

OFFICIAL PURCHASE ORDER

Order No: NG74618
Order Date: 23/04/25

Enquiries To: Supplies@nelft.nhs.uk.
CONTACT NAME: Kerri Springer

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:
The Chigwell Marquees
High Road
Chigwell
Essex

IG7 6BD

events@thechigwellmarquees.com

Supplier Code:306809

Deliver To:
CEME Centre West Wing
West Wing Reception Only
Marsh Way
Rainham
Essex
RM13 8GQ

Internal Dept.:
CEME - TRUST HEAD OFFICE
CEME CENTRE WEST WING
MARSH WAY
RAINHAM
ESSEX
RM13 8GQ

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
Invoice Queries:
https://elfssupplierportal.powerappsportals.com

Line No:	Supplier Product Code	Description	Qty	Unit of Issue	Unit Price	Vat Rate	Line Value
1		Call off order created for Trust Awards event to be held at Chigwell Marquees; current cost is £26,800 but £30,000 has been raised in case number need to be raised and then this take away need for further PO Venue, Catering, Decor , DJ and Bar service for Trust Awards 2025				20.00	30000.00

1. The above Official Order Number to be quoted on all invoices, advice and delivery notes and all correspondence.	Total Excl. VAT	30000.00
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.	VAT	6000.00
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 Value	36000.00