

NHS Grampian Estates

Project No:

Office Use Only
Use Only

Office

PROJECT BUDGET COST REQUEST FORM

Site: Foresterhill		Brief Description of Job:		
Building: Foresterhill Lea		To replace window blinds in Room 212		
Ward/Dept: Occupational Health				
Site Contact:	Name: Sheena Merchant	Tele No: Ext. 53663 / 55749		
Email Address: sheena.merchant@nhs.scot				
Types of costing: R = Rough Cost +/- 25%, E = Estimate +/- 20%, Q = Quotation +/- 0%				
Type of Cost Required	Deadline for Costing	Date Received	Costed By	Date Returned

Office use only

Requested by: SHEENA MERCHANT <i>Name in Block Capitals</i>	Signature: <i>S. Merchant</i>	Date: 07/04/2021
Service / Support Manager's approval for pricing: <i>Name in Block Capital</i>	Signature:	Date:

Description of requirements including (if possible) Plan / Location:

1340 x 1318 ~~AL~~ LH TOP 121

1344 x 1308 ~~AL~~ LY 121

142500

MUC *Leana Green*

24/2/21

If more space required please use reverse

If authorised to proceed prior to receiving cost please Sign and Supply Financial Code

Authorised by: Cheryl Rodriguez <i>Name in Block Capitals</i>	Signature: <i>CRodriguez</i>	Date: 08/04/2021
Financial Code: N50263 9999		



PURCHASE ORDER: NFE10756064

Buyer NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE United Kingdom	Order Date 22-Apr-2021	Invoice To NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, WOODEND QUEENS ROAD ABERDEEN, AB15 6LS United Kingdom
Supplier Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450 Sweden Fax: 1224631172	Order Contact Name: David Wiseman Phone: 01224 555133 Fax: david.wiseman1@nhs.scot	Delivery David Wiseman 01224 555133 NAGDENGINEERING MILE END WORKSHOP ESTATES C/O CENTRAL STORES Foresterhill ABERDEEN, GRAMPIAN AB25 2ZD United Kingdom

Delivery Information

Order Type:	Direct Ship
Carrier:	Best Way -Normal Delivery
FOB - Delivery Terms:	Delivered -Allowed

Payment Information

Customer Number:	Not Known
Payment Terms:	Net 30

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
	Description (Line Comments)								
1	Non-Catalogue	1		Each		1	£242.00	SI	£242.00
	ARI - Replacement blinds within Foresterhill Lea, Room 212. As per NHSG MTC rates (ARI - Replacement blinds within Foresterhill Lea, Room 212. As per NHSG MTC rates)								
Total Extended Amount:									£242.00

VAT Types

Key	Description
SI	SI - STD IRRECOVERABLE

Terms & Conditions of Purchase:

- This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
- The prices detailed in this Purchase Order are fixed and firm for the duration of this order and not subject to any escalation.
If the Supplier finds any discrepancies, ambiguities, or contradictions between various parts of this Purchase Order, or any errors or omissions, the Purchaser shall be immediately informed in writing. Any work performed after such discovery, until authorised in writing by Purchaser, will be at the Supplier's risk and expense.
- Payment shall be effected within 30 days from receipt of a satisfactorily rendered full and correct invoicing documentation and fulfilment of supplier's obligations under this Purchase Order, unless agreed otherwise between Purchaser and Supplier.
Packages containing fragile articles must be packed with special precaution against risk of breakage and marked "fragile - handle with care". Supplier is responsible for suitable inner packing and wrapping of items. Supplier is responsible for the identification of any hazardous materials, which may be included with delivery of goods. Delivery must be made in strict accordance with the Health and Safety at Work Act 1974 and all sub ordinate legislation such as Control of Substances Hazardous to Health Regulations (COSHH) and Manual Handling Regulations latest revisions.
- Goods must be received between 0900 and 1530 hours Monday to Thursday; and 0800 and 1500 hours Friday. The Purchaser shall not be responsible for any costs for re-delivery of goods as a result of delivery being made out with these receiving hours.