Stafford Bridge,  
Bedford Road,  
Pavenham,  
Bedfordshire,  
MK43 7PS

5th March 2024

Dear Sirs,

# Re: The National Gallery, London

We enclose herewith our Order No 33522 to design, supply & fix security doorsets and windows at the above.

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

Our Project Manager has issued a full set of current 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 security doorsets and windows are to be manufactured to these details in preference to anything referred to elsewhere within this order.**Manufacture of your doors and windows 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,

## Jason Wray

cc: R C Hayhoe

M O’Brien

S Thorpe

P Haugh

D Singh

P Bennett

J Hayhoe

R Reid

Stafford Bridge,  
Bedford Road,  
Pavenham,  
Bedfordshire,  
MK43 7PS

ORDER No 33522 5th March 2024

# Re: The National Gallery, London

To design, supply & fix security doorsets and windows in accordance with the documentation listed below (copies of which are attached):-

1. Our e-mailed enquiry dated 07.08.23 and the enclosures listed therein.
2. Your quotation ref Q-4996 rev 4 dated 26.01.2024.

Total Order value £120,021.00 + VAT.

Please note the following:-

1. 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
2. Your price is fixed for the duration of the works
3. Delivery costs are included.
4. Terms: Monthly
5. Discount: Nett.
6. 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.
7. Doors are to be delivered correctly packaged
8. Programme: Our contracts manager will agree a detailed delivery schedule with yourselves
9. Requests for Information must be in writing and should be addressed to our

Project Manager

1. 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.
2. 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.
3. Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence.
4. Where applicable all materials are to be in accordance with approved samples.

Our Project Manager has issued a full set of current 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 security doors and windows are to be manufactured to these details in preference to anything referred to elsewhere within this order. **Manufacture of your doors and windows is not to commence until you receive written approval of your drawings.**

1. 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**
2. 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
3. It is a requirement of this order that you provide the following :-
4. O & M manual data (by return)
5. All relevant security, fire and acoustic certification
6. Any relevant chain of custody documentation

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

1. All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**
2. You are to provide warranties and maintain, as a minimum, Professional Indemnity insurance in the minimum sum of £5m.
3. 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