



RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Astor Bannerman
Unit M1
The Elephant Works
Andoversford Link
Cheltenham
Gloucestershire
GL54 4LB

3rd January 2024

Dear Sirs

Re: The National Gallery, London

We enclose herewith our Order No 33501 for the "Changing Places" equipment at the above, on a supply and fix basis. **This order currently excludes your Astor Aquaba adjustable wash basin, if this is required we will issue an Addendum Order for it's inclusion in the package**


You are not to commence manufacture and/or procure materials until you have received the most up to date Construction Information from our Site Team and, had drawings and, where applicable, samples approved.

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@raphaeltd.co.uk www.raphaelcontracting.com
Chain of Custody Registration Numbers:
FSC: TT-COC-004654 • PEFC: BMT-PEFC-1262
Forest Products: BMT-COC-0147





RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Astor Bannerman
Unit M1
The Elephant Works
Andoversford Link
Cheltenham
Gloucestershire
GL54 4LB

3rd January 2024

Order No. 33501

Re: The National Gallery, London

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

- 1) Our Tender Addendum dated 14.11.23
- 2) Your quotation ref Q87550 dated 15.11.23.

For the sum of £13,270.00 (+ VAT).

This order currently excludes your Astor Aquaba adjustable wash basin, if this is required we will issue an Addendum Order for it's inclusion in the package

Please note the following:

- a) Your price is fixed for the duration of the works
- b) Terms: 40% deposit, balance 30 days after completion.
- c) Discount: Nett.
- d) Retention will not be held.
- e) Programme: Our contracts manager will agree a detailed drawings, manufacturing and installation, programme with yourselves
- f) 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.



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



- g) Our Project Manager will forward a full set of current information. **You are not to commence manufacture and/or procure materials until you have received this and, had drawings and, where applicable, samples approved.**
- h) All samples requested by ourselves are to be provided, where applicable all materials are to be in accordance with approved samples.
- i) Attendances are to be as the attached schedule.
- j) All labour is to be employed fully in accordance with Government employment legislation
- k) All labour is to be CSCS qualified
- l) 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**
- m) Requests for Information must be in writing and should be addressed to our Project Foreman
- n) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence.
- o) 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.

- p) 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