully lined, single breasted, turned down collar with two jetted external pockets on the hips, one jetted external pocket on breast and one internal pocket

and

Skirts - Plain (Standard) with one hip and two side pockets.

Colour Dark Blue

Price per uniform delivered,  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**€120.60 each**

**Item 4 - FEMALE MESSENGERS III TYPE**

Jacket - as item 3, above however Jacket is to include a narrow silver braid in sleeves

and

Skirts - as item 3 above

Colour Dark Blue

Price per uniform delivered  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**€122.60 each**

**Item 5 - MALE SECURITY GUARDS TYPE**

Jacket - Fully lined, single breasted with three buttons turned down collar with two jetted external pockets on the hips, one jetted external pocket on breast and one internal pocket.  
and

Trousers - with two pockets and a patch pocket with loop and button at back.

Colour Greyish Blue

Price per uniform delivered **€122.60 each**  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**Item 6 - SPARE TROUSERS**

With two pockets and a patch pocket with loop and button at back.

Colour - Dark Blue **€20.85 each**  
Colour Greyish Blue **€20.85 each**

Price per pair delivered, inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable

**Item 7 - SPARE SKIRTS**

Plain (standard) with one hip and two side pockets

Colour: Dark Blue **€20.85 each**

Price per skirt delivered,  
inclusive of Value Added Tax,  
Customs Import Duty and other charges as applicable.

Item 8.1 Dark Blue Tie with embroidered Maltese Flag, at the price of **€4.50** each;

Item 8.2 Black Tie at the price of **€4.50** each.

2. Payments are to be made direct to contractors.
3. This contract shall run up to the 31 March 2009.
4. The attention of Heads of Department and Parastatal Bodies is drawn to OPM Circular No. 100/87 and MPO Circular No. 38/96 and 69/96 informing them of entitlements and frequency of issue regarding items of wear to entitled messengerial grades.
5. Heads of Department are to note that measurements of the uniforms are to be taken at the place indicated by them at contractor's expense. Gozo employees are required to call at contractor's premises.
6. Heads of Department are to ensure that the contractor shall sew a label on the inside of the jacket/trousers and skirts bearing the letters "GM", the contractor's name and the year of manufacture.
7. Head of Departments shall be responsible for the collection of the finished uniforms/trousers/skirts from the contractor as well as their distribution to entitled personnel in their Department.
8. Heads of Department are to note that samples of the uniforms purchased should at their discretion be submitted for testing at the Malta National Laboratory, San Gwann in order to ensure compliance with Laboratory result No. 248/08 dated 22 August 2008.
9. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are strictly adhered to. A sample winter uniform is available at the Procurement Section of this Department, and may be inspected for colour, material and cut.
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)

## **SPECIFICATIONS AND CONDITIONS FOR THE SUPPLY OF WINTER UNIFORMS**

### **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 Uniforms, 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 Framework Agreement (running period contract) insofar as they are not inconsistent with the conditions in these specifications and conditions.

### **Period of Completion**

2. This contract shall run from date of award up to the 31 March 2009.

### **Quantities**

3. The quantities shown on the Schedule 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 samples, of a minimum length of one metre at full width, of the material and shade they propose to use for the uniforms/skirts as well as for the linings and interlinings. A sample tie in respect of item 8 is to be submitted.
5. Moreover a jacket, a pair of trousers and a skirt in accordance with the specifications in the schedule of quantities may be requested in order to show tailoring workmanship.
6. All samples are to reach the Procurement Section of the Contracts Department, by the closing 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 clause fully will invalidate the tender.**

## **Deliveries**

7. Tenderers are to indicate the earliest date by which the first deliveries can be made. A supply shall be made on receipt of a Requisition or Order from the Head of department concerned or his representative and the uniforms 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 uniforms may have been supplied and made use of by the Department concerned.
8. Each requisition shall contain the name of the persons who are to receive the uniforms. Each uniform delivered is to be packed in a plastic bag with the name for whom the uniform is intended.
9. The uniforms to be supplied under this contract shall be made 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 specifications/sample submitted by contractor and approved by Government for award of contract. Any rejected clothing 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 Department concerned. Vouchers shall be prepared for payment to the contractor when the persons for whom the uniforms are intended are properly fitted to the entire satisfaction of the Head of Department concerned.

## **SPECIFICATIONS**

### **Material**

- 10.1 The colour of the material to be used in the manufacture of the uniforms shall be as that indicated against each item on the schedule. The material shall have a mixture of wool and polyester with a minimum of 40% and a maximum of 50% wool. The weight of the material per square meter is to be between 240/275 gms whilst the filling is to be 0.5% maximum.

The threads per cm and maximum percentage of shrinkage allowed should be as follows:

	<u>Threads / cm</u>	<u>Shrinkage % (Water Relaxation)</u>
Warp	25 minimum	0.5 maximum
Weft	25 minimum	0.5 maximum

- 10.2 Fabrics to show the two shades of the dark blue colour required are available at the Procurement Section of the Contracts Department.
- 10.3 The materials used by the contractor shall be thoroughly shrunk, and Heads of Department may test any number of garments in each delivery in order to ascertain this fact.

#### **Markings**

- 10.4 The contractor shall sew a label, on the inside of the jackets trousers, and skirts bearing his name, the year the uniform is tailored and the letters 'G.M.'

#### **Measuring/Out-Fitting**

- 10.5 The measuring of the persons for whom uniforms are ordered shall be taken at the place indicated by the various Heads of Department at the contractor's expenses. Gozo employees will be required to call at the contractor's premises.