

PURCHASE ORDER: NFE12845624

Buyer NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE	Order Date 2 May 2023	Invoice To NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, WOODEND QUEENS ROAD ABERDEEN, AB15 6LS
Supplier Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450	Order Contact Name: Shona Battensby Phone: 07876258954 shona.battensby@nhs.scot	Delivery Shona Battensby NAGDENGINEERING MILE END WORKSHOP ESTATES C/O CENTRAL STORES Foresterhill ABERDEEN, GRAMPIAN AB25 2ZD

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	unknown		Each		1	£498.00	SI	£498.00
	To supply and fit blinds to G4 and G6 Foresterhill Lee GO Health as per Sheena Merchant request (Call off against NHS Grampian Measured Term Contract Framework and agreed rates therein)								
Total Extended Amount:									£498.00

VAT Types

Key	Description
SI	SI - STD IRRECOVERABLE

Terms & Conditions of Purchase:

1. This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
2. 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.
3. 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.
4. 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.
5. 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.
6. The correct delivery address for delivery and invoicing shall be stated on this Purchase Order. Any changes to delivery/ invoice requirements shall be covered by way of revision to this Purchase. The Purchaser will not accept any responsibility for goods or invoices delivered to any point other than stated on this Purchase Order, unless covered by the issue of a revision to this Purchase Order.
7. Supplier must comply with the units of supply stated on this Purchase Order. Any changes must be covered by way of a revision to this Purchase Order.

~~G4 2260 x 1825 2nd 7700 700~~
 G5 2260 x 1820 2nd ↓ ↓
 G6 2250 x 1810 2nd ↓ ↓
 STAIR 1350 x 1307 2nd 2300 700

Project Budget Cost Request Form



ALL SECTIONS MUST BE COMPLETED BEFORE REQUEST WILL BE CONSIDERED

Budget Code (for information:- no charge will be made until approved):
 N50263 9999

Detailed Description of Requirements: Some of our blinds are very old and broken and do not close properly. This causes issues for staff working at computers when the sun is shining in and they are unable to see properly. They have been putting up with this for some time now and tried moving position etc. but this is not always practical or possible. We have also enquired about having them repaired but have been told that some would need replaced.

249
 249
 249
 166

 913 + M

Does the request involve any of the following:

Alterations to the ventilation system	No
Alterations to the water system	No
Alterations to physical structures	No
If the answer to any of the above is 'Yes', has the Infection Prevention and Control Team (IPCT) been consulted? No	
Name of IPCT Contact:	

State the business objective that will be met by the request:

Eradication of Health and Safety or risk issue (please provide details):

Service or efficiency improvement (please provide details): Effective blinds would make staff workstations more workable and avoid delays for staff trying to rearrange their positions depending on the weather. It is not always possible to move staff elsewhere or have them home working either.

Improvement to environment (please provide details): Effective blinds would improve the workplace environment for our staff.

This section should only be completed if the requested work is to be authorised to proceed (before or after costing is provided)

Authorised By:	Name:
	Job Title:
Signature:	Date:
Budget Code: N50263 9999	