



## Table Tennis England

(The trading name of English Table Tennis Association Ltd)

---

### INVITATION TO TENDER

1 YEAR CONTRACT 1<sup>st</sup> August 2025 - 31<sup>st</sup> July 2026  
FOR PROVISION OF 3 STAR PLASTIC ITTF APPROVED TABLE TENNIS BALLS AND  
BALL SPONSORSHIP TO SUPPORT DELIVERY OF THE:

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

## 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 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026. This will be the Table Tennis Ball provide for the following events:

- Senior National Championships
- Senior National Qualifiers
- Junior & U21 National Championships
- Cadet & U17 National Championships
- U10-13 National Championships
- Senior British Clubs Leagues
- Cadet & Junior British Clubs Leagues (Inc. Girls Pilot)
- U13, Cadet & Junior National Series
- U21 National Cup
- Pathway Development Team Cup
- County Championships
- 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 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 highly engaged, large global online following that is growing rapidly;***

***1/04/2024 – 31/03/25***

- ***>10m social impressions***
- ***>8m social accounts reached***
- ***>100k monthly website visits across our websites***

- **132k email contacts**
- **29k members**

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 (2025-26) to support the events shown below:

Event	Number of balls required
Senior National Championships	400 balls
Senior National Qualifiers	400 balls
Junior & U21 National Championships	300 balls
Cadet & U17 National Championships	300 balls
U10-13 National Championships	300 balls
Senior British Clubs League	5,000 balls
Cadet League (inc. Girls' Pilot)	2,800 balls
National Series (U13s, Cadets & Juniors)	1200 balls
U21 National Cup	100 balls
Pathway Development Cup	300 balls
County Championships	4,000 balls
ELCC	150 balls
<b>Total</b>	<b>14,850 or 15,250 balls</b>

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.

The selected ball for all National Championships must be a premium ball, with the ball for the Senior National Championships having been used at ITTF senior events (e.g. World Championships, WTT series).

### 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), Senior National Championships, Senior National Qualifiers, Junior & U21 National Championships, Cadet & U17 National Championships, U10-13 National Championships, U21 National Cup, Pathway Development Cup and ELCC Finals.
- 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 and covered across social media, website and through email communications.

## 5.5 Marketing and Sponsorship Opportunities (Optional and Costed)

In addition to the core rights and benefits, Table Tennis England offers a range of *optional, costed* marketing and brand activation opportunities designed to enhance visibility, drive engagement, and maximise the value of association with our national events.

These opportunities sit **outside the direct supply agreement** and will be subject to separate negotiation. Organisations tendering for this contract are encouraged to **express interest** in any of the following within their tender response:

- **Title**

Organisations are invited to apply for **Title Sponsorship** of the listed events. This prestigious opportunity includes prominent brand exposure, enhanced rights packages, and deep integration across marketing and event channels. This will be agreed separately with any interested party.

**Sponsorship**
- **Editorial Feature with Integrated Promotion**

A dedicated editorial feature on **tabletennisengland.co.uk**, co-created with our team to tell your brand story, highlight your product, and drive action through embedded advertising and call-to-actions. Timing can be aligned with major events for maximum exposure.
- **Direct Communications to Contactable Database**

Access to over **130,000 opted-in contacts** via dedicated email marketing opportunities. These can be used to promote exclusive offers, product campaigns or brand-led initiatives, in line with Table Tennis England’s content and brand standards.
- **Social Media Content Activations**

Co-branded content opportunities across Table Tennis England’s digital channels, which reach a combined audience of more than **110,000 followers**. Activations can be planned around key event moments, product placements or campaign themes.

- 1 These brand opportunities will be developed and costed in partnership with Table Tennis England’s Brand & Communications team. All deliverables, timelines, and

commercial terms will be scoped and agreed separately with the successful supplier. 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 7<sup>th</sup> July 2025**.

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 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.</b>	15%
<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>	15%
<b>Please describe the specifications of the table tennis ball that you will supply, focusing on suitability and quality.</b>	15%
<b>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?</b>	15%

80% of the maximum weighted score will be available from the assessment of Quotes against the Quality Criteria shown above. The remaining 40% 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.

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

## 7 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.