

Department of Contracts  
Notre Dame Ravelin  
Floriana

To Heads of Department  
and Parastatal Bodies

10 March 2006

### 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:

Galaxy Ltd.  
N. Saura Street,  
Siggiewi QRM 14

Tel: 21461191 / 21447328

VAT: 1004 – 1035

for the items and at the prices indicated below. Prices are inclusive of all charges and 18% VAT.

- Item 1 ACC1 (General Receipts)  
Continuous 2 Part forms  
Size 241.3mm (9 1/2") wide (including sprocket holes) X 101.6mm (4"), printed in black on one side on carbonless paper. White for original, yellow for duplicate, two vertical perforations. **At the price of Lm13.00,0 per box by 3000 sets.**
- Item 2 ACC2 (Goods or Service Purchase Order)  
Continuous 2 Part forms  
Size 241.3mm (9 1/2") wide (including sprocket holes) X 279.4mm (11"), printed in black on carbonless paper. White for original, yellow for duplicate, two vertical perforations. **At the price of Lm13.00,0 per box by 1000 sets.**
- Item 3 ACC3 (Payment Voucher)  
Continuous 2 Part forms  
Size 241.3mm (9 1/2") wide (including sprocket holes) X 279.4mm (11"), printed in black on carbonless paper. White for original, yellow for duplicate, two vertical perforations. **At the price of Lm13.00,0 per box by 1000 sets.**

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2. Government departments/parastatals in Gozo are requested to withdraw their requirements from contractor's ware house.
3. This contract shall run from the 1<sup>st</sup> April 2006 up to the 30<sup>th</sup> June 2007.
4. Payments are not to be made until further notice.
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 11<sup>th</sup> 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.'

E. Zarb  
Director General (Contracts)

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