

Department of Contracts
Notre Dame Ravelin
Floriana

8th June 2004

To Heads of Department
and Parastatal Bodies

ENVELOPES

1. Heads of Department and Accounting Officers are requested to note that the contracts for the supply and delivery of envelopes with strip seal flaps to Government Departments and Parastatal Bodies, as and when required, have been placed with the contractor shown below at the prices indicated on the attached Schedule. Prices are inclusive of all charges and taxes including VAT at 18%.

(A) M/S Intermarkets Stationeries Ltd
BT5 Industrial Estate
Bulebel
Zejtun

Tel: 21693630

VAT: 1111-7035

2. This contract shall run from the 1st July 2004 up to the 30th June 2005.
3. Payments to the above contractor are not to be made until further notice.
4. It is to be pointed out that delivery of envelopes is to be made within ten days from the date of receipt of the relative requisition.
5. Heads of Department are requested to ensure that the envelopes supplied to them are of the same grammage as indicated on the attached Schedule.
6. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these conditions are adhered to.

7. 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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Schedule of Prices

Item 1:	Envelopes, Wallet flap on long edges, 75gsm minimum Manilla Buff Colour. Size: 114 x 163mm approx. Printed Il-Gvern ta' Malta (10pt - universal caps) at Lm4.72,0 per box by 1000.
Item 2:	Envelopes Pocket flap on long edge, 82gsm minimum Manilla Buff Colour. Size: 156 x 230mm approx. Printed Il-Gvern ta' Malta (12pt - universal caps) at Lm4.43,0 per box by 500.
Item 3:	Envelopes pocket rectangular flap on short edge, 125gsm minimum, Manilla Buff Colour Size: 261mm x 356mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm9.14,0 per box by 250.
Item 4:	Envelopes, pocket, rectangular flap on short edge, 125gsm minimum, Manilla Buff Colour Size: 330mm x 457mm approx. Printed Il-Gvern ta' Malta (16pt - universal caps) at Lm12.85,0 per box by 250.
Item 5:	Envelopes, window, Wallet flap on long edge, 75gsm minimum Manilla Buff Colour Size: 233 x 105mm approx. Size of window 41 x 102mm to be positioned as

follows:

15mm from bottom edge and 20mm from left edge
at Lm8.08,0 per box by 1000.

Item Envelopes, Airmail, Wallet flap on long edge,
6: 90gsm minimum,
 White colour
 Size: 115mm x 163mm approx.
 Printing as per Clause 8 of the attached
 specifications
 at Lm7.55,0 per box by 500.