

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Ministries, Heads of Departments  
and Parastatal Bodies

14 May 2012

### **SUPPLY OF ENVELOPES**

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of envelopes with strip seal flaps to Government Departments and Parastatal Bodies, as and when required, have been placed with the contractor shown below at the prices indicated on the attached Schedule. Prices are inclusive of all charges and taxes including VAT at 18%.

(A) M/S Intermarkets Stationeries Ltd  
BIB905 Industrial Estate  
Bulebel  
Żejtun

Tel: 2169 3630  
Fax: 2169 3546  
E-mail: isltd@go.net.mt  
VAT: 1111-7035

2. This contract shall run up to the 30 May 2013.
3. Payments are to be made directly to the above-mentioned contractor.
4. It is to be pointed out that delivery of envelopes is to be made within ten days from the date of receipt of the relative requisition.
5. Heads of Department are requested to ensure that the envelopes supplied to them are of the same grammage as indicated on the attached Schedule.
6. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.
7. This contract is also governed by the usual 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract.'

F Attard  
Director General (Contracts)

## **SCHEDULE**

Item 1 - Size 114 x 163mm at the price of €11.00 per box of 1000;

Item 2 - Size 157 x 230mm at the price of €12.80 per box of 500;

Item 3 - Size 261 x 356mm at the price of €23.10 per box of 250;

Item 4 - Size 330 x 457mm at the price of €31.25 per box of 250;

Item 5 - Size 105 x 233mm at the price of €18.75 per box of 1000;

Item 6 - Size 115 x 162mm (Airmail) at the price of €8.00 per box of 500

## **ANNEX II : TECHNICAL SPECIFICATIONS**

1. The paper used in the manufacture of the envelopes must (a) be recycled and shall not contain toxic ingredients harmful to the environment, (b) bear an international recognized eco-label confirming the quality of environmental protection.

Tenderers must submit with their offer certificates issued by an independent recognized body confirming (a) and (b) above.

Non-compliance with this clause will invalidate the tender.

2. The envelopes required under items 1 to 5 are to have strip seal flaps and to be printed IL-GVERN TA' MALTA on the face at the top left hand corner with equal distance from both the top and side edge of the envelopes. The Malta Emblem is to be 2cm high and printed in the middle of the flap.
3. Airmail envelopes (item 6): The airmail envelopes are to have strip seal flaps, a printed airmail block (in blue) at the top left and corner with the words "POSTA BL-AJRU" (in white and "PAR AVION" (in white) and to be printed IL-GVERN TA' MALTA (in black and underlined) on face at the top in the centre. Furthermore the Malta Emblem is to be 2cm high and printed in the middle of the flap.
4. Blocks for the emblem are to be provided by the successful tenderer at his own expense.
5. The cardboard boxes containing envelopes should have labels bearing all particulars at one end. Non-compliance with this clause will render the contractor liable to a fine of 1% (one per cent) of the value of the tender. Packaging should be strictly as indicated on schedule against each item.