

CT 2681/2009

Contracts Circular N° 17/2010

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries, Heads of Departments
And Parastatal Bodies

09 June 2010

SUPPLY OF COMPUTER CONTINUOUS STATIONERY

- 1 Ministries, Heads of Department and Accounting Officers are hereby informed that the contract for the supply and delivery of Computer Continuous Stationery, as and when required, has been awarded to the following Contractor. Prices are inclusive of all charges and taxes including 18% VAT as indicated on the attached schedule.

Galaxy Ltd
War Victims Square
SIGĠIEWI SGW 2550

Tel: 2146 1191
Fax: 2146 5008
Email: info@galaxymalta.com
VAT: 1004-1035

2. Payments are not to be made until further notice.
3. This contract shall run from the 01 July 2010 up to the 30 June 2011.
4. The technical specifications regulating this contract are attached. User departments are to ensure that these conditions are strictly adhered to.
5. This contract is also governed by the usual "General Conditions for the Supply of Goods and Materials under a Running Period Contract."

F Attard
Director General (Contracts)

The Schedule

Computer Continuous Paper

Item No.	Description	Rate per box delivered to Department, Inclusive of VAT, Customs Import Duty, ECO Contribution (if any) and other charges as applicable €
1	Plain white continuous interfold paper as attached specifications Nominal width: 242mm X 280mm long: (9½" X 11")	
1.1	Part I boxed X 2000 forms	16.41
1.2	Part II boxed X 1000 sets	22.90
1.3	Part III boxed X 500 sets	18.31
1.4	Part IV boxed X 500 sets	24.06
2	Plain white continuous interfold paper as attached specifications Nominal width: 370mm X 280mm long: (14½" X 11")	
2.1	Part I boxed X 2000 forms	23.67
2.2	Part II boxed X 1000 sets	32.06
2.3	Part III boxed X 500 sets	25.96
2.4	Part IV boxed X 500 sets	34.74

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.