

CT 2170/2000

Contracts Circular N° 20/2000
Department of Contracts
Notre Dame Ravelin
Floriania

To Heads of Department
and Parastatal Bodies

25th April 2000

Period Contracts for Various Items of Stores: January to December 2001

It is planned that period contracts for the supply of various items of stores required by Government during the year 2001 will be placed during the coming months.

Heads of Department and Parastatal Bodies are therefore requested to indicate, on the attached Schedule, their estimated requirements for such items for next year. These returns will enable this Department to issue appropriate calls for tenders. Care is to be taken to ensure that these estimated quantities are as accurate as possible.

It is to be noted that separate returns in respect of items of wear will be requested by the Procurement Section of this Department in due course and therefore such requirements are not to be included in the returns relative to this circular.

Where any item is required to any particular standard, this is to be clearly explained and all relevant details should be provided.

Returns are to reach the Procurement Section of the Department of Contracts, at the above address, by not later than the end of May 2000

Additional copies of the Schedule of Requirements are obtainable from the same Section.

Departments making use of period contracts are to note that to enable the Contracts Department to control the quantities being ordered under these contracts, a copy of the Goods or Service Purchase Order (ACC2) is to be forwarded to the Chief Procurement Officer, Procurement Section, Contracts Department, Notre Dame Ravelin, Floriania at the same time that the original is sent to supplier.

J V Spiteri
Director of Contracts

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