

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries and
Heads of Department

03 October 2008

TABLET DIARIES AND WALL CALENDARS 2009.

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 contractor. 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 – €1.33,3c each;
Item 2 – Tablet Diaries, three days to a page – €2.00,0c 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. 32/2008

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

Government Printing Press
Factory A29
Industrial Estate
Marsa

Tel: 21224466/7

at €0.80c 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 2008. This contract shall run up to the 31 December 2008.
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 13/2008 dated 28 May 2008.
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 31 December 2008.

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 2009.
- 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 2008, 2009 and 2010. 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 2009**

- 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-Ħelsien
10	April	Btala Pubblika	Il-Ġimgħa l-Kbira
1	Mejju	Btala Pubblika	Jum il-Ħaddiem
7	Gunju	Festa Nazzjonali	Is-Sette Giugno
29	Gunju	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	Dicembru	Btala Pubblika	L-Immakulata Kuncizzjoni
13	Dicembru	Festa Nazzjonali	Jum ir-Repubblika
25	Dicembru	Btala Pubblika	Il-Milied

DELIVERIES

- 5a. Delivery periods after the 1st November 2008 will not be considered. A supply shall be made on receipt of a Requisition or Order from the Head of Department concerned or his representative and the diaries 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.
- b. Deliveries shall be affected within not more than ten (10) working days from date of the written requisition.

SAMPLES

- 6 a. Tenderers are to submit to the Procurement Section of the Contracts Department, Floriana, samples of each type of material that will be used for the manufacture of the diaries. The material to be used shall be of good quality generally in accordance with clause 4. Samples which are to be marked with the name and address of the tenderer, are to be submitted on the due date and time fixed for the delivery of tenders. Failure to comply with this condition will invalidate the tender.
 - b. A sample to show proposed format of diary is to be submitted with tender.
 - c. The successful tenderer shall produce a proof for the approval of the Director of Contracts before the printing is taken in hand.
7. The diaries to be supplied under this contract shall be 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 specification/sample submitted by contractor and approved by Government for award of contract. Any rejected diaries 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. Payments for delivered diaries will be effected only after these are found to be to the entire satisfaction of the Head of Department.