



# RAPHAEL

## CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Grants Blinds Ltd  
Warren Business Centre  
Single St  
Downe  
TN16 3AB

20<sup>th</sup> May 2024

Dear Sirs,

Re: The National Gallery, London

We enclose herewith our Order No 33546 to supply & fix roller blinds and the Event Space curtain at the above.

**Our Project Manager has issued a full set of current construction information. The roller blinds and Event Space curtain are to be manufactured to these details in preference to anything referred to elsewhere within this order.**

**Please refer to section o) 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**

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

Yours faithfully,

Jason Wray

cc: R C Hayhoe  
M O'Brien  
S Thorpe  
P Haugh  
D Singh  
P Bennett  
J Hayhoe  
R Reid



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





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Grants Blinds Ltd  
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TN16 3AB

ORDER No 33546

20th May 2024

Re: The National Gallery, London

To supply & fix roller blinds and the Event Space curtain in accordance with the documentation listed below (copies of which are attached):-

- 1) Your quotation ref J3082 dated 17.04.2024, in the sum of £8,705.75 for the Event Space curtain in a Group 2 Fabric (Extra Over for a Group 3 Fabric provided below)
- 2) Your quotation ref J3237 dated 05.04.2024, in the sum of £27,803.11 for the Roller blinds.
- 3) Our Addendum orders Ref RC/NG200/48 & 54, dated 18.04.24 & 26.04.24 respectively, and the documents listed therein
- 4) Your email 17.05.24 providing details of payment terms and manufacturing / delivery periods.

Total Order value £36,508.86 + VAT.

Extra over for a Group 3 Fabric if required £2,484.75 + VAT

Please note the following:-

- a) Your price is fixed for the duration of the works
- b) Delivery costs are included.
- c) Terms:  
Deposit paid £5,035.73 + VAT.  
Interim payment, following fabric selection on 05.06.24, 45% of the final agreed price, less the above deposit.  
Interim payment, following delivery of manufactured goods , 45% of the final agreed price.  
Final payment, 30 days after installation complete, 10% of the final agreed price.
- d) Discount: 10%.



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- e) Retention will be held at 5%. One half will be released at practical completion and the balance at the end of the defect's liability period.
- f) Programme: Please refer to item 4) above for manufacturing / delivery periods, our contracts manager will agree an installation programme with yourselves
- g) Requests for Information must be in writing and should be addressed to our Project Manager
- h) All samples requested by ourselves are included within this order value, manufacture is not to commence until samples are approved. All materials are to be in accordance with approved samples.
- i) 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.
- j) Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence.
- k) Our Project Manager has issued a full set of current construction information. The signage is to be manufactured to these details in preference to anything referred to elsewhere within this order.
- 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 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**
- m) Attendances are to be as the attached schedule, please note that the hoist referred to therein is in fact a goods lift with dimensions of 1710mm x 1640mm x 2050mm high with a door measuring 1200mm x 2050mm high. Please note however that use of this cannot be guaranteed and alternative methods of loading out may need to be provided by yourselves
- n) It is a requirement of this order that you provide the following :-
  - (i) O & M manual data (by return)

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

- o) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**
- p) You are to provide a warranty and maintain, as a minimum, Product Liability insurance in the minimum sum of £5m.

q) 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