Assa Abloy

21 Ferguson Drive

Knockmore Hill Industrial Park

Lisburn

BT28 2EX 28th June 2021

Dear Sirs,

# Re: 21 Moorfields, London EC2

We enclose herewith our Order No 33054 for the supply & fix of metal doorsets to the above project.

Please refer to section h) 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 Paul Haugh, before you commence work

**Manufacture of your doorsets is not to commence until you receive written approval of your drawings and schedule**

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

 P Haugh

 G Buck

D Singh

 P Bennett

Assa Abloy

21 Ferguson Drive

Knockmore Hill Industrial Park

Lisburn

BT28 2EX

# ORDER No 33054 28th June 2021

# Re: 21 Moorfields, London EC2

To supply & fix metal doorsets in accordance with the documentation listed below (copies of which are attached):-

1. RCL’s e mailed invitation to tender dated 05.11.2018 (and the enclosures listed therein)
2. RCL’s emailed tender addendum dated 10.02.20 (and the enclosures listed therein)
3. Your hand amended quotation ref 69465/Rev 10 dated 18.06.202
4. The programme periods detailed in your (Chris Cole) email dated 25.06.21
5. Your drawing programme that is referred to within the above email

Total Order value £120,587.92 (including Hiab deliveries)

We will issue an Addendum order for the mastic sealing once the rate has been agreed and, if required, the correx protection.

Please note the following:-

1. Your price is fixed for the duration of the works
2. Delivery costs, including FORS Silver, are included.
3. Terms: Monthly
4. Discount: Nett.
5. Doorsets are to be delivered correctly packaged
6. Programme: Is to be as your (Chris Cole) email dated 25.06.21 and your drawing programme that is referred to within the above email (copies attached).
7. 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
8. 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
9. Works are to be undertaken fully in accordance with all relevant Health & Safety Regulations including the provision of all necessary PPE for our operatives. **It is a condition of this order that our Health & Safety questionnaire, a copy of which is attached, is completed to the satisfaction of our Director in charge of safety, Martin O’Brien**
10. Attendances are to be as the attached schedule
11. Requests for Information must be in writing and should be addressed to our

 Project Manager

1. Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence.
2. It is a requirement of this order that you provide the following :-
3. O & M manual data (by return)
4. All relevant fire and acoustic certification

Please note that payments may be withheld until we are in receipt of these

1. Our Project Manager has forwarded under cover of an Addendum Order a full set of construction information. **Doorsets are to be manufactured to these details in preference to anything referred to elsewhere within this order**
2. All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**
3. The Project address is:-

Raphael Contracting Ltd

 c/o SRM

 Gate 1

 Moor Lane

 London

 EC2Y 9DP

 Contracts Manager Mr Paul Haugh

 Mobile No. 07970 045912

 Project Manager Mr Gary Buck

 Mobile No. 07968 010386