



RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Abbeywood Floorcoverings Ltd
Unit 6, Five Arches Business Estate,
Maidstone Road,
Sidcup, Kent
DA14 5AE

30th October 2023

Dear Sirs

Re: The National Gallery, London


We enclose herewith our Order No 33418 for the soft flooring installation at the above, on a supply and fix basis.

Please refer to section k) of this order for your health & safety obligations, in addition please forward all relevant COSHH information, method statements and risk assessments to the site address, for the attention of Mr Paul Haugh, a minimum of four weeks prior to commencement on site.

Company information including insurances, CIS, VAT etc to be forwarded to our Chessington office for the attention of Mr Paul Bennett.

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

Yours faithfully


J Wray

c.c. R C Hayhoe
M O'Brien
S Thorpe
P Haugh
D Singh
P Bennett
J Hayhoe



Raphael Contracting Ltd.
Raphael House, 123 Roebuck Road,
Chessington, Surrey KT9 1EU
Tel: 020 8391 9100 Fax: 020 8391 2220
admin@raphaelltd.co.uk www.raphaelcontracting.com
Chain of Custody Registration Numbers:
FSC: TT-COC-004654 • PEFC: BMT-PEFC-1262
Forest Products: BMT-COC-0147





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Sidecup, Kent
DA14 5AE

30th October 2023

Order No. 33418

Re: The National Gallery, London

To supply & fix the soft flooring on a labour, plant & material basis, in accordance with the documentation listed below (copies of which are attached):

- 1) Our e-mailed enquiry dated 31.05.23 and the enclosures listed therein.
- 2) Your quotation dated 13/06/23 in the sum of £70,494.18 plus prelims of £4,000.00.
- 3) Your signed and dated design statement received 27.10.23 hand amended to reflect ST / JK's agreement re fixed price 31.10.23.

For the sum of, including prelims, and fixed price £76,494.18 (+ VAT).

Please note the following:

- a) Your price is fixed for the duration of the works
- b) Terms: Monthly
- a) Discount: Nett.
- b) Programme: Our contracts manager will agree a detailed delivery schedule with yourselves
- e) Daywork will only be used as the basis for valuing variations where agreed rates/sums are not applicable and where 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.



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- g) Our Project Manager will forward a full set of current information. Your works are to be carried out to these details in preference to those issued at tender stage. Your materials are to match the approved samples.
- h) Attendances are to be as the attached schedule. It is your responsibility to carry out take offs for the purpose of material ordering.
- i) All labour is to be employed fully in accordance with Government employment legislation
- j) All labour is to be CSCS qualified
- k) 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 the Health & Safety questionnaire sent under separate cover is completed to the satisfaction of our Director in charge of safety, Martin O'Brien**
- l) Requests for Information must be in writing and should be addressed to our Project Foreman
- m) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence.
- n) You are to provide the following by return:
 - (i) O & M manual data (by return)

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

- o) The Project address is:

Raphael Contracting Ltd
c/o Sir Robert McAlpine
The National Gallery
Trafalgar Square
London
WC2N 5DN

Contracts Manager Mr. Paul Haugh
Mobile No. 07970 045912