



RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



V.A. Hutchison Flooring Ltd.
Units 1,2 & 3, Beeding Close,
Southern Cross Trading Estate,
Bognor Regis,
West Sussex,
PO22 9TS

25th April 2024

Dear Sirs,

Re: The National Gallery, London

We enclose herewith our Order No 33566 to supply & fix engineered flooring at the above.

Our Project Manager has issued a full set of current construction information. The engineered flooring is 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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Units 1,2 & 3, Beeding Close,
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West Sussex,
PO22 9TS

ORDER No 33566

25th April 2024

Re: The National Gallery, London

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

- 1) Our e-mailed enquiry dated 25.05.23 and the enclosures listed therein.
- 2) Your quotation ref 43238 K dated 07.02.2024, in the sum of £239,037.87
- 3) Your email 27.03.24 bullet point 6 confirming an extra over of £4,275.00 to achieve the final floor layout.
- 4) Our Paul Haugh's email 04.04.24 confirming the direction of the flooring, specification and sample approval (with comments)

Total Order value £243,312.87 + VAT.

Please note the following:-

- a) Any timber based products for this project are to be accredited as either FSC 100% or FSC 70% mix and are to have full chain of custody
- b) Your price is fixed for the duration of the works
- c) Delivery costs are included.
- d) Terms: Deposit of £62,000, thereafter monthly.
- e) Discount: Nett.
- f) Retention will be held at 3%. One half will be released at practical completion and the balance at the end of the defect's liability period.
- g) Programme: Our contracts manager will agree a programme with yourselves
- h) Requests for Information must be in writing and should be addressed to our Project Manager
- i) 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.



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- j) 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.
- k) Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence.
- l) Our Project Manager has issued a full set of current construction information. The engineered flooring is to be manufactured to these details in preference to anything referred to elsewhere within this order.
- m) 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**
- n) 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
- o) It is a requirement of this order that you provide the following :-
 - (i) O & M manual data (by return)
 - (ii) Any relevant chain of custody documentation

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

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