9th July 2025

**Wokingham Town Council is seeking tenders for the replacement of the fire alarm system at Wokingham Town Hall.**

A site visit is highly recommended for prospective contractors, to familiarise themselves with the building. Accompanied site visits can be made with the council’s Buildings Manager, Mike Aslin, and can be arranged by contacting: [maslin@wokingham-tc.gov.uk](mailto:maslin@wokingham-tc.gov.uk)

Site visits should be conducted with reference to the Fire Alarm Scope of Works document, which details the proposal for the new system.

Please quote as per the Invitation to Tender.

Please submit the following documents by post or delivery:

* Your tender, on the form contained within the ‘Invitation to Tender’ document
* Your design proposal for the fire alarm system
* A completed health and safety questionnaire, along with any associated documents
* A copy of your current public liability insurance

The successful tenderer will be required to provide the Town Council with a risk assessment, a method statement, and any environmental policy, regarding the fire alarm system replacement

Wokingham Town Council plans to award the contract in early September.

**Completed tenders must be received by noon, on Friday 29th August 2025**

**Tender documents can be submitted electronically to:**

[tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk)

**OR**

They can be delivered, as a hard copy, to the Town Clerk at the address detailed below.

In this case, please mark a plain envelope in the bottom left-hand corner:

**‘Do not open before noon 29th August 2025**

If you would like any further information about the specifics of the work required, please contact:

Mike Aslin, Building and Market Officer  
07847 602186 / [maslin@wokingham-tc.gov.uk](mailto:maslin@wokingham-tc.gov.uk)