



TABLE TENNIS ENGLAND (THE TRADING NAME OF ENGLISH TABLE  
TENNIS ASSOCIATION LTD)  
TALENT DEVELOPMENT CENTRE (TDC) EXPANSION

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 quotes from organisations to become part of the Table Tennis England Talent Development Centre network.

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.

Any contract resulting from the bidding process will be with the Table Tennis England and will be governed and interpreted in all respects by English Law.

The terms and expressions in this Invitation to Quote shall bear the same meaning as those set out in the Conditions of Contract.

The following document sets out the background, aims, objectives and outline methods, as well as timescales, reporting requirements, management arrangements and bidding details for those organisations invited to do so. The brief provides a general framework as a guide in preparing quotes. 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.

All information contained in this invitation to quote is confidential. Likewise, all information included by bidders in their proposals will be treated in confidence.

Bidders must treat as strictly confidential all information which may be derived from or obtained in the course of the contract or which may come into the possession of the bidder, employee, servant or agent of the bidder as a result of or in connection with the contract. Bidders must agree to take all necessary precautions to ensure that their employees, servants or agents treat all such information as confidential.

## **2 Background to the Table Tennis England**

Table Tennis England is the national governing body of table tennis in England. Table Tennis has been one of the fastest growing sports and has the potential to grow even further. Participation has grown since the first Active People Survey in 2006 and about 119,500 14+ people currently play table tennis once a week.

## **3 Requirements**

Table Tennis England is seeking to appoint an organisation(s) to become part of the Table Tennis England Talent Development Centre network, based on the ITT response.

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#### 4 The Role of the Talent Development Centre

- Bring about real and sustained increases in the quality and quantity of English qualified table tennis players (supporting at least 15 local players)
- Provide high quality coaching to local players from a young age (U11 upwards)
- To continue to support local England Youth Squad players in conjunction with Table Tennis England National Staff
- Develop a network of young player feeder programmes (primary School age) that provide an appropriate supply of players in to the Talent Development Centre programme
- Deliver at least the minimum number of hours access to coaching and training to meet the demands of aspiring international players (currently set at 10 hours but will increase)

#### 5 Assessment of quotes

Please provide a statement for each evaluation criteria detailing evidence of previous success/experience and how you propose to fulfil each of the elements of the Specification below, taking account of the requirements shown above.

QUALITY – EVALUATION CRITERIA	Max no of words	WEIGHTING %
How are your objectives link to and meet those of Table Tennis England and its TDC programme	300	10
How do you envisage the partnership between Table Tennis England and yourselves working?	300	5
Evidence how you will fund the operational aspect of the TDC and embed it into your ongoing development programme. This should include:-		
Details on how you will support and fund the coaching aspect of delivery	300	5
What are the dates and milestones up to 03/17 you will put in place to ensure you deliver and measure the outcomes required.	200	15
Detail how the staffing aspect will be managed and how they will work with Table Tennis England staff.	200	10
An operational plan for the Talent Development Centre to March 2016	500	20
How you will embed the TDC requirements into the organisations current resource usage? Please detail:- <ul style="list-style-type: none"><li>• Table availability/rota</li><li>• Volunteer/workforce availability &amp; support</li><li>• Competition plan</li><li>• Athlete fees</li><li>• Club/facility management</li></ul>	100 per bullet point	20

<b>Commercial aspects - do you have any future sponsorship plans? Are there any currently in place that may impact your ability to deliver?</b>	100	5
<b>How do you envisage the creation of a TDC will impact on current and future athletes</b>	100	5
<b>Partnerships – how do you currently work with schools/education sector, do you have any future plans and how will/do they feed into your programmes.</b>	200	5

Please detail the quality of:

<b>Lighting</b>	
<b>Flooring</b>	
<b>The number of tables at the facility</b>	

60% 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 and proving financial sustainability of the new TDC.

<b>FINANCIAL – EVALUATION CRITERIA</b>	<b>Max no of words</b>	<b>WEIGHTING %</b>
<b>Please detail how you will ensure both the financial sustainability of the facility/club and the TDC – both during the initial 2 year period and post</b>	<b>300</b>	<b>50</b>
<b>Please provide a financial forecast on a spreadsheet detailing clearly the financial impact of the TDC and the support expected from Table Tennis England.</b>	<b>N/A</b>	<b>50</b>

The successful bidder 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 and price award criteria.

## **6 Timescale**

The initial contract will run until March 2017, with reviewa to meet the needs of Table Tennis England and its funding partners.

One email copy of the quote to and one hard copy with costs for the above work are to be submitted by 9 am on the 5<sup>th</sup> January to:

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Simon Mills  
Table Tennis England  
Norfolk House,  
88 Saxon Gate West,  
Milton Keynes,  
Buckinghamshire, MK9 2DL

Following a full review of the quotes, a decision will be made to appoint the successful bidder or invite a shortlist of suppliers to be invited 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 or presentations are required, they will take place week commencing 12<sup>th</sup> January at Table Tennis England's offices.

It is anticipated that the successful organisation will be advised and appointed no later than 19<sup>th</sup> January.

Delivery will be expected to be in place from 1<sup>st</sup> March 2015.

## **7 Management**

Table Tennis England will appoint a project officer who will be responsible for the day-to-day management of the contract and for meeting with the successful organisation on review dates, conducting such reviews, providing any contextual information required and for the management of the Talent Development Centre programme. This project officer will be the principle point of contact for the supplying organisation within Table Tennis England.

The bidding organisation / organisations must nominate a member of their team who will be the main point of contact for Table Tennis England.

## **8 Quotes**

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

All queries relating to the content or requirements of this tender should be made to Simon Mills ([simon.mills@tabletennisengland.co.uk](mailto:simon.mills@tabletennisengland.co.uk) 07860 695187). A compilation of these emails will be then forwarded to all those indicating they are bidding.