

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

14 July 2009

Computer Continuous Paper (Self Carbonised)

- 1 Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of self-carbonised computer continuous paper to Government Departments and Parastatal Bodies, as and when required, has been placed with:

Galaxy Ltd.
War Victims Square
Siggiewi SGW 2550

Tel: 21461191
VAT No. 1004 1035

at the rates shown hereunder. Prices are inclusive of all charges and 18% VAT.

i) Plain White continuous interfold paper
Nominal width 242mm X 280mm long

Item 1.1 - Part I	Boxed X 2000 forms at €15.09 per box delivered;
Item 1.2 - Part II	Boxed X 1000 sets at €21.05 per box delivered;
Item 1.3 - Part III	Boxed X 500 sets at €16.83 per box delivered;
Item 1.4 - Part IV	Boxed X 500 sets at €22.11 per box delivered;

ii) Plain White continuous interfold paper
Nominal width 370mm X 280mm long

Item 2.1 - Part I	Boxed X 2000 forms at €21.00 per box delivered;
Item 2.2 - Part II	Boxed X 1000 sets at €28.40 per box delivered;
Item 2.3 - Part III	Boxed X 500 sets at €23.00 per box delivered;
Item 2.4 - Part IV	Boxed X 500 sets at €30.00 per box delivered;

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cont. Circular 16/2009

- 2 This contract shall run from the 1 July 2009 until the 30 June 2010.
- 3 Payments to the above mentioned contractor are not to be made until further notice.
- 4 The attention of Heads of Department and Accounting Officers is particularly drawn the attached Specifications and Special Conditions regulating this contract with regard to packing and 'GM' markings.
- 5 Heads of Department are requested to ensure that the paper supplied to them is of the same quality as samples submitted for testing and approved by the National Laboratory, Industrial Estate, San Ġwann. Paper supplied is to be periodically submitted for testing at the above address quoting Laboratory Results Nos. 179/09 dated 29 May 2009.
- 6 This contract is also governed by the attached 'General Conditions of Contracts for the Supply of Goods and Materials under a Running Period Contracts'.

F Attard
Director General (Contracts)

ANNEX II : TECHNICAL SPECIFICATIONS

- 1 The computer continuous stationery shall be manufactured in accordance with BS 4623:1989 or an European equivalent standard (Folded continuous stationery for impact printers) and shall have the following characteristics:
 - a grammage (basic weight) determined as described in BS 3432, or an European equivalent standard is to be greater than 50g/m² but less than 60g/m².
 - b Breaking length, L/km, determined as described in BS 4415 or an European equivalent standard is to be as follows:-

machine direction: > 5.0
cross direction: > 2.0
 - c The nominal width of stationery shall be as indicated on the schedule of quantities for each item, subject to a tolerance of +1.5mm.
 - d The sprocket holes shall be cleanly punched in the left and right hand margins. The holes shall either be circular or have a serrated or a scalloped edge.
 - e Fold, perforations and joins; The folds shall coincide with the perforations. They shall be perpendicular to the vertical reference line and within 0.4mm of the line midway between adjacent sprocket holes. If the stationery contains a divided form, two or more deep, intermediate perforations may be additionally made across the stationery, but these shall not run into a sprocket hole. Stationery shall not contain joins.
 - f From set thickness: The form set thickness shall be constant over the printing area.
 - g The performance of the self-carbonised paper is to be of a good quality insuring easy legibility up to the last copy.

Packing and Labelling

2. The stationery shall be supplied in boxes with a separate lid. The contents of boxes shall be easily identifiable, with the relevant form number, together with the form description and the letters 'G.M.' clearly printed. The first form in each box shall face upwards, i.e. its face shall be immediately visible when the box is opened. The stationery in each box shall either be continuous or have only one split. If a box contains a split, the lower pack shall be placed in the box in the same manner as the first pack so that before feeding the lower pack into a machine, there is no need to turn the second pack of the box.

If a box contains a split, a paper strip of colour contrasting with that of the stationery shall be wrapped round the upper pack.

Boxes containing splits shall have this fact prominently displayed so that it is viable when the closed box is in a stack.

Markings

3. In the case of ruled paper, continuous stationery shall have printed 9 times spaced evenly on each sheet in the lines in six point small caps, the words "Government of Malta" in the same colour as the ruling. Plain white paper shall have the same words of the same size printed at least once on the side margins in each sheet.