



**Littlehampton
Town Council**

EVENTS

Invitation to Tender

Medical Support



Littlehampton Town Council Events

Invitation to Tender for Medical Support

You are invited to provide a tender for a three-year contract to provide Event Support at Littlehampton Town Council Events from April 2026 to March 2029.

Littlehampton Town Council is looking for a contractor that will deliver high quality, professional services that meet the Council's vision to produce quality, safe events that enhance the profile of the Town and visitors.

To ensure a fair and consistent process please complete the tender form in Appendix A.

Contract

Any contract will be between the designated contractor and Littlehampton Town Council.

Tenders should be based per event as requested.

Tenders

Tenders must be submitted by email, addressed to the Town Clerk, Laura Chrysostomou tenders@littlehampton-tc.gov.uk

Please return your tender by midnight on 3 March 2026.

You are required to submit separate prices for each event, exclusive of VAT. Please use Appendix A. Any pictures or additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the tender.

The successful company will be required to enter a contract with Littlehampton Town Council. All relevant certifications including Risk Assessments and Public Liability Insurance will be required at this point for the Council's records.

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

Invitation to Tender for Event Medical Support

Contents

Section		Page (s)
1.	Introduction and information	4
1.1.	Introduction	4
1.2.	Information for tenderers	4
1.3.	Evaluation criteria	6
1.4.	Timetable	7
2.	Medical Support contract	8
2.1.	Context	8
2.2.	Service required	8
2.3.	Essential requirements	9
2.4.	Desirable requirements	9
2.5.	Additional information about the contract	9
3.	Documents to complete	10
3.1.	Instructions for completion and submission	10
3.2.	The contract requirements	10
3.3.	Company information	11
3.4.	Documentation confirmation and declaration	14
3.5.	Appendix A	15

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

1. Introduction and Information

1.1. Introduction

1.1.1.

Littlehampton Town Council invites organisations to submit tenders for a three-year contract (April 2026 – March 2029) to deliver high-quality, professional Medical Support services. The Council is recognised for hosting free, safe, and well-organised events that attract thousands of visitors annually

1.1.2. Service required

The Council requires a Medical Support contractor to provide support for the Town Council's core event programme and additional ad hoc events. Details of our requirements are laid out in section 2.

1.1.3. Budget

The allocated budget for 3 years is between £8,000 –12,000

1.2. Information for tenderers

1.2.1. Confidentiality

Our information

Bidders shall use the tender documentation and any other information furnished to them under the tender documentation for the purposes of responding to the tender exercise. All such documents and information bidders receive shall remain the property of Littlehampton Town Council, shall be kept confidential and shall be returned to Littlehampton Town Council on request.

Reproduction of any parts of the tender documentation is authorised only for the preparation of the response. Bidders shall ensure that all such copies are destroyed when no longer required in connection with tender documentation.

Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.

Bidders shall not transfer, assign, or distribute this tender documentation to any other company or person without written permission from Littlehampton Town Council's Town Clerk. A failure to gain the required authority will prevent consideration for tender.

Your information

If your quotation is successful, some details will be available to the public via our financial declarations or by Freedom of Information. Unsuccessful tenders will be

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

kept for six years (Limitation Act 1980). By submitting your quotation, you accept these terms. If quoting for more than one service, please include relevant information for the full scope of provision.

Where a bidder identifies information as commercially sensitive, Littlehampton Town Council will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, Littlehampton Town Council might be required to disclose such information in accordance with the information laws. Accordingly, Littlehampton Town Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

- Clearly identify which information is considered commercially sensitive.
- Explain the potential implications of disclosure of such information.
- Provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.

1.2.2. Tender costs

Applicants are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of the tender. By participation in the tender process the applicants accept they will not be entitled to claim from Littlehampton Town Council any costs, expenses, or liabilities whatsoever that are incurred in this tender process, irrespective of whether their tender is successful.

1.2.3. Tender Compliance

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

Persons or organisations submitting a tender are advised that the canvassing of Councillors, officers or members of a committee or sub-committee either directly or indirectly shall disqualify them from the process.

The successful company will be required to enter into a contract with Littlehampton Town Council and this will require the production of all relevant certification including risk assessments and method statements (RAMS) of the work to be carried out and copies of Public and Employer Liability Insurance. You may wish to submit these documents with your tender.

1.2.4. Third party verifications

Your tender is submitted on the basis that you consent to Littlehampton Town Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender being undertaken by one or more third parties commissioned by Littlehampton Town Council for such purposes.

Invitation to Tender for Medical Support

1.2.5. Disqualification

Littlehampton Town Council reserve the right to disqualify if:

- The terms and conditions are breached
- There are any errors, omissions or materially adverse changes relating to any information supplied by you at any stage in this tender process.
- Any other circumstances set out in this tender document, and/or in any supporting documents entitle Littlehampton Town Council to reject tender application.

1.2.6. Rights to cancel or vary this tender process

By issuing this tender, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, Littlehampton Town Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential bidder.

It is intended that the remainder of this tender process will take place in accordance with articles within this and associated documentation, but Littlehampton Town Council reserve the right to terminate, suspend, amend or vary this tender process by notice to all bidders in writing. Littlehampton Town Council will have no liability for any losses, costs, expenses or liabilities whatsoever that maybe incurred as a result of such termination, suspension, amendment or variation.

1.2.7. Anti-Bribery

Bidders must ensure during this tender process no breach to all articles outlined within the Bribery Act 2010.

1.2.8. Site visits

If you would like to meet with us or make a site visit, please call 01903 732063 and ask for the Event Manager or e-mail rmarshall@littlehampton-tc.gov.uk

1.3. Evaluation Criteria

1.3.1. Pass/Fail criteria

To be considered, all tenders must:

- Meet all the listed requirements in the invitation to tender
- Complete Section 3 and Appendix A
- Complete all sections of the company questionnaire
- Provide an example of RAMS for the work to be carried out
- Provide a copy of Public Liability Insurance for £10m
- Provide a copy of Employers Liability Insurance for £10m
- Provide evidence of any accreditations, licenses and qualifications, mentioned within the application, when requested

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

1.3.2. Added value and price

Scores will be given based on quality and the level of service offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional added value 4

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives limited added value 2

Meets all the criteria 1

1.3.3. Weighting

To ensure best value, the weighting of each section is as follows:

- Price 80%
- Added Value 20%

Examples of Added Value would be areas such as:

Offering other practical enhancements that contribute to the smooth delivery of high-quality, safe events or anything else you think would bring value to the Council.

1.4 Timetable

Day	Date	What
Wednesday	4 February 2026	Tender advertised on LTC website, Contracts Finder and other platforms
Tuesday	3 March 2026	Deadline for submission of completed tenders
Tuesday	10 March 2026	Tenders opened in the presence of at least two Councillors
Thursday	12 March 2026	Evaluation of all tenders
Friday	13 March 2026	Results notified to successful / unsuccessful tenderers
Friday	13 March 2026	Debriefs for unsuccessful tenderers (by telephone)
Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences
Friday	1 May 2026	First monthly contract review meeting

2. Medical Support Contract

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

2.1. Context

This contract will cover eight core events in the annual calendar, as well as additional national celebrations, which may happen during the duration of the contract. Appendix A outlines the dates for 2026. Most events take place around the same date each year.

The successful contractor will be expected to provide comprehensive medical cover, ensuring the safety and wellbeing of attendees and staff across all events. This includes deploying qualified personnel, maintaining appropriate equipment and resources, working within agreed budgets, responding promptly to incidents, and collaborating with the Council to uphold the highest standards of safety, accessibility, and professionalism.

2.2. Service required

The Council requires a professional medical support contractor to provide comprehensive services for its core event programme and additional ad hoc events. The successful provider will:

Comply with event plans and risk assessments to ensure medical requirements and ensure compliance with current health and safety legislation and best practice.

The appointed contractor must demonstrate the highest standards of professionalism at all times. All medical personnel deployed should hold relevant qualifications and accreditations, with evidence of ongoing training and competency assessments. The contractor must operate in accordance with current healthcare regulations and ethical standards, ensuring patient confidentiality is maintained throughout all interactions. Compliance with GDPR and data protection laws is essential when handling any personal or medical information.

Deploy qualified medical personnel appropriate to the scale and nature of each event, ensuring rapid response capability for all incidents.

Supply and maintain necessary medical equipment and resources, including first aid stations and mobile units where required.

Provide a 24-hour emergency response for event-related incidents, including staff shortages or equipment failure.

Work within agreed budgets and promptly communicate any additional needs or constraints.

Conduct post-event reviews and produce an annual report summarising performance, incident data, and recommendations for improvement.

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

Demonstrate proven experience in event medical safety, supported by examples of previous work and relevant accreditations.

2.3. Essential requirements

At all times working within the relevant legislation and according to good practice, please explain how you would

For larger events, provide a designated medical area (such as a tent or medical car) equipped for treatment and staffed appropriately

Provide qualified medical personnel appropriate to the scale and nature of each event

Ensure compliance with current health and safety legislation, including the Purple Guide and HSE regulations.

Deploy sufficient resources and equipment, such as first aid stations, mobile units, and emergency medical kits

Maintain rapid response capability for all incidents, including clear communication protocols and escalation procedures.

Prepare and deliver risk assessments and method statements (RAMS) specific to medical provision at events.

Coordinate seamlessly with emergency services before and during events to ensure compliance and effective incident management.

Provide post-event reporting, including incident logs and recommendations for improvement

2.4. Desirable requirements

Offering additional safety enhancements, such as mobile defibrillator units, advanced trauma kits, or on-site welfare facilities.

Providing environmentally sustainable solutions, such as eco-friendly medical consumables or energy-efficient equipment.

2.5. Additional information about the contract

Contractors must provide all necessary documentation, including risk assessments, method statements, and proof of insurance, prior to each event.

The Council values proactive communication and flexibility to adapt to changing circumstances during event delivery.

Any added value or innovative solutions that enhance safety, sustainability, or audience experience are strongly encouraged.

The contractor will be required to attend planning meetings and site visits as requested by the Council.

Annual reviews will be conducted to assess performance and identify improvements for future events.

Please note that stewarding and security services will be procured through separate tenders. This means that, if successful, you may be required to work



Littlehampton Town Council

Events

Invitation to Tender for Medical Support

alongside other contracted companies during the event. The appointed contractor must demonstrate flexibility and a collaborative approach, ensuring seamless integration with these providers to deliver a safe, efficient, and high-quality event experience for all stakeholders

ECSW — Emergency Care Support Worker

ECA — Emergency Care Assistant

Paramedic HCPC-registered Paramedic

3. Documents to complete

3.1. Instructions for completion and submission

3.1.1. To ensure a fair process please provide the tender on the forms included in this section.

3.1.2. Tender submissions by email

Tender submissions should be sent to tenders@littlehampton-tc.gov.uk or posted to the Town Clerk, Event Support Tender, Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex BN17 5EW by the closing date of **3 March 2026**.

Additional pictures or information that might help the Council to reach a decision are welcomed as part of the tender.

Any queries are welcome and should be sent to rmarshall@littlehampton-tc.gov.uk

3.2. The contract requirements

Please explain how you meet all the requirements. 2,000 words maximum as outlined in section 2.3 and 2.4 essential and desirable criteria.

Littlehampton Town Council

Events

Invitation to Tender for Medical Support

3.3. Company Information	
3.3.1. Contact details	
Name of organisation	
Name of person completing the questionnaire	
Position in organisation	
Direct telephone number	
E-mail address	
Company registration number	
Registered company address	
VAT Registration Number	
Are any other departments within your company, or other companies within your parent company quoting for this or any other LTC contract?	
Details:	
3.3.2. Contracts withdrawn, outstanding claims and criminal convictions	
Has your organisation had a contract prematurely withdrawn or terminated by the client organisation within the last 3 years?	YES / NO
Has your organisation prematurely withdrawn from or terminated a contract within the last 3 years?	YES / NO
Has your organisation not had a contract renewed for failure to perform?	YES / NO
Is your organisation likely to be undertaking work which could give rise to a conflict of interest with this contract?	YES / NO



Littlehampton Town Council

Events

Invitation to Tender for Medical Support

Have any of the directors/partners/sole trader or senior managers or administrators of the organisation been convicted in any court in the UK or elsewhere (other than a motoring offence not resulting in disqualification)? Spent convictions need not be disclosed.	YES / NO
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If you have answered yes to any of the above, please give details:

3.4. Insurance Details and Documentation

Public Liability Insurance £10 million minimum

Insurance company	
Policy number	
Expiry date	
Value of cover	

Employers Liability Insurance £10 million minimum

Insurance company	
Policy number	
Expiry date	
Value of cover	

3.4.1. Associations, accreditations and / or relevant qualifications.

Do you or your organisation hold membership of a professional trade organisation or accreditation scheme?	Yes / No
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If yes, please provide details here:

3.4.2. References (Please supply 2 professional referees, ideally where you have provided a similar service, we will only contact them if you reach the final stages of the process).

Reference 1	
Client name	
Address	



Littlehampton Town Council Events

Invitation to Tender for Medical Support

Postcode		
Tel		
Email		
Nature of contract		
Reference 2		
Client name		
Address		
Postcode		
Tel		
Email		
Nature of contract		
3.4.3. Health and Safety and Personnel		
Health and Safety Policy		
Do you have a written health and safety policy?		Yes / No
Who in your organisation is ultimately responsible for health and safety?		
Name:		
Position:		
Risk assessments		



Littlehampton Town Council

Events

Invitation to Tender for Medical Support

We require all contractors, no matter the size of the company, to provide written risk assessments and where applicable method statements, proof of licences and qualifications. See section 3.5. below.

Please supply an example risk assessment and method statement with this form, this should ideally be for a similar service.

Sub-contractors

Please confirm that you will be carrying out the work and not sub-contracting another company.	Yes / No
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3.5. Documentation and Declaration

I confirm that I have enclosed:

- Example risk assessment
- Example method statement

I confirm that I understand that documentary evidence of the following (where applicable) will be required at a later stage*:

- Public Liability Insurance
- Employers Liability Insurance
- Any other relevant insurance
- Membership of professional bodies
- Accreditations / scheme membership
- Relevant qualifications

*You do not need to enclose copies of this documentation at this stage. If you are selected as the preferred bidder, we will require copies before the contract is confirmed.

I confirm that all the information given is true and no relevant details have been withheld.

Name	
Position	
Signature (electronic is fine)	
Date	

Appendix A: Key Events

Please fill in the cost column by completing each row with a total for that specific requirement. Costs must be excluding VAT.

Please provide indicative costs for the below events on the table below.

If there is no extra cost for the item, please state £0

Where you are unable to supply, please state N/A

Please note: During events, the successful contractor may be required to work alongside separately appointed event security and steward providers. A collaborative approach is essential to ensure seamless integration and the safe, efficient delivery of the event.

Section 1: Key Events		Cost
Easter High Street – 2 Wednesdays in Easter school holidays Location: Littlehampton High Street		
Attendance	500	
Event Open Period	11:00 – 15:00	
Event Description The focus is family-friendly entertainment, with each week having a theme. Each event will consist of a variety of activities, workshops, performances, and stalls.		
Cover	Time	
Wednesday Event 1		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
Wednesday Event 2		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
		Subtotal
Armed Forces Day – Saturday 26 June 2026 (Usually the third Wednesday in June)		



Littlehampton Town Council

Events

Invitation to Tender for Medical Support

Location: East Green, Littlehampton		<p>The event starts with a formal parade and service and is followed by a relaxed community event with a military theme. It attracts dozens of enthusiasts with their fascinating military vehicles and displays. A charity fair takes place within the event where uniformed groups raise awareness of their services and fundraise. Activities range from interactive experiences with military items and vehicles to assault courses. Entertainment takes the form of spectacular arena displays such as motorbike stunts and military re-enactments, as well as military bands</p>	
Attendance	5,000 – 6,000		
Event Open Period	10:30 – 17:00		
Event Description			
Requirements Team must be capable of managing multiple incidents simultaneously and providing interim care until NHS support arrives. A fully equipped medical point for treatment Kit appropriate to qualification level, including: <ul style="list-style-type: none">• Oxygen and delivery systems• Monitoring equipment (BP, SpO₂)• Pain relief options (e.g., Entonox)• Drugs and consumables as permitted by qualification All equipment must be maintained, in-date, and compliant with relevant standards			
Cover	Time		
One HCPC-registered Paramedic as team lead.	10:30 – 17:00		
Three additional qualified medics (minimum ECA/ECSW or equivalent)	10:30 – 17:00		
A fully equipped medical point for treatment	10:30 – 17:00		



Littlehampton Town Council Events

Invitation to Tender for Medical Support

(Total: 4 personnel)	Subtotal	
Screen on the Green – Saturday 15 August 2026 Location: East Green, Littlehampton BN17 5LL		
Attendance	3,000 – 7,000	
Event Open Period	18:00 – 23:00	
Event Description		
A 40ft inflatable screen with a powerful sound system is set up on East Green with film goers bringing their own chairs, bean bags and even sleeping bags to enjoy the evening under the stars. The public is given the opportunity to suggest films early in the year before the top three suggestions are put out to public vote for the final movie to be chosen.		
Requirements Team must be capable of managing multiple incidents simultaneously and providing interim care until NHS support arrives. A fully equipped medical point for treatment Kit appropriate to qualification level, including: <ul style="list-style-type: none">• Oxygen and delivery systems• Monitoring equipment (BP, SpO₂)• Pain relief options (e.g., Entonox)• Drugs and consumables as permitted by qualification All equipment must be maintained, in-date, and compliant with relevant standards		
1x HCPC-registered Paramedic as team lead.	Time 18:00 – 23:00	
3x additional qualified medics (minimum ECA/ECSW or equivalent).	18:00 – 23:00	



Littlehampton Town Council Events

Invitation to Tender for Medical Support

A fully equipped medical point for treatment	18:00 – 23:00	
(Total: 4 personnel)		Subtotal
Summer High Street events – 4 Wednesdays during school summer holidays (normally August) Location: Littlehampton High Street		
Attendance	500	
Event Open Period	11:00 – 15:00	
Event Description		
The focus is family-friendly entertainment, with each week having a theme. The event programme consists of 4 events during the summer holidays that provide local families with a free day out. Each event will consist of a variety of activities, workshops, performances, and stalls.		
Cover	Time	
Wednesday Event 1		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
Wednesday Event 2		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
Wednesday Event 3		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
Wednesday Event 4		
1 x Medic (ECA/ECSW or equivalent) and kit appropriate to qualification level	11:00 – 15:00	
	Subtotal	
Town Show and Family Fun Day –Saturday 12 September 2026 (Usually second Saturday in September)		



Littlehampton Town Council Events

Invitation to Tender for Medical Support

Location: Rosemead Park, BN17 6UH		<p>The event sees large marquees erected on site to accommodate the horticultural and craft show which attracts approximately 700 entries each year and the community marquee with over 50 stands representing local voluntary groups.</p> <p>High-quality acts perform on a stage, local groups perform in the arena which also hosts a dog show and the remainder of the park is packed with children's activities including inflatables, a beer tent and catering as well as sponsor pitches.</p>
Attendance	5,000 – 7,000	
Event Open Period	12:00 – 17:00	
Event Description		
Requirements Team must be capable of managing multiple incidents simultaneously and providing interim care until NHS support arrives. A fully equipped medical point for treatment Kit appropriate to qualification level, including: <ul style="list-style-type: none">• Oxygen and delivery systems• Monitoring equipment (BP, SpO₂)• Pain relief options (e.g., Entonox)• Drugs and consumables as permitted by qualification All equipment must be maintained, in-date, and compliant with relevant standards		
Cover	Time	
2 x Medics (ECA/ECSW or equivalent) and kit appropriate to qualification level	8:00 – 12:00	
One HCPC-registered Paramedic as team lead.	12:00 – 18:00	
2x Medics (minimum ECA/ECSW or equivalent).	12:00 – 18:00	



Littlehampton Town Council Events

Invitation to Tender for Medical Support

A fully equipped medical point for treatment	12:00 – 18:00	
(Total: 2 personnel 8:00 -12:00.3 personnel 12:00 – 18:00)		
		Subtotal
Remembrance Sunday Parade in line with national date Location: Littlehampton High Street		
Attendance	500	
Event Open Period	10:45 – 11:30	
Event Description		
A parade starts adjacent to the Town Clock in the High Street and marches to the War Memorial where a short service including the laying of the wreaths and two minutes silence takes place.		
Requirements Kit appropriate to qualification level, including: <ul style="list-style-type: none">• Oxygen and delivery systems• Monitoring equipment (BP, SpO₂)• Pain relief options (e.g., Entonox)• Drugs and consumables as permitted by qualification		
Response vehicle		
All equipment must be maintained, in-date, and compliant with relevant standards		
Cover	Time	
2 x Medics (ECA/ECSW or equivalent) and kit appropriate to qualification level	10:00 – 13:00	
Response vehicle	10:00 – 13:00	
		Subtotal
Christmas Light Switch On – Saturday 21 November (usually third Saturday in November) Location: Littlehampton High Street		
Attendance	2,000	
Event Open Period	15:00 – 20:00	



Littlehampton Town Council Events

Invitation to Tender for Medical Support

Event Description		
The event kicks off the festive season in Littlehampton when the Christmas illuminations, funded by the Town Council, are switched on. It creates a wonderful festive atmosphere for families to enjoy themed entertainment. Many traders stay open late giving visitors an opportunity to buy Christmas gifts with some putting on special offers on the day. The event sees a wide range of themed entertainment take over the High Street, from live performers and children's shows on stage to walkabout acts. Children's rides and festive food stalls add to occasion as well as artisan sellers.		
Requirements		
A fully equipped kit appropriate to qualification level, Response vehicle All equipment must be maintained, in-date, and compliant with relevant standards.		
Cover	Time	
Two qualified medics (minimum ECA/ECSW or equivalent) and kit appropriate to qualification level	13:00 -21:00	
Response vehicle	13:00 – 21:00	
(Total: 2 personnel)		
		Subtotal
		Overall Total for all events

Contact Details

Rachel Marshall
Events Manager
rmarshall@littlehampton-tc.gov.uk
01903 732063
Littlehampton Town Council
The Manor House
Church Street
BN17 5EW



Littlehampton Town Council Events

Invitation to Tender for Medical Support