



# RAPHAEL

## CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



MGD Specialist Interior Finishes Ltd  
1 Timberlaine Estate,  
Gravel Lane, Quarry Lane,  
Chichester, West Sussex  
PO19 8PP

13th November 2023

Dear Sirs

**Re: The National Gallery, London**

We enclose herewith our Order No 33646 for the whiterock 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.

**Our project manger will confirm whether the PVC joint trim or welded joint option is required, you are not to procure materials until such confirmation is received**

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

Yours faithfully

pp. *AE*

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





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13th November 2023

**Order No. 33646**

**Re: The National Gallery, London**

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

- 1) Our e-mailed enquiry dated 30.10.23 and the enclosures listed therein.
- 2) Your quotation dated 30.10.23 (welded joint option) in the sum of £14,098.00.
- 3) Your signed and dated design statement received 30.10.23.

For the sum of (welded joint option) £14,098.00 (+ VAT), **our project manger will confirm whether the PVC joint trim or welded joint option is required, you are not to procure materials until such confirmation is received**

Please note the following:

- a) Your price is fixed for the duration of the works
- b) Terms: Monthly
- a) Discount: 2.5%.
- 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. **Any areas of whiterock over and above those contained within this order are to be carried out at the m2 rates within your quote**
- h) Our Project Manager will forward, under cover of an Addendum Order, 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.



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- i) Attendances are to be as the attached schedule. It is your responsibility to carry out take offs for the purpose of material ordering.
- 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