

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

1 YEAR CONTRACT 1st August 2022 - 31st July 2023

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
Cadet, U17 & Junior National Championships
U11 &13 National Championships
Cadet National Cup
Junior National Cup
Senior National Cup
Inter- Regional Finals
ELCC

INVITATION TO TENDER



Table of contents...

1	Introduction and Confidentiality	3
2	Background of Table Tennis England	3
3	Requirements and key deliverables	4
4	Equipment Specification.....	4
5	Additional opportunities, rights and benefits	4
6	Assessment of Tenders.....	5
7	Management	6
8	Cancellation	6

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 2022 – 31st July 2023. This will be the Table Tennis Ball provide for the following events:

- Senior British League
- National Cadet League & National Junior League
- County Championships
- Cadet, U17 & Junior National Championships
- U11 &13 National Championships
- Cadet National Cup
- Junior National Cup
- Senior National Cup
- Inter- Regional Finals
- English League Cup Competition (ELCC)

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 approximately 27,000 members, many of which play competitively in clubs and competitions. Additionally, nearly half a million people play table tennis at least once a month in England, in more recreational settings.

Table Tennis England have a large online following;

80,000 website visitors per month (global audience)
28,500 Facebook followers
13,000 Instagram followers
2,500 LinkedIn followers
19,000 Twitter followers

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

3 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 (2022-23) 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	6,200 balls
Cadet & Junior National Championships	600 balls
U11 & U13 National Championships	200 balls
Cadet National Cup	150 balls
Junior National Cup	150 balls
Senior National Cup	150 balls
Inter-Regional Finals	150 balls
ELCC	150 balls
Total	15,150 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
- 2) Two banners displayed at the following events (to be provided) Cadet & Junior Nationals, U11&U13 Nationals, Cadet, Junior & Senior National Cups, Inter-Regional Finals and ELCC.
- 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) 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 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.

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 4th July 2022**.

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 British League 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.