

CT 2018/2011

Contracts Circular N° 16/2011

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Ministries  
and Government Departments

17 October 2011

### **SUPPLY OF XEROGRAPHIC PAPER**

1. Heads of Department and Accounting Officers are hereby informed that the framework contract for the supply and delivery of xerographic white 'GM' watermarked paper to Ministries, Government Departments and Parastatal Bodies in Malta and Gozo 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.

<b>Item No.</b>	<b>Description</b>	<b>Rate per box €</b>
1.	Xerographic Plain Copier Paper, White	
1.1	210mm x 297mm in accordance with the attached specifications	23.01
1.2	297mm x 420mm in accordance with the attached specifications	7.67

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 16 October 2013.
4. Payments are not to be made until further notice.
5. Paper supplied shall be watermarked "GM".
6. The attention of Heads of Department and Accounting Officers is particularly drawn to the attached Specifications.
7. User Departments are requested to ensure that the xerographic paper supplied to them is of the same quality as per sample submitted for testing and approved by the National Laboratory, Mosta Technopark, Result No. Code 093/97 dated 06 February 2007 and this by periodically submitting supplied paper for testing at the above address.
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

### Specifications

1. The white xerographic paper is to conform to the following specifications:
  - a Paper reflectance - minimum 74% based on ISO 2470
  - b Opacity - not less than 86% based on ISO 2471
  - c Sizes - 297 x 420mm and 210 x 297mm in the quantities on the schedule
  - e Substance - 80g/m<sup>2</sup> (minimum accepted 78g/m<sup>2</sup>)
  - f Paper shall lie flat before and after processing through copier with either no tendency to curl or with a curl which can be overcome under reasonable conditions.
2. Paper supplied should be flat smooth on both sides, flat, trimmed square on four sides, with clean smooth edges, evenly jogged and free from cockling. Furthermore paper should be suitable for printing on both sides.
3. Each sheet of paper supplied under items 1 and 2 is to be watermarked 'GM' or 'MG' four items on each area 210 x 297mm. Non-compliance with this clause will invalidate the tender. A sample to demonstrate the watermarkings required may be viewed at the Procurement Section of the Contracts Department during normal office hours.
- 4.a Paper offered must be covered by an FSC (Forest Stewardship Council) certificate. Details of this certificate are to be printed on each ream and each box containing the paper.
  - b Furthermore tenderers must submit with their offer;
    - i) a certificate issued by an independent competent authority confirming (a) above
    - ii) a certificate which highlights the efforts carried out to cause the less stress on the environment during the life cycle of the paper
5. Samples

Within two days of being notified, tenderers must submit two watermarked sample reams of each type and size of paper they propose to supply together with wrappers to show details of the FSC certification. All samples are to bear a label marked clearly with the name and address of the tenderer. Failure to comply with this request will invalidate the tender.

Non-compliance with this clause will invalidate the tender.

6. The paper supplied should be ream wrapped bearing the labels offered at 4a above at one end including the 'GM' markings. Packing paper should be sufficiently strong to prevent reams from bursting.
7. Notwithstanding compliance with the specifications, final decision of acceptance will be made on the result of a printing test.