




Office Use Only  
Use Only

# NHS Grampian Estates

Project No:

Office

## PROJECT BUDGET COST REQUEST FORM

Site: Dr. Gray's		Brief Description of Job: Replace one set of vertical blinds approx 130cm x 60cm. Previous mechanism 6 strip 'Centurion Blind'  01343 567494		
Building: New Block				
Ward/Dept: Radiology				
Site Contact:	Name: Joanne Paterson	Tele No: xt 67494		
Email Address: joanne.paterson2@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
Q	12.07.2021			

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Requested by: JOANNE PATERSON <i>Name in Block Capitals</i>	Signature: <i>Joanne Paterson</i>	Date: 29.06.2021
Service / Support Manager's approval for pricing: <i>Name in Block Capitals</i>	Signature: <i>Mark Shannon</i>	Date: 29.06.2021
MARK SHANNON		

Description of requirements including (if possible) Plan / Location: Consultant Radiologist Office has 6 x strips missing from vertical blind. The mechanism for opening/rotating blinds is still there but does not work. Room G297  <i>If more space required please use reverse</i>
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*If authorised to proceed prior to receiving cost please Sign and Supply Financial Code*

Authorised by: <i>Name in Block Capitals</i>	Signature: <i>Mark Shannon</i>	Date:
Financial Code: N08617		

600 x 1347 21  
89/11 12/22  
701 124

## Aberdeen Blind Company

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**From:** Steven Nimmo <steven@aberdeen-blinds.co.uk>  
**Sent:** Tuesday, July 6, 2021 4:11 PM  
**To:** 'Aberdeen Blind Company '  
**Subject:** FW: Dr Gray's - Blind

PLEASE PRINT OFF

**Steven Nimmo**

m. 07740851162 t. 01224 637609  
Aberdeen Blind Company  
32 Esslemont Avenue  
Aberdeen, AB25 1SP  
e. [steven@aberdeen-blinds.co.uk](mailto:steven@aberdeen-blinds.co.uk)  
w. [www.aberdeen-blinds.co.uk](http://www.aberdeen-blinds.co.uk)

**ABERDEEN**  
**BLIND COMPANY**  
ESTABLISHED 1952

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**From:** Steven Nimmo <steven@aberdeen-blinds.co.uk>  
**Sent:** 06 July 2021 16:10  
**To:** 'Gary Watt (NHS Grampian)' <gary.watt2@nhs.scot>  
**Subject:** Dr Gray's - Blind

Good Afternoon Gary,

**Ref: Radiologist Office, Dr Grays, Elgin – Blinds**

Further to our recent visit, please find below our quotation to supply and install the following,

1no 127mm Vertical Blinds complete with sealed in weights,  
Fabric - PVC  
Colour - White  
**Cost: £89.00 + vat**

If you have any further questions, please contact myself where I am happy to assist.

Kind Regards,

**Steven Nimmo**

m. 07740851162 t. 01224 637609  
Aberdeen Blind Company  
32 Esslemont Avenue  
Aberdeen, AB25 1SP  
e. [steven@aberdeen-blinds.co.uk](mailto:steven@aberdeen-blinds.co.uk)  
w. [www.aberdeen-blinds.co.uk](http://www.aberdeen-blinds.co.uk)



## PURCHASE ORDER: NG10912346

<b>Buyer</b> NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE United Kingdom	<b>Order Date</b> 12-Jul-2021	<b>Invoice To</b> NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, WOODEND QUEENS ROAD ABERDEEN, AB15 6LS United Kingdom
<b>Supplier</b> Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450 Sweden Fax: 1224631172	<b>Order Contact</b> Name: Joanne Paterson Phone: 01343 567494 Fax: <a href="mailto:joanne.paterson2@nhs.scot">joanne.paterson2@nhs.scot</a>	<b>Delivery</b> Joanne Paterson 01343 567494 NWB8 DR GRAYS HOSPITAL RADIOGRAPHY PLUSCARDEN ROAD ELGIN, MORAY IV30 1SN United Kingdom

### Delivery Information

<b>Order Type:</b>	Direct Ship
<b>Carrier:</b>	Best Way -Normal Delivery
<b>FOB - Delivery Terms:</b>	Delivered -Allowed

### Payment Information

<b>Customer Number:</b>	Not Known
<b>Payment Terms:</b>	Net 30

**Comments** Requisition Comment: As per e-mail from Steven Nimmo 06/07/2021

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
1	Non-Catalogue	unknown		Each		1	£89.00	SI	£89.00
1no 127mm Vertical Blinds complete with sealed in weights, Fabric - PVC Colour - White									
<b>Total Extended Amount:</b>									£89.00

### 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.