



# Table Tennis England

(the trading name of English Table Tennis Association Ltd)

TO PROVIDE PROVISION OF ITTF APPROVED EQUIPMENT,  
INCLUDING TABLE TENNIS BALLS,  
TO SUPPORT DELIVERY OF THE FOLLOWING  
GRANDS PRIX SERIES OF EVENTS LOCATED IN:

Crawley, Preston, Wolverhampton, Gloucester and Redbridge  
during the 2023-2024 Season

INVITATION TO TENDER

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# 1 Introduction and Confidentiality

Table Tennis England (the trading name of English Table Tennis Association Ltd) wishes to invite Tenders from organisations who wish to provide table tennis equipment for the following Grand Prix events.

- Crawley Grand Prix
- Preston Grand Prix
- Wolverhampton Grand Prix
- Gloucester Grand Prix
- London Grand Prix

This document provides the information required for organisations to prepare quotations for this work. Organisations should not feel constrained by this brief and should feel free to add any points they think relevant to the execution of the work.

Your quote must be submitted in accordance with the instructions contained in this document. Tenders not complying with these instructions may be rejected by Table Tennis England, whose decision in the matter will be final.

All information contained in this invitation to quote is confidential. Likewise, all information included by bidders in their proposals will be treated in confidence.

Any contract resulting from the bidding process will be with Table Tennis England and will be governed and interpreted in all respects by English Law.

## 2 Background of Table Tennis England

Table Tennis England is the national governing body of table tennis in England, currently with over 27,000 members, many of which play competitively in clubs and competitions. Additionally, nearly 400,000 people play table tennis at least twice a month in England, in more recreational settings.

Table Tennis England have a large online following;

80,000 website visits per month (global audience)

29,000 Facebook followers

13,300 Instagram followers

3000 LinkedIn followers

17,000 Twitter followers

Table Tennis England work with a range of partners to deliver a large number of projects, programmes, competitions and events annually.

### 3 The Grands Prix Series

Table Tennis England run a series of Grands Prix over the season that gives players the opportunity across all abilities to play players from across the country with prize money offered at every level. These events attract between 130 – 240 players for each competition and attracts some of the bigger names in the country.

Saturday is the banded day, where players are banded on ability level using the Table Tennis England ranking list. The men have 6 bands and the women have 4 bands, giving amateurs and beginners a chance to experience a competitive tournament without being discouraged by mismatch of opponents.

The Sunday is the open events, with the morning holding the men’s and women’s singles and in the afternoon they are split into age categories. Under 21’s for men and women, mixed Veterans and mixed restricted (aged 21-39).

Players are often required to umpire a majority of the matches, particularly in the group stages, with qualified umpires drafted in to officiate more of the knock out matches.

### 4 Requirements and Key Deliverables

Table Tennis England are seeking to appoint an organisation to supply, deliver and collect the table tennis equipment required to support the Grand Prix events shown below. Please note that delivery will be required on the Friday afternoon/evening, prior to the event.

Event, Date & Location	Deliverable requirements
<b>16 &amp; 17 Sept 2023</b> K2 Sports Centre, Pease Pottage Hill, Crawley RH11 9BQ	30 x table tennis tables 30 x nets and posts 30 x Umpire tables 30 x scoreboards 30 x clipboards 30 x Table numbers Appropriate number of barrier/ surrounds for 30 x match courts 10x5m Sufficient ITTF approved 3* quality table tennis balls, to service the event.
<b>21 &amp; 22 Oct 2023</b> UCLAN, Leighton Street, Preston, PR1 2HE	24 x table tennis tables 24 x nets and posts 24 x Umpire tables 24 x scoreboards 24 x clipboards 24 x Table numbers Appropriate number of barrier/ surrounds for 24 x match courts 10x5m Sufficient ITTF approved 3* quality table tennis balls, to service the event
<b>2 &amp; 3 March 2024</b> Aldersley Leisure Centre, Aldersley Leisure Village, Aldersley Road, Wolverhampton WV6 9NW	30 x table tennis tables 30 x nets and posts 30 x Umpire tables 30 x scoreboards 30 x clipboards 30 x Table numbers Appropriate number of barrier/ surrounds for 30 x match courts 10x5m Sufficient ITTF approved 3* quality table tennis balls, to service the event

<b>25 &amp; 26 May 2024</b> Oxstalls Sports Park, Plock Court, Tewkesbury Rd, Gloucester, GL2 9DW	26 x table tennis tables 26 x nets and posts 26 x Umpire tables 26 x scoreboards 26 x clipboards 26 x Table numbers Appropriate number of barrier/ surrounds for 26 x match courts 10x5m Sufficient ITTF approved 3* quality table tennis balls, to service the event
<b>29 &amp; 30 June 2024</b> Jean Brown Arena, Redbridge Sports & Leisure Centre, Forest Rd, Barkingside, Essex, IG6 3HD	33 x table tennis tables 33 x nets and posts 33 x Umpire tables 33 x scoreboards 33 x clipboards 33 x Table numbers Appropriate number of barrier/ surrounds for 33 x match courts 10x5m Sufficient ITTF approved 3* quality table tennis balls, to service the event

Depending on the entrants received for specific competitions, we may require a wheelchair compliant table as part of the specified quantity, included within the numbers above.

In addition to the supply of equipment, organisations tendering for this contract are invited to make donations towards the running of events, to cover prize money etc.

## 5 Equipment Specifications

The supplied equipment must all be International Table Tennis Federation approved.

Additionally, ITTF approved equipment should be in good, working order, free from any major scratches or gouges. Tables will be required to be cleaned prior to practice which starts at 8am on Saturday mornings.

## 6 Additional opportunities, rights and benefits

Subject to agreement, the organisation who wins the tender to supply the equipment for the events listed in this document will have;

- 1) The right to use the title “Official Equipment Supplier to Table Tennis England” in advertising, promotions, literature, PR etc worldwide for the term of the agreement, but not exclusively.
- 2) A sales stand at the event at a location determined by Table Tennis England
- 3) Acknowledgement on all relevant event programmes and related printed publications and on the relevant page of the Table Tennis England website
- 4) A page advert (free of charge) in the programme – whether printed or digital. This needs to be supplied a minimum of two weeks prior to the event
- 5) Banners/surrounding bearing the supplier’s brand (and/or the equipment brand) for a 5 x 3 space court. For example, the equipment supplier will be entitled to 2 banners per court

(produced at their own cost). Other banners will feature either Table Tennis England branding, sponsor branding or be blank, at the discretion of Table Tennis England.

- 6) 2 VIP invitations on a limited basis to civic receptions and other social occasions associated with the event should any such events take place.

Note; Other advertising spaces on extra equipment such as skirt around the table, towel boxes are outside this agreement

Events may be streamed live TTE.TV.

All organisations tendering for this contract, are invited to apply for Title Sponsorship for the event. This will be subject to separate negotiation and agreement.

## 7 Assessment of tenders

The Tender Submission Form is a separate document and can be found as an attachment within the email sent to you.

You should email a copy of the completed Submission Form to [tenders@tabletennisengland.co.uk](mailto:tenders@tabletennisengland.co.uk) by **12noon on Monday 10<sup>th</sup> July 2023**.

Following a full review of the Submission Forms, a decision will be made to appoint the successful organisations or invite a shortlist of suppliers to make a formal presentation of their proposal at which time a selection panel from Table Tennis England may have further questions to which they will require answers. If interviews are required, details will be agreed with suppliers once the tenders have been assessed.

Please provide a statement of no more than **400 words** for each evaluation criteria detailing evidence of previous success/experience and how you propose to fulfil each of the elements of the Specification, taking account of the requirements shown above.

QUALITY – EVALUATION CRITERIA	WEIGHTING %
<b>Supply and delivery – the number and range of equipment supplied, compliant with the required standards, meeting deadlines and managing logistics to ensure our needs are met for delivery and collection. Please provide evidence to support your answer and include any contingency plans you have in place that will prevent issues.</b>	20%
<b>An evidenced excellent customer service policy/Service level agreement, both during and post equipment delivery that will ensure that the goodwill of Table Tennis England or yourself are not impacted negatively. Please supply documentation and evidence to support your answer.</b>	20%
<b>Please describe the specifications of the equipment you will supply, focusing on suitability and quality.</b>	20%

<b>Added Value – What can your organisation offer within the cost that adds value to our events e.g. how can you help with the promotion and profile of our events?</b>	20%
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80% of the maximum weighted score will be available from the assessment of Quotes against the Quality Criteria shown above. The remaining 20% will be available from the assessment of the price.

The successful bidders will be the one who, in the opinion of Table Tennis England at the conclusion of the evaluation, offers the Most Economically Advantageous Tender (MEAT) to Table Tennis England having regard to both the quality, service and price award criteria.

**Equality & Diversity**

Table Tennis England is proud of its commitment to equality and diversity. We ensure we demonstrate this through governance, projects and programmes and support provided to the whole table tennis community, which also extends to procured services and equipment suppliers.

It is therefore important, organisations successful in securing any tender align with our commitment to equality and diversity and adhere to aspects such as strong customer service, provide equipment and resources from ethically sourced materials and ensure fair and equal pay for the workforce.

**8 Management**

Any queries relating to the content or requirements of this Invitation to Tender should be directed to Mark Pinder, Competition & Events Manager on [Mark.Pinder@tabletennisengland.co.uk](mailto:Mark.Pinder@tabletennisengland.co.uk). Mark will be your main point of contact and responsible for the day-to-day management of the Tender agreement and for meeting with the supplier on review dates, conducting such reviews, providing any contextual information required and for the management of the supplier. The supplier must nominate a member of their team who will be the main point of contact for Table Tennis England.

The registered office of English Table Tennis Association Ltd, trading as Table Tennis England, is Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA, and the company number is 4268058.

Table Tennis England does not accept any responsibility for costs incurred in the preparation of the tender.

Table Tennis England does not accept any responsibility for any damage caused by the supplier to the venue during the delivery or collection process.

Table Tennis England reserve the right to amend or cancel any of the Grand Prix events herein subject to change in the events calendar at no cost to TTE

**9 Cancellations**

Table Tennis England retains the right to reject all tenders and/or annul the tender process without incurring any liability to the relevant tenders.