

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries and
Heads of Departments

24 November 2008

Items of Wear

Summer 2009 and Winter 2009/2010

1. In order to enable the Procurement Section of this Department to issue the necessary calls for tenders for the supply of items of clothing required during the year 2009, Heads of Department are requested to provide the following information.

SUMMER

- | | |
|---|--|
| (a) Summer Uniforms consisting of Light Grey Jacket and Trousers (applicable to Ministries' Staff, Parliament and Court Messengers I, II and III and Security Officers only) | A return indicating the names and grades of the messengers for whom the uniforms are intended. |
| Greyish Blue Jacket and Trousers for Security Guards | A return indicating the names and grades of the Security Guards for whom the uniforms are intended. |
| (b) Summer Uniforms
Spare Trousers and Skirts Light Grey | A return indicating the quantities by entitled male / female messengers |
| Spare Trousers and Skirts Greyish Blue | A return indicating the quantities by entitled male / female security guards |
| (b) Summer Uniforms consisting of Light Grey / Greyish Blue / White shirts | A return indicating the quantities / colour and respective collar sizes of shirts required by entitled male / female messengers. |
| (c) Summer / Winter Socks and Ladies Tights | A return indicating the colour, quantities and sizes of Socks and Ladies Tights. |

WINTER

- | | | |
|---|---|--|
| a | Winter Uniforms: consisting of Dark Blue Jacket and Trousers
The name, quantity, and grade of the persons for whom the uniforms are intended. (applicable to Ministries' Staff, Parliament and Court Messengers I, II and III and Security Officers only) | A return indicating the names and grades of the messengers for whom the uniforms are intended. |
| | Greyish Blue Jacket and Trousers for Security Guards | A return indicating the names and grades of the security guards for whom the uniforms are intended. |
| b | Winter Uniforms
Spare Trousers and Skirts (Dark Blue) | A return indicating the quantities by entitled male / female messengers |
| | Spare Trousers and Skirts for Security Guards (Greyish Blue) | A return indicating the quantities by entitled male / female security guards |
| c | Winter Shirts: The colour, quantity and respective collar size of the shirts required. Light Blue and White | A return indicating the quantities / colour and respective collar sizes of shirts required by entitled male / female messengers. |
| d | Pullovers: Dark Blue | The colour, quantity and respective chest size of the pullovers required. |
| e | Neck Ties: Dark Blue or Black | The colour and number of neck ties required |
| f | Waterproofs: Dark Blue | The quantity and size (small, medium, large or extra large) of the raincoats required. |

2. Care should be taken to ensure that all entitled personnel are included in the returns, as otherwise it will be difficult for such personnel to be issued with the relative commodity once the contract quantity is exhausted. Attention is also drawn to MPO Circular No. 100/87 and MPO Circulars No. 38/96 and 69/96.
3. Returns are to reach the Procurement Section of the Contracts Department, Notre Dame Ravelin, Floriana by not later than 5 January 2009.

Returns are to be submitted on the attached forms by post or email to christine.chircop@gov.mt

F Attard
Director General (Contracts)

SUMMER

Different Size charts are to be used for different shirt colours.

SUMMER Shirts		Males Colour														
	Sizes	36	37	38	39	41	42	43	44	45	46	47	48	50	52	54
Name	Sizes	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	21	22
Totals																

SUMMER Shirts		Females Colour										
	Sizes	34	35	36	37	38	39	41	42	43	44	45
Name	Sizes	13	13.5	14	14.5	15	15.5	16.5	17	18	19	20
Totals												

Summer / Winter

Socks					Female Tights				
Sizes	41	42	43	44	45	Sizes	2	3	4
Totals									

- A) Total Number of Summer Full Uniforms Light Grey _____ Greyish Blue _____
- B) Total Number of Trousers (excluding A) Light Grey _____ Greyish Blue _____
- C) Total Number of Skirts (excluding A) Light Grey _____ Greyish Blue _____

WINTER

Different Size charts are to be used for different shirt colours.

WINTER Shirts		Males Colour														
	Sizes	36	37	38	39	41	42	43	44	45	46	47	48	50	52	54
Names	Sizes	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	21	22
Totals																

WINTER Shirts		Females Colour										
	Sizes	34	35	36	37	38	39	41	42	43	44	45
Names	Sizes	13	13.5	14	14.5	15	15.5	16.5	17	18	19	20
	Totals											

WINTER

Pullovers

Sizes	36"	38"	40"	42"	44"	46"	48"	50"	52"	54"	56"	58"
Sizes	46	48	50	52	54	56	58	60	62	64	66	68
Totals												

Waterproofs

Sizes	Small	Medium	Large	X-Large
Totals				

- A) Total Number of Winter Full Uniforms Dark Blue _____ Greyish Blue _____
- B) Total Number of Trousers (excluding A) Dark Blue _____ Greyish Blue _____
- C) Total Number of Skirts (excluding A) Dark Blue _____ Greyish Blue _____
- D) Total Number of Neck Ties Blue _____ Black _____