

OFFICIAL PURCHASE ORDER

Order No: NG77013  
Order Date: 08/07/25

Enquiries To: [Supplies@nelft.nhs.uk](mailto:Supplies@nelft.nhs.uk).  
CONTACT NAME: Wendy King

Please note for items not delivered to the exact address listed as the delivery address, the Provider not NELFT will be held liable if they are not received - Please contact the service if unsure



Supplier:

Mosaic Property Management Ltd  
Belfry House  
Bell Lane  
Hertford  
Hertfordshire  
SG14 1BP  
  
[accounts@mosaicpropertymanagement.co.uk](mailto:accounts@mosaicpropertymanagement.co.uk)

Supplier Code:

306671

Deliver To:

SUNFLOWERS COURT - GOODMAYES ( SUNFLOWER COURT  
GOODMAYES HOSPITAL SITE  
157 BARLEY LANE  
ILFORD ESSEX  
IG3 8XJ

Internal Dept.:

GOODMAYES - VALID PROJECT  
SUNFLOWER COURT  
GOODMAYES HOSPITAL SITE  
157 BARLEY LANE  
ILFORD  
ESSEX  
IG3 8XJ

Invoice To:

NORTH EAST LONDON NHS FT  
C/O ELFS Business Services  
Viscount House, Arkwright Court  
Commercial Rd, Darwen, BB3 0FG  
Email: [395.nel@elfsap.co.uk](mailto:395.nel@elfsap.co.uk)  
Invoice Queries:  
<https://elfssupplierportal.powerappsportals.com>

Line No:	Supplier Product Code	Description	Qty	Unit of Issue	Unit Price	Vat Rate	Line Value
1		Capital Expenditure 3996  Goodmayes Office Refurbishment Scope of Works √ Office Refurbishment √ Flooring: o Remove existing carpet tiles (approx. 5m x 4m). o Prepare and level the floor using self-levelling compound screed (approx. 5m x 4m). o Supply and install new carpet tiles √ colour to be selected by John Pryor. √ Heating and Electrical: o Remove two existing wall-mounted heaters. o Remove electrical sockets located above the desk. Chase wall and reinstall sockets beneath the desk. o Supply and fit two new electric heaters beneath the rear wall windows. √ Walls and Finishes: o				20.00	14450.00

1. The above Official Order Number to be quoted on all invoices, advice and delivery notes and all correspondence.  
2. Goods will only be received between 08:00 and 17:00 Monday to Friday.  
3. No additional carriage charges will be paid without prior written agreement from the Trust.  
4. No variation to this order without written authority. Any alteration in quantity or price must be agreed in writing by the ordering officer before any goods/services are supplied.  
5. This Purchase Order is placed with your organisation subject to the application of our terms and conditions as referred to in the Department of Health's "Applicable Contract Terms Policy": <https://www.england.nhs.uk/publication/nhs-terms-and-conditions-for-the-procurement-of-non-clinical-goods-and-services/#heading-2>  
6. Please submit your invoice via PEPOL.
- Total Excl. VAT  
  
VAT  
  
Total Value

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		Fill and make good all office walls. o Sand down filled areas in preparation for painting. o Apply 2¿3 coats of paint to all walls ¿ colour and paint type to be confirmed by John Pryor. ¿ Woodwork: o Prepare and paint all woodwork (including window frames, skirting boards, two doors, and door frames) in white eggshell or gloss finish. ¿ Ceiling Works: o Remove all existing ceiling tiles (approx. 4m x 5m). o Supply and install new ceiling tiles. o Install six square light fittings within the new ceiling tiles (electrician required). o Install a ceiling-mounted smoke detector. ¿ Window Treatments:					

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		<div><div>o</div><div>Apply anti-glare film to the upper portion of the windows.</div><div>o</div><div>Supply and install roller blinds to the lower half of the windows</div></div>					

1. The above Official Order Number to be quoted on all invoices, advice and delivery notes and all correspondence.						Total Excl. VAT	14450.00
2. Goods will only be received between 08:00 and 17:00 Monday to Friday.						VAT	2890.00
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6. Please submit your invoice via PEPOL.						Total Value	17340.00