

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries, Heads of Departments
and Parastatal Bodies

27 September 2010

SUPPLY OF DEPARTMENTAL ACCOUNTING SYSTEM FORMS

- 1 Heads of Department and Accounting Officers are requested to note that the contract for the supply, and delivery (in Malta), as and when required, of Departmental Accounting System Forms to Ministries, Heads of Departments and Parastatal Bodies, has been awarded to the following contractor at the prices specified in the attached schedule.

Galaxy Ltd
War Victims Square
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Tel: 2146 1191
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Email: info@galaxymalta.com
VAT: 1004 – 1035

2. Government departments / parastatals in Gozo are requested to withdraw their requirements from contractor's warehouse.
3. Payments can be made direct to contractor.
4. This contract shall run from the 01 September 2010 up to the 31 August 2012.
5. The attention of Head of Departments and Accounting Officers is particularly drawn to Clause 2 of the attached specifications.
6. Head of Departments are requested to ensure that the forms supplied to them are of the same quality as samples submitted for testing and approved by the Government. It is therefore recommended that random samples from consignments be submitted to the National Laboratory for testing. In all cases test reference number 287/00 dated 11 January 2001 should be invariably quoted.

7. A copy of the specifications and conditions regulating this contract is attached.
8. 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

Departmental Accounting System Forms

Item No.	Description	Rate per box delivered to Department, Inclusive of VAT, Customs Import Duty, ECO Contribution (if any) and other charges as applicable. Euro
	Departmental Accounting System Forms in accordance with the attached specifications and as per attached samples.	
1.	ACC 1 (General Receipts) continuous 2 Part forms: Size 241.3mm (9½") wide (including sprocket holes) x 101.6mm (4"). Printed in black on one side on carbonless paper. White for original, yellow for duplicate, two vertical perforations. Boxed x 3000 sets	55.90
2.	ACC 2 (Goods or Service Purchase order) Continuous 2 Part forms: size 241.3mm (9½") wide (including sprocket holes) x 279.4mm (11"). Printed in black on carbonless paper. White for original, yellow for duplicate, two vertical perforations. Boxed x 500 sets	33.54
3.	ACC 3 (Payment Voucher) Continuous 2 part forms: Size 241.3mm (9½") wide (including sprocket holes) x 278.4mm (11"). Printed in black on carbonless paper. White for original, yellow for duplicate, two vertical perforations	
	Boxed x 500 sets	33.54

TECHNICAL SPECIFICATIONS

Specifications

1. The DAS Forms shall be manufactured in accordance with BS 4623:1989 (Folded continuous stationery for impact printers) or as otherwise stated in this document and shall have the following characteristics:
 - a grammage (of each part) determined as described in BS EN ISO 536, is to be greater than 50g/m² but less than 60g/m².
 - b Breaking length, L/km, determined as described in ISO 1924 is to be as follows:-

Machine direction:	≥ 5.0
Cross direction:	≥ 2.0
 - c The nominal width and length 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 additional 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.

Standards

- h The standards quoted in the specifications may be placed by the equivalent European Standard.

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.

Deliveries

- 3 A supply shall be made on receipt of a Requisition Order from the Head of Department concerned or his representative and the material 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.
- 4 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 specifications/sample submitted by contractor and approved by Government for award of contract. Any expenses incurred resulting from such failure are to be the responsibility of the contractor supplying the material.
- 5 Failure on the part of the successful tenderer to comply with clause 6 shall render him liable to a deduction not exceeding 5% of the net value of the invoice in addition to such other deduction to which he may have become liable under the other conditions forming part of these tender documents.
- 6 In the case of the successful tenderer failing to comply with any of the above clauses, the Director of Contracts at his absolute discretion instead of making the deductions contemplated in condition above may refuse the merchandise, supplied under this tender, in which case the successful tenderer shall be considered as having failed to supply the merchandise ordered and shall be liable to the deductions contemplated under the relevant conditions of these tender documents.