

CT 2508/2015

Contracts Circular N° 17/2016

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Ministries and  
Heads of Department

21 October 2016

**ENVELOPES**

Further to Contracts Circular 16/2016, Ministries and Heads of Department are to note that the prices quoted are inclusive of all charges but excluding VAT.

Anthony Cachia  
Director General (Contracts)

## **SECTION 4 – 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.

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.

### 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.