

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Ministries and  
Heads of Department

22 September 2009

**TABLET DIARIES AND WALL CALENDARS 2010**

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of Tablet Diaries (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  
MĠARR MĠR 1541

Tel: 2157 5612  
Fax: 2158 2400  
VAT: 1009 - 9411

at the following prices:

Item 1 - Tablet Diaries, seven days to a page – €1.153c each;  
Item 2 - Tablet Diaries, three days to a page – €1.744c 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.

...../.....

*Circ. 24/2009*

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

Government Printing Press  
Factory A29  
Industrial Estate  
MARSA

Tel: 2122 4466/7

at €1.00 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 2009. This contract shall run up to the 31 December 2009.
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 11/2009 dated 25 May 2009.
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)

encls.

## **ANNEX II : TECHNICAL SPECIFICATIONS**

- 1a. The successful tenderer is to provide the necessary material, print, staple and bind the tablet diaries for the year 2010.
- 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 2009, 2010 and 2011. 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 2010**

#### **DELIVERIES**

- 2a. Delivery periods after the 31 December 2009 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 effected within not more than ten (10) working days from date of the written requisition.