

Department of Contracts
Notre Dame Ravelin
Floriana

2nd March 2001

To Heads of Department
and Parastatal Bodies

Departmental Accounting System Forms

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery (in Malta) of Departmental Accounting System Forms to Government Departments and Parastatal Bodies has been awarded to:

Messrs Galaxy Ltd
N. Saura Street
Siggiewi QRM 14
VAT: 1004-1035
Tel: 447328

for the items and at the prices indicated below. Prices are inclusive of all charges and 15% VAT.

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| Item 1: | ACC 1 (General Receipts)
Continuous 2 Part forms: Size 241m wide x 101.7m. White for original, yellow for duplicate. Two vertical perforations. Printed in black on one side on carbonless paper, at Lm10.74,0 per box by 3000 sets. |
| Item 2: | ACC 2 (Goods or Service Purchase Orders).
Continuous 2 Part forms: Size 241m wide x 279.5m. White for original, yellow for duplicate. Two vertical perforations. Printed in black on one side on carbonless paper, at Lm9.80,0 per box by 1000 sets. |
| Item 3: | ACC 3 (Payment Voucher)
Continuous 2 Part forms: Size 241m wide x 279.5m. White for original, yellow for duplicate. Two vertical perforations. Printed in black on one side on carbonless paper, at Lm9.80,0 per box by 1000 sets. |

2. Government departments/parastatals in Gozo are requested to withdraw their requirements from contractor's ware house.

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3. This contract shall run from the 1st April 2001 up to 30th March 2003.
4. Payments to contractor are to be made through:

Bank of Valletta p.l.c.
Bridge Wharf
Marsa

quoting Guarantee No: BW/10/838/01
5. The attention of Heads of Department and Accounting Officers is particularly drawn to Clauses 6, 7 and 8 of the attached specifications and special conditions regarding this contract.
6. Heads of Department are requested to ensure that the forms supplied to them are of the same quality as samples submitted for testing and approved by Government. It is therefore recommended that random samples from consignments be submitted to the National Laboratory, Evans Building, Valletta for testing. In all cases test reference number 287/00 dated 11th January 2001 should be invariably quoted.
7. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.
8. This contract is also governed by the usual 'General Conditions of Contract for the Supply of Goods and Materials under a Running Period Contract'

J. V. Spiteri
Director General (Contracts)

Encls.

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