

CT 5087/2018

Contracts Circular N° 17/2018

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Ministries and
Heads of Department

14 December 2018

ENVELOPES

1. Ministries and Heads of Department are hereby informed that the Supply of Envelopes to Government Departments and Parastatal Bodies, as and when required, is to be procured from:

Government Printing Press
Delivery Section
A29 Industrial Estate
Marsa

Tel: 22001372 / 22001379
Email: governmentpress.opm@gov.mt
VAT: MT 16387429

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

Envelopes are to be collected from **02 January 2019** from the **Delivery Section** of the Government Printing Press.

Opening Hours:

Winter 09:00 – 12:00
14:00 – 16:00

Summer 08:30 – 12:30

Item No.	Description	Rate Per Box €
1.	Envelopes (wallet flap on long edge), 70gsm min. Manila Buff colour. Size: 114 x 163mm approx. Printed: IL-GVERN TA' MALTA (10pt-universal caps). In Boxes x 1000 Code: GPP_A6	13.30
2.	Envelopes (wallet flap on long edge), 75gsm min. Manila Buff colour. Size: 157 x 230mm approx. Printed: IL-GVERN TA' MALTA (12pt-universal caps). In Boxes x 500 Code: GPP_A5	11.50
3.	Envelopes pocket rectangular flap on short edge.120gsm minimum. Manila Buff colour. Size: 261 x 356mm approx. Printed: IL-GVERN TA' MALTA (16pt-universal caps). In Boxes x 250 Code: GPP_A4	12.40
4.	Envelopes pocket rectangular flap on short edge.120gsm minimum. Manila Buff colour. Size: 330x 457mm approx. Printed: IL-GVERN TA' MALTA (16pt-universal caps). In Boxes x 250 Code: GPP_A3	24.80

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: 23.00
15mm from bottom edge
20mm from left edge
Printed: IL-GVERN TA' MALTA
(12pt-universal caps).
In Boxes x 1000
Code: GPP_DL

2. Payments to the Government Printing Press are to be made by means of DAS Schedule of Payment quoting Department Code 04. Original signed Schedule of Payment is to be presented to the Delivery Section upon pick up of order.
3. Entities and Authorities who do not issue payments through DAS are to pay either in cash or by cheque, payable to:

Director, Government Printing Press

This is also to be presented to the Delivery Section upon pick up of order.

Anthony Cachia
Director General (Contracts)

TECHNICAL SPECIFICATIONS

The paper used for the envelopes is recycled and does not contain toxic ingredients harmful to the environment, (b) bear an international recognized eco-label confirming the quality of environmental protection.

The cardboard boxes containing envelopes are labelled accordingly.

Delivery cost is as follows:

100 boxes onwards	-	€60
50 boxes to 99 boxes	-	€45
31 boxes to 49 boxes	-	€35

For less than 30 Boxes a minimum charge of €25 shall apply.