Asafe

Ainley House

Ainleys Industrial Estate

Elland

HX5 9JP 2nd February 2022

Dear Sirs,

# Re: Victoria Square Woking, BoH Protection

We enclose herewith our Order No 33130 to design, supply and install “eflex Forkguard” protection at the above mentioned project.

Please refer to section l) of this order for your health and safety obligations, in addition please forward all relevant COSHH information, method statements and risk assessments to site, for the attention of Mr David Sanders, before you commence work

We trust this is self-explanatory but, should you have any queries, please contact the undersigned.

Yours faithfully,

Simon Thorpe

cc R C Hayhoe

 M O’Brien

 D Sanders

 J Wray

 J Hayhoe

 D Singh

 P Bennett

Asafe

Ainley House

Ainleys Industrial Estate

Elland

HX5 9JP

ORDER NUMBER 33130 2nd February 2022

Dear Sirs,

# Re: Victoria Square Woking, BoH Protection

To supply and install “eflex ForkGuard” protection all as the documentation detailed below (copies of which are attached):-

1. Our emailed invitation to tender dated 31.08.21 (and the enclosures listed therein)
2. Your quotation No QUOUK004452, dated 20.12.21 in the sums of £13,113.78 (supply & deliver) and £5,122.30 (installation).

Total Order Value £18,236.08 (plus VAT).

Please note the following:-

a) Payment terms: To be agreed

b) Deliveries: Total lead in, including updating your drawings to take account of the Status B comments, is 10 weeks. Our Contracts Manager will agree a programme with yourselves. Your quotation is fixed for the duration of the works

c) Discount: Nett

d) Retention will be held at 5%. One half will be released at practical completion and the balance at the end of the defects liability period

e) Dayworks will only be used as the basis for valuing variations where agreed rates/sums are not applicable and they cannot be accurately pro-rata’d. In these instances sheets must be offered for signature within 7 days of the works being carried out

f) Requests for information must be in writing and should be addressed to our Project Manager

g) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence

h) Where applicable all materials are to be in accordance with approved samples.

i) Works are to be undertaken fully in accordance with all relevant Health & Safety Regulations including the provision of all necessary PPE for our operatives. **We attach a copy of our Health & Safety questionnaire which has to be completed to the satisfaction of our Health & Safety consultant**

j) Attendances are to be as the attached schedule

k) You are to provide the following:-

1. Updated drawings to take account of the Status B comments
2. O & M Manual data (by return)

Please note that your final payment may not be released until we are in receipt of these

l) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**

m) The Project address is:-

Raphael Contracting Ltd

 c/o SRM

 Victoria Square,

Victoria Way,

Woking,

GU21 6DG

 Contracts Manager Mr David Sanders

 Mobile No. 07967 331912

 Project Manager Mr Jason Wray

 Mobile No. 07968 011650