

Department of Contracts
Notre Dame Ravelin
Floriana

12th March 2002

To Heads of Department
and Parastatal Bodies

Wall Calendars and Tablet Diaries 2003

Heads of Department are requested to submit a return showing the number of year 2003 wall calendars and tablet diaries required by their Departments.

Tablet diaries can be supplied:

- a) seven days to a page; and
- b) three days to a page.

Heads of Department are requested to indicate the number of each type they require. Diaries two days to a page and one day to a page are not being printed.

You are therefore requested to furnish your requirements to this Department's Procurement Section by not later than the 11th April, 2002.

It is important that this information reaches the Procurement Section by the said date as printing contractors do not accept to print additional copies at the same price once the contracted quantities have been supplied.

J V Spiteri
Director General (Contracts)

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