

Department of Contracts
Notre Dame Ravelin
Floriana

To Ministries
and Government Departments

04 March 2015

SUPPLY OF ENVIRONMENTALLY FRIENDLY ENVELOPES

1. Ministries and Head of Departments are hereby informed that the framework contract for the supply and delivery of Environmentally Friendly Envelopes to Ministries, Government Departments and Parastatal Bodies in Malta and Gozo as and when required, has been awarded to:

FT Supplies – Francine Mercieca
Echo Valley Buildings
Triq il-Virgi
Qala, Gozo

VAT: MT1933-6022
Tel: 9967 8678
Email: ftsupplies@melita.com

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

Item No.	Description	Rate Per Box €
1.	Envelopes Size: 114 x 162mm approx. In Boxes x 1000	12.45
2.	Envelopes Size: 162 x 229mm approx. In Boxes x 500	12.39

Item No.	Description	Rate Per Box €
3.	Manila Buff colour Size: 260 x 360mm approx. In Boxes x 250	22.13
4.	Envelopes Size: 330 x 450mm approx. In Boxes x 250	30.98
5.	Envelopes Size: 105 x 235mm approx. In Boxes x 1000	18.77

2. This contract shall run up to the 01 March 2016.
3. 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.
4. Payments are not to be made directly to the above-mentioned Contractor.
5. The attention of Heads of Department and Accounting Officers is particularly drawn to the attached Specifications.
6. Heads of Department are to ensure that the envelopes supplied to them are of the same grammage as indicated on the attached Schedule.
7. This contract is also governed by the usual 'General Conditions for Supply Contract for the Supply Contracts.

A Cachia
Director General (Contracts)

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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 or when requested to do so certificates issued by an independent recognized body confirming (a) and (b) above.

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.

2a. Item 1

Envelopes (wallet flap on long edge), 70gsm min. Manila Buff colour.

Size: 114 x 163mm approx.

Printed: IL-GVERN TA' MALTA

(10 pt-universal caps).

2b. Item 2

Envelopes (wallet flap on long edge), 75gsm min. Manila Buff colour.

Size: 157 x 230mm approx.

Printed: IL-GVERN TA' MALTA

(12 pt-universal caps).

2c. Item 3

Envelopes pocket rectangular flap on short edge. 120gsm minimum.

Manila Buff colour.

Size: 261 x 356mm approx.

Printed: IL-GVERN TA' MALTA

(16 pt-universal caps).

2d. Item 4

Envelopes pocket rectangular flap on short edge. 120gsm minimum.

Manila Buff colour.

Size: 330x 457mm approx.

Printed: IL-GVERN TA' MALTA

(16 pt-universal caps).

2e. Item 5

Envelopes, window (wallet flap on long edge) 70gsm minimum.

Manila Buff colour.

Size: 105 x 233mm approx.

Size of window 40 x 100mm to be positioned as follows:

15mm from bottom edge

20mm from left edge

Printed: IL-GVERN TA' MALTA

(12 pt-universal caps).

3. Blocks for the emblem are to be provided by the successful tenderer at his own expense.

4. 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.

5. If the tenderer propose to supply envelopes differing in size from those specified, (slight variations) the dimensions are to be clearly stated in the tender.