



RAPHAEL

CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



Thrislington Cubicles
Prince William Avenue
Sandycroft
Deeside
Clwyd
CH5 2QZ

31st January 2024

Dear Sirs,

Re: Re: The National Gallery, London

We enclose herewith our Order No 33419 for the supply and installation of the washroom system at the above mentioned project.

Please refer to section 1) 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.

All 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.

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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ORDER NUMBER 33419

31st January 2024

Dear Sirs,

Re: The National Gallery, London

To supply and install the washroom system all as the documentation detailed below (copies of which are attached):-

- 1) Our invitation to tender e mail dated 14.06.23 and the enclosures referenced therein.
- 2) Pre-Order meeting minutes dated 20.11.23
- 3) Your quotation No MG/MD/Q23093 rev 19 dated 12.01.24.
- 4) Your design statement signed and dated 31.01.24.

Total Order Value £393,359.78 (plus VAT).

This order excludes Proplex protection in the sum of £29,978.00 if this is required we will issue an Addendum order

Within the above quotation there would appear to be duplication of the divider between rooms F893 and F895, if this correct the sum of £724.90 will need to be deducted from your account.

Please note the following:-

- a) Your price is fixed for the duration of the works
- b) All 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.
- c) Samples of the elements referred to within d)i) are to be provided FOC, manufacture is not to commence until samples are approved. All materials are to be in accordance with approved samples.
- d) Programme:
 - i) Outstanding Information: Corian type & colours, laminate colours, RAL numbers for metalwork



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- ii) Drawings: The first set of your drawings is complete but they are to be revised by 02.02.24 to include site dimensions, one further revision will be required to include the colours etc referred to above
- iii) As yet none of your drawings are approved. Delivery periods from approval are:
 - IPS – 6 weeks
 - Cubicles, vanity units, mirrors – 6 to 8 weeks
- e) Terms: Monthly
- f) Deliveries: Our Contracts Manager will agree a programme with yourselves.
- g) Discount: 2.5%
- h) 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.
- 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) Requests for information must be in writing and should be addressed to our Project Manager
- k) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence
- l) Where applicable all materials are to be in accordance with approved samples.
- m) Our Project Manager has issued, under cover of an Addendum Order, a full set of construction information. Joinery has been manufactured to these details in preference to anything referred to elsewhere within this order.
- n) 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**
- o) 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.

- p) You are to provide the following:-
- (i) O & M Manual data (by return)
 - (ii) Chain of custody documentation (immediately following deliveries)

Please note that your final payment may not be released until we are in receipt of these.

- q) You are to maintain Product Liability insurance in the minimum sum of £10m, and to provide warranties
- r) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**
- s) 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