# INVITATION TO TENDER

**Contract for: TOWN HALL FIRE ALARM INSTALLATION (2025)**

**Conditions of Tendering**

a) The tender and details of prices must be submitted on forms supplied by the Council and must be signed by the contractor. All elements of the tender request should be completed, or the tender cannot be considered.

b) Contractors are particularly requested to carefully read the general conditions of the contract, and specifications, and to make sure that they thoroughly understand them. All necessary explanations may be obtained from the Council Officer but, when a tender has been accepted, the Council will not entertain any requests for a variation of its items on the grounds of any alleged mistake, oversight, or misunderstanding.

c) The tender will not be considered if any variation or alteration is made by the contractor to the general conditions of contract and specification, as issued by the Council.

d) Contractors are prohibited from directly or indirectly canvassing members or officials of the Council in reference to any tender. The tender of any person who does so will be rejected.

e) Any tender submitted after the closing time will not be considered by the Council.

f) The Council is not obliged to accept the lowest, or any tender. When a tender is accepted the Council will enforce all the terms of the contract.

g) Each contractor (whether their tender is accepted or not) shall treat the details of the tender and specification or other documents attached here as private and confidential.

h) The contractor will meet all costs associated with submitting a tender.

**Completed tenders must be received by noon, 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**

**Tender**

|  |  |  |
| --- | --- | --- |
|  |  | Price  (Excluding VAT) |
| The work, as detailed in these documents will be carried out for: | **£** |
| Total price **in words**: | |

**I agree** that this tender, and any contract which may result therefrom, shall be based on the Council’s conditions of tendering, specifications, supplier’s contract, and all the documents provided:

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| In the capacity of: |  |
| Who is duly authorized to sign tenders for and on behalf of: |  |
| Date: |  |
| Address: |  |
| Post code: |  |
| Office Telephone: |  |
| Mobile number: |  |
| Email address: |  |

The price quoted in this tender is valid for ….. days from the tender closing date, subject to that period being not shorter than **60 days**. If a validity period is not stated, it will be taken that the offer is firm for **60 days** from the tender closing date or from the date of the last correspondence, whichever is the later.

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