



RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Radii Planet
Radii Planet House,
Edward Way,
West Sussex,
RH15 9TZ

23rd January 2024

Dear Sirs,

Re: The National Gallery, London

We enclose herewith our Order No 33421 to design, supply & fit glazed partitions at the above.

Our Project Manager has issued, under cover of an Addendum Order, a full set of construction information, **and will continually update you until you are in receipt of all outstanding information and all of your RFI's have been answered.** The glazed partitions are to be manufactured to these details in preference to anything referred to elsewhere within this order.

This order currently excludes dust protection for which an addendum order will follow if required

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



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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Radii Planet
Radii Planet House,
Edward Way,
West Sussex,
RH15 9TZ

ORDER No 33421

23rd January 2024

Re: The National Gallery, London

To design, supply & fix glazed partitions in accordance with the documentation listed below (copies of which are attached):-

- 1) Our e-mailed enquiry dated 31.07.23 and the enclosures listed therein.
- 2) Your email 11.10.23 enclosing your revised quote Ref 29029b, based upon opal applied manifestation, dated 25.05.2023, and your signed Design Statement.
- 3) Our Paul Haugh's Addendum 4 dated 20.10.23 and the enclosures listed therein.
- 4) Our email exchange 24.10.23 confirming that your quotation referred to within item 2) above is based upon the documents listed out within item 3) above.
- 5) Your email 30.10.23 confirming programme & lead-in times
- 6) Your revised quotation ref Qs29029c dated 04.01.24, based upon a kite Glass screen print, (hand amended so as to reflect the agreements listed above)

Total Order value £50,222.16 + VAT.

This order currently excludes dust protection for which an addendum order will follow if required

Please note the following:-

- a) Your price is fixed for the duration of the works
- b) Terms: Monthly
- c) Programme: Our Contracts Manager will agree a programme with yourselves.
- d) Discount: Nett
- e) 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.
- f) Requests for information must be in writing and should be addressed to our Project Manager



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- g) 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.
- h) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence.
- i) Where applicable all materials are to be in accordance with approved samples.
- j) Our Project Manager has issued, under cover of an Addendum Order, a full set of construction information, **and will continually update you until you are in receipt of all outstanding information and all of your RFI's have been answered.** The glazed partitions are to be manufactured to these details in preference to anything referred to elsewhere within this order.
- 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 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**
- l) Attendances are to be as the attached schedule which takes precedence over the one contained within your quotation
- m) You are to provide the following:-
 - (i) O & M Manual data (by return)
 - (ii) Acoustic certification

Please note that your final payment may not be released 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 maintain Product Liability insurance in the minimum sum of £5m, and to provide warranties
- 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