

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

28 March 2025

To Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

## **GOVERNMENT PRINTING PRESS SERVICES**

The Government Printing Press provides Printing Services across the Public Administration (including Ministries, Departments and Entities) in a timely and efficient manner utilising advanced Technology.

Contracting Authorities/Entities are reminded to adhere to OPM Circular 22-2014 which states that *‘procedures for printing works as regulated in OPM Circular 5/95 and OPM 39/98 are still applicable’*. Accordingly, in line with the said OPM Circulars, *‘Printing works are to be requested from the Government Printing Press. If written confirmation is obtained from the Director (Printing Press) that any work cannot be carried out, then the printing works may be sought from the private sector’*.

Therefore, for avoidance of doubt, it is being clarified that Contracting Authorities/Entities shall liaise with the Government Printing Press prior to publishing any Procurement Calls that incorporate Printing Services that the said Office is able to carry out.

A copy of any communication with the Government Printing Press shall be retained on file for auditing purposes as well as for review by the Department of Contracts, as and when requested.

### **Printing Services**

The Government Printing Press adopts the concept of a One-Stop-Shop. In fact, it undertakes Printing Services commencing at the Planning Stage, followed by the Design and Printing Stages up until Delivery.

The Printing Services offered by the Government Printing Press include:

- Prepress (Design & Variable Data)
- Paper Printing<sup>1</sup> (Offset & Digital)
- Stickers & Labels Printing (Non-Paper)
- Postpress<sup>2</sup> (Finishing, Mailing & Delivery)

### FSC Certification

The Government Printing Press obtained its Forest Stewardship Council<sup>3</sup> Certification - FSC® C140603 - in 2019. Accordingly, it is authorised to print on Paper and Board which are sourced from sustainable and well managed forests or recycled material.

### **Additional Information**

Contracting Authorities/Entities are encouraged to contact the Government Printing Press via their fully functional Customer Care Unit. In addition, queries may be submitted on [governmentpress.opm@gov.mt](mailto:governmentpress.opm@gov.mt) or by calling on +356 2200 1366 / +356 2200 1398.

Additional Information on the Government Printing Press may be obtained from <https://printingpress.gov.mt/en/>.

### **Contact**

Contracting Authorities/Entities may submit any queries in relation to the generic content of this Circular to the Department of Contracts' Customer Care Service on [info.contracts@gov.mt](mailto:info.contracts@gov.mt) or by calling on +356 2378 1001.

Adrian Dalli

Director General (Contracts)

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<sup>1</sup> Paper Printing Services such as Flyers, Books, Magazines, leaflets, Posters, Business Cards, Calendars, Receipt Books.

<sup>2</sup> Postpress Services include Folding and Creasing, Hard Case Binding, Perfect Binding, Spiral Binding, Saddle Stitching, Side Stitching, Lamination, Hot Foil Stamping, Mailing (Insertion of personalised letters in envelopes), Perforation, Numbering and Cutting.

<sup>3</sup> FSC™ (Forest Stewardship Council™) is an independent, non-governmental, not-for-profit organization established to promote the responsible management of the world's forests.