

CT 5087/2017

Contracts Circular N° 10/2018

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

To Ministries and  
Heads of Department

16 August 2018

**Supply of Departmental Accounting System Forms**

1. Further to Contract Circular 09/2018, Ministries and Heads of Department are to note that the prices quoted are exclusive of VAT.

A Cachia  
Director General (Contracts)

## Scope and Terms & Conditions

**Item 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.

**Item 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.

**Item 3 - ACC 2A (General Forms)** Payment Voucher 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.

### General 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:
2.
  - a Grammage (of each part) determined as described in BS EN ISO 536, is to be greater than 50g/m<sup>2</sup> but less than 60g/m<sup>2</sup>.
  - 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 ± 1.5mm.
  - 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 replaced 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.
- 3 Paper must be made from at least 75% recovered paper fibres. (Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders, or similar).

Tenderers must provide a technical dossier from the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.

The paper must be at least Elementary Chlorine Free (ECF). Totally Chlorine Free (TCF) will also be accepted.

Tenderers must provide a technical dossier from the manufacturer or a test report from a recognised body. All products carrying the EU Ecolabel will be deemed to comply.