



# RAPHAEL

## CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Roche Security  
Unit 4 – 5 Artillery Business Park,  
Park Hall Oswestry,  
Shropshire, SY11 4AD

29<sup>th</sup> January 2024

Dear Sirs,

**Re: The National Gallery, London**

We enclose herewith our Order No 33516 for the supply & fix and overhaul of roller shutters to the above project.

Please refer to section h) 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

**Manufacture of your roller shutters is not to commence until you receive written approval of your drawings.**

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  
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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Roche Security  
Unit 4 – 5 Artillery Business Park,  
Park Hall Oswestry,  
Shropshire, SY11 4AD  
ORDER No 33516

29<sup>th</sup> January 2024

**Re: The National Gallery, London**

To supply & fix and overhaul roller shutters in accordance with the documentation listed below (copies of which are attached):-

- 1) RCL's e mailed invitation to tender dated 18.12.2023 (and the enclosures listed therein)
- 2) Your quotation ref RS14094 dated 19.12.2023
- 3) Your Compliance Statement signed and dated 31.01.24.

Total Order value £30,462.00

Please note the following:-

- a) Your price is fixed for the duration of the works
- b) Delivery costs are included.
- c) Terms: Monthly
- d) Discount: Nett.
- e) Roller shutters are to be delivered correctly packaged
- 4) Programme: Our Contracts Manager will agree a detailed programme with yourselves
- f) Retention will be held at 5%. One half will be released at practical completion and the balance at the end of the defects liability period
- 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



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- h) 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 you have completed and returned to us, is completed to the satisfaction of our Director in charge of safety, Martin O'Brien**
- i) Attendances are to be as the attached schedule
- j) Samples are to be provided FOC, manufacture is not to commence until samples are approved. All materials are to be in accordance with approved samples
- k) Requests for Information must be in writing and should be addressed to our Project Manager
- l) Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence.
- m) It is a requirement of this order that you provide the following :-
  - (i) O & M manual data (by return)
  - (ii) All relevant fire and acoustic certification

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

- n) You are to maintain Product Liability insurance in the minimum sum of £5m, and to provide warranties
- o) Our Project Manager has forwarded under cover of an Addendum Order a full set of construction information. **Roller shutters are to be manufactured to these details in preference to anything referred to elsewhere within this order**
- p) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**
- q) The Project address is:-

Raphael Contracting Ltd  
c/o SRM  
The National Gallery  
Trafalgar Square  
London  
WC2N 5DN

Contracts Manager     Mr Paul Haugh  
Mobile No.                07970 045912