

Department of Contracts
Notre Dame Ravelin
Floriana

To Heads of Department
and Parastatal Bodies

19 May 2006

Duplicator Paper

1. Heads of Department and Accounting Officers are requested to note that the contract for the supply and delivery of white Duplicator Paper (Size A4) to Government Departments and Parastatal Bodies, as and when required, has been placed with:

Messrs Galaxy Ltd.
N. Saura Street
Siggiewi QRM 14

Tel:- 21 461191
VAT No. : 1004-1035

At the price of Lm2.34 per ream (x 500 sheets) delivered. This price is inclusive of all charges and 18% VAT.

2. Payments are to be made direct to contractor.
3. Government Departments / Parastatals in Gozo are requested to withdraw their requirements from contractor's warehouse.
4. This contract shall run from the 1st June 2006 up to the 31 May 2007.
5. **Paper supplied shall be watermarked 'GM'.**
6. The attention of Heads of Department and all Accounting Officers is particularly drawn to Clauses 6, 7, 8 and 12 of the attached specifications and special conditions regulating this contract.

Circ 22/2006

7. User Departments are requested to ensure that the duplicator paper supplied to them is of the same quality as sample submitted for testing and approved by Laboratory Result No. 225/00 (DP 014) dated 29th September 2000 and this by periodically submitting supplied paper for testing at the National Laboratory.
8. The conditions regulating this contract are attached and Heads of Department are requested to ensure that these are strictly adhered to.
9. This contract is also governed by the attached “General Conditions of Contract for the Supply and Goods and Materials under a Running Period Contract”.

E. Zarb
Director General (Contracts)

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