

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries, Heads of Departments
and Parastatal Bodies

30 August 2012

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) of Departmental Accounting System Forms to Government Departments and Parastatal Bodies has been awarded to:

Galaxy Ltd
War Victims Square
SIGĠIEWI
Tel: 2146 1191
Fax: 2146 5008
Email: info@galaxymalta.com
VAT: MT 1004 1035

For the items and at the prices indicated below. Prices are inclusive of all charges and 18% VAT.

- 1 Lot 1 - ACC 1 (General Receipts) continuous 2 Part Forms: Size 241.3mm wide (including sprocket holes) x 101.6mm. Printed in black on one side on carbonless paper. White for original, yellow for duplicate, two vertical perforations at **€61.36 per box of 3000 sets delivered.**
- 2 Lot 2 - ACC 2 (General Forms) Goods or Service Purchase Order Continuous 2 Part Forms: Size 241.3mm wide (including sprocket holes) x 279.4mm. Printed in black on carbonless paper. White for original, yellow for duplicate, two vertical perforations at **€35.41 per box of 500 sets delivered.**
- 3 Lot 3 - ACC 2A (General Forms) Payment Voucher Continuous 3 part forms: Size 241.3mm wide (including sprocket holes) x 279.4mm. Printed in black on carbonless paper, white for original,

yellow for duplicate, pink for triplicate, two vertical perforations at
€35.41 per box of 500 sets delivered.

2. Government departments / Parastatal Bodies 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 2012 up to the 31 August 2014.
6. Heads of Department are to note that samples of the Departmental Accounting System Forms purchased should at their discretion be submitted for testing at the Malta National Laboratory, Mosta Technopark in order to ensure compliance with the published specifications.
7. 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)

TECHNICAL 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 in the Lot description for each item, subject to a tolerance of ± 1.5 mm.
 - 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 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:
 - (a) 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;
 - (b) a paper strip of colour contrasting with that of the stationery shall be wrapped round the upper pack;
 - (c) it shall have this fact prominently displayed so that it is viable when the closed box is in a stack.