



Table Tennis England

(the trading name of English Table Tennis Association Ltd)

TO PROVIDE PROVISION OF ITTF APPROVED EQUIPMENT,
TO SUPPORT DELIVERY OF THE FOLLOWING
NATIONAL EVENTS:

Mark Bates Ltd, Senior National Qualification,
Mark Bates Ltd, Senior National Championship,
Mark Bates Ltd, Cadet, U17 & Junior National Championship,
Mark Bates Ltd, U11 & 13s National Championships

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 national events;

- Mark Bates Ltd, Senior national Qualification
- Mark Bates Ltd, Senior National Championships
- Mark Bates Ltd, Cadet, U17 & Junior National Championships
- Mark Bates Ltd, U11 & U13 National Championships

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
3,000 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 National Events

All of our national events will be taking place centrally within England at either David Ross Sports Village, University of Nottingham, or at the WV Active, Aldersley leisure centre, to for players across England to take place in these events.

Mark Bates Ltd, Senior national Qualification

This event is open to all players who are eligible to play for England, who want to take part in the National Qualifying tournament. They will all be competing for a top 14 finish, as the top 14 men and women from this competition will be invited to the Mark Bates Ltd Senior National Championships.

Mark Bates Ltd, Senior National Championships

The best 32 players in the country, including Olympians, Paralympians and Commonwealth Champions will battle it out in Men's and Women's Singles and Doubles as well as Para events, for the right to be called National Champions.

Mark Bates Ltd, Cadet, U17 & Junior National Championships

This competition sees the best 32 players, based on Table Tennis England Rankings, invited to compete amongst each other singles and doubles across all age groups to be crowned the National Champion.

Mark Bates Ltd, U11 & U13 National Championships

This competition sees the best 48 players in the Under 13s and best 24 players from the Under 11s, based on Table Tennis England Rankings, invited to compete amongst each other in Singles, and in Doubles for the U13s, to be crowned the National Champion.

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 National events shown below. Please note that delivery will be required on the Friday afternoon/evening, prior to the event.

Event, Date & Location	Deliverable requirements
6 & 7 Jan 2024 Mark Bates Ltd Senior National Championship Qualification, David Ross Sports Village, Beeston Lane, Nottingham NG7 2RD	All ITTF approved equipment 24 x Blue Match 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 12x6m Additionally 400 x 3 star plastic white balls The ball must have been used at ITTF World Champs or Tour event within the last 12-18 months.
22-24 Mar 2024 Mark Bates Ltd Senior National Championship, David Ross Sports Village, Beeston Lane, Nottingham NG7 2R	OPTION 1 (preferred) All ITTF approved equipment 14 x Blue wheelchair compliant Match & practice table tennis tables 14 x nets and posts 12 x Towel boxes 14 x Umpire tables (Umpires & Twiddlers) 14 x scoreboards (Umpires & Twiddlers) 12 x clipboards

	<p>Appropriate number of barrier/ surrounds for 8 x practice courts 10x5m 4 x match courts *13 x7m (tables 3-6) (2 x match courts 1 & 2 will have A Boards)</p> <p>OPTION 2 All ITTF approved equipment 3 x Blue Match table tennis tables 6 x Blue practice table tennis tables 5 x Blue Match wheelchair accessible tables 2 x Blue Practise wheelchair accessible tables 17 x nets and posts 12 x Towel boxes 12 x Umpire tables (Umpires & Twiddlers) 12 x scoreboards (Umpires & Twiddlers) 12 x clipboards Appropriate barrier/ surrounds as above.</p> <p>Additionally 400 x 3 star plastic white balls The ball must have been used at ITTF World Champs or Tour event within the last 12-18 months.</p>
<p>4 & 5 May 2024</p> <p>Mark Bates Ltd Cadet, U17 & Junior National Championship, David Ross Sports Village, Beeston Lane, Nottingham NG7 2RD</p>	<p>All ITTF approved equipment 24 x Blue Match table tennis tables 24 x nets and posts 24 x Umpire tables 48 x Towel boxes 24 x scoreboards 24 x clipboards 24 x Table numbers Appropriate number of barrier/ surrounds for *24 x match courts 12x6m</p>
<p>8 & 9 Jun 2024</p> <p>Mark Bates Ltd U11 & U13 National Championship, Aldersley Leisure Village, Aldersley Road, Wolverhampton WV6 9NW</p>	<p>All ITTF approved equipment 16 x Blue Match table tennis tables 6 x Blue practice table tennis table 22 x nets and posts 16 x Umpire tables 32 x Towel boxes 16 x scoreboards 16 x clipboards. 16 x Table numbers Appropriate number of barrier/ surrounds for * 22 x match courts 12x6m</p>

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 invitation 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 on Facebook by Table Tennis England, free of charge, or via an OTT Platform.

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 by **12noon on Monday 10th 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 %
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.	20%
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.	20%
Please describe the specifications of the equipment you will supply, focusing on suitability and quality.	20%
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?	20%

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. 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 events herein subject to change in the events calendar at no cost to TTE

9 Cancellation

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