

CT 2098/2011

Contracts Circular N° 15/2011

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries
and Government Departments

14 October 2011

SUPPLY OF CONTINUOUS COMPUTER PAPER

1. Heads of Department and Accounting Officers are hereby informed that the framework contract for the supply and delivery of self-carbonised computer continuous paper to Ministries, Government Departments and Parastatal Bodies as and when required, has been awarded to:

Galaxy Ltd
War Victims Square
SIGĠIEWI

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

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

Item No.	Description	Rate per box delivered to Department €
1	Plain white continuous interfold paper as per attached specifications Nominal width: 242mm X 280mm long: (9½" X 11")	
1.1	Part I boxed X 2000 forms	18.80
1.2	Part II boxed X 1000 sets	23.62
1.3	Part III boxed X 500 sets	18.84
1.4	Part IV boxed X 500 sets	24.77

Item No.	Description	Rate per box delivered to Department €
2	Plain white continuous interfold paper as per attached specifications Nominal width: 370mm X 280mm long: (14½" X 11")	
2.1	Part I boxed X 2000 forms	27.11
2.2	Part II boxed X 1000 sets	32.85
2.3	Part III boxed X 500 sets	26.70
2.4	Part IV boxed X 500 sets	35.73

2. Gozo Ministry and Departments are to collect their requirements from the contractor's warehouse in Malta.
3. This contract shall run up to the 27 September 2013.
4. Payments are to be made directly to the contractor.
5. The attention of Heads of Department and Accounting Officers is particularly drawn to the attached Specifications with regards to packing and 'GM' markings.
6. Heads of Department are requested to ensure that the paper supplied to them is of the same quality as per sample submitted for testing and approved by the National Laboratory, Mosta Technopark. Paper supplied is to be periodically submitted for testing at the above address quoting Laboratory Result No. 179/09 dated 29 May 2009.
7. The technical specifications are attached and Heads of Department are requested to ensure that these specifications are strictly adhered to.
8. This contract is also governed by the 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract.

F. Attard
Director General (Contracts)

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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 Form 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.