



Table Tennis England

(the trading name of English Table Tennis Association Ltd)

INVITATION TO TENDER

TO PROVIDE PROVISION OF ITTF APPROVED EQUIPMENT,
INCLUDING ITTF APPROVED 3* TABLE TENNIS BALLS,

TO SUPPORT DELIVERY OF

Junior British League, Veterans British League and
Women's British League during the 2022-2023 Season

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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;

- Veterans British League (VBL)
- Junior British League (JBL)
- Women's British League (WBL)

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 to 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. The British Leagues

British League is Table Tennis England's premier club competition and is open to entrants from across the Home Nations (England, Scotland, Wales, Ireland, Guernsey, Jersey and Isle of Man). There are separate competitions for Senior players, Women, Juniors and Veterans. The competitions are run by the Table Tennis England Competition and Events team, the British League committee and teams of volunteers.

- Senior British League (SBL)
- Veterans British League (VBL)
- Junior British League (JBL)
- Women's British League (WBL)

JBL, WBL and VBL leagues each take place at two large weekend events - one apiece in Autumn and one apiece in Spring - where all teams gather together at a single national venue and play their league fixtures in two blocks. SBL, takes on a different format and therefore is not part of this Tender process.

In '19/20, the British League 'vital statistics' were:

	Teams	Players	Divisions	Events
SBL	115*	690	14	Premier: 9x Home or Away fixtures (30 total) Others: 55 divisional weekends
WBL	38	155	6	2 national weekends
VBL	58 men's 22 women's	350	9 men's 3 women's	2 national weekends
JBL	54 boy's 26 girl's	310	8 boy's 4 girl's	2 national weekends
	313	1,505		

* SBL teams are mixed gender, c.6% female

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

Event, Date & Location	Supply requirements
JBL 8th & 9th Oct 2022 Derby Arena, Royal Way, Derby DE24 8JB	36 x table tennis tables 36 x nets and posts 36 x Umpire tables 36 x scoreboards 36 x clipboards 36 x Table numbers Appropriate number of barrier/ surrounds for 8 x match courts 12x6m & 28 x match courts 10x5m 200 x ITTF 3* approved table tennis balls, to service the event.

WBL 15th & 16th Oct 2022 Aldersley Sports Village, Aldersley Road, Wolverhampton, WV6 9NW	20 x table tennis tables 20 x nets and posts 20 x Umpire tables 20 x scoreboards 20 x clipboards 20 x Table numbers Appropriate number of barrier/ surrounds for 20 x match courts 10x5m 100 x ITTF 3* approved table tennis balls, to service the event.
VBL 22nd & 23rd Oct 2022 Derby Arena, Royal Way, Derby DE24 8JB	36 x table tennis tables 36 x nets and posts 36 x Umpire tables 36 x scoreboards 36 x clipboards 36 x Table numbers Appropriate number of barrier/ surrounds for 8 x match courts 12x6m & 28 x match courts 10x5m 200 x ITTF 3* approved table tennis balls, to service the event.
WBL 21 & 22 Jan 2023 Aldersley Sports Village, Aldersley Rod, Wolverhampton, WV6 9NW	20 x table tennis tables 20 x nets and posts 20 x Umpire tables 20 x scoreboards 20 x clipboards 20 x Table numbers Appropriate number of barrier/ surrounds for 20 x match courts 10x5m 100 x ITTF 3* approved table tennis balls, to service the event
VBL 11th & 12 Feb 2023 Derby Arena, Royal Way, Derby DE24 8JB	36 x table tennis tables 36 x nets and posts 36 x Umpire tables 36 x scoreboards 36 x clipboards 36 x Table numbers Appropriate number of barrier/ surrounds for 8 x match courts 12x6m & 28 x match courts 10x5m 200 x ITTF 3* approved table tennis balls, per event
JBL 18 & 19 Feb 2023 Derby Arena, Royal Way, Derby DE24 8JB	36 x table tennis tables 36 x nets and posts 36 x Umpire tables 36 x scoreboards 36 x clipboards 36 x Table numbers Appropriate number of barrier/ surrounds for 8 x match courts 12x6m & 28 x match courts 10x5m 200 x ITTF 3* approved 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
- 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 and British League 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 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 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 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 British League 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.

10. Appendix 1

Photograph of British League Events