

Table Tennis England (the trading name of English Table Tennis Association Ltd)

1 YEAR CONTRACT 1st August 2024 - 31st July 2025

FOR PROVISION OF 3 STAR PLASTIC ITTF APPROVED TABLE TENNIS BALLS AND
BALL SPONSORSHIP TO SUPPORT DELIVERY OF THE:

Senior British League
National Cadet League & National Junior League
County Championships
Junior & U21 National Championships
Cadet & U17 National Championships
U10-13 National Open Championships
U13, Cadet & Junior National Series
U21 National Cup
English League Cup Competition (ELCC)

INVITATION TO TENDER



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Table Tennis England is a trading name of English Table Tennis Association Limited, registered in England at Bradwell Road, Loughton Lodge, Milton Keynes MK8 9LA, company number 4268058, VAT No. GB 166 938 713

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 balls and sponsorship for a 1-year period from 1st August 2024 – 31st July 2025. This will be the Table Tennis Ball provide for the following events:

- Senior British League
- National Cadet League & National Junior League
- County Championships
- Junior & U21 National Championships
Cadet & U17 National Championships
- U10-13 National Championships
U13, Cadet & Junior National Series
- U21 National Cup
- English League Cup Competition (ELCC)

****The naming of these events as such as 'British League' and 'National Junior/Cadet League' may change in due course, but the practical information for these tenders remains the same.***

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 28,000 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 global online following;
30k unique monthly website visits to tabletennisengland.co.uk
31k Facebook followers
15.1k Instagram followers
3.4k LinkedIn followers
17.4k Twitter followers
12.6k YouTube subscribers
6.5k TTE.TV subscribers
50k Subscribers to email marketing

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

3 Requirements and Key Deliverables

Table Tennis England are seeking to appoint an organisation to supply and deliver 3-star plastic white ITTF Approved balls, for a 1-year period (2024-24) to support the events shown below:

Event	Number of balls required
British League	5,000 balls
National Cadet League	1,200 balls
National Junior League	1,200 balls
County Championships	4,000 balls
Junior & U21 National Championships	300 balls
Cadet & U17 National Championships	300 balls
U10-13 National Championships	300 balls
National Series	1200 balls
U21 National Cup	100 balls
ELCC	150 balls
Total	13,750 balls

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

4 Equipment Specifications

The selected ball must be an International Table Tennis Federation Approved 3-star white plastic ball.

5 Additional opportunities, rights and benefits

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

- 1) The right to use the title “Official Ball Supplier to Table Tennis England” in advertising, promotions, literature, PR etc worldwide for the term of the agreement, but not exclusively.
- 2) Two banners displayed at the following events (to be provided) Junior & U21 Nationals, Cadet & U17 Nationals, U10-13 Nationals, U21 National Cup and ELCC.
- 3) Acknowledgement on any relevant Table Tennis England event programmes and related printed publications and on the relevant page of the Table Tennis England website.
- 4) If produced, a page advert in the Table Tennis England event programme – whether printed or digital. This needs to be supplied a minimum of two weeks prior to the event.
- 5) 2 VIP invitations on a limited basis to civic receptions and other social occasions associated with the event should any such events take place.

Events may also be streamed live on TTE.TV and/or content show across other online channels.

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.

6 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 1st July 2024**.

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 quantity to provide, compliant with the required standards, meeting deadlines and managing logistics to ensure our needs are met for delivery. 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 table tennis ball that you will supply, focusing on suitability and quality.	20%
Added Value – What can your organisation offer within the tender 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.

7 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

8 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.