



**Littlehampton
Town Council**

EVENTS

Invitation to Tender

MARQUEES and ASSOCIATED FURNITURE



Littlehampton Town Council Events

Invitation to Tender for Marquees and Associated Furniture

You are invited to provide a tender for a 3-year contract to provide marquees and associated equipment 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 Councils records.

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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, Marquees, tables and chairs 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 Marquees and Associated Furniture 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 £37,500 – 42,500
1.2. Information for tenderers	
1.2.1. Confidentiality	<p>Our information</p> <p>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.</p> <p>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.</p> <p>Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.</p> <p>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.</p>

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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 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

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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.

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

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- 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 a minimum of £10 million
- Provide a copy of Employers Liability Insurance for a minimum of £10m
- Provide evidence of any accreditations, licenses and qualifications, mentioned within the application, when requested

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)

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Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences
Wednesday	1 July 2026	First monthly contract review meeting

2. Marquees and Associated Furniture Contract

2.1. Context

This contract will cover two 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 well-constructed marquees and suitable furniture, ensuring safe, functional, and aesthetically pleasing setups across all events. This includes working within agreed budgets, responding promptly to operational issues, and collaborating with the Council to maintain the highest standards of safety, accessibility, and professionalism.

2.2. Service required

Comply with event plans and risk assessment, to ensure all events are delivered safely, efficiently, and to the highest standard.

Work within the agreed contract budget, highlighting any additional needs that cannot be met within the timeframe or budget.

Provide an event onsite emergency response for event-related marquee and associated furniture issues, such as damaged structures or missing furniture.

Demonstrate proven excellence in delivering marquee and furniture services for large-scale public events, with a track record of reliability and professionalism.

2.3. Essential requirements

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

Supply well-maintained marquees and furniture suitable for outdoor public events.

Ensure compliance with all relevant legislation and safety standards, including fire retardant materials and secure anchoring systems.

Provide clear installation and dismantling schedules that align with event timelines.

Prepare and deliver risk assessments and method statements for each event to ensure all events are delivered safely, efficiently, and to the highest standard.

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Demonstrate proven experience in delivering marquee and furniture services for large-scale public events.

Develop contingency plans for adverse weather conditions or structural issues.

Provide a 24-hour emergency response for operational issues during the event period.

2.4. Desirable requirements

Enhanced visitor experience features, such as decorative linings, lighting, or heating options.

Additional support services that contribute to the smooth delivery of high-quality events, beyond the core marquee and associated furniture provision.

Proactive monitoring and maintenance systems to ensure marquees remain safe and functional throughout the event.

2.5. Additional information about the contract

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

The contractor must supply and install marquees and associated furniture as outlined in Appendix A. If any issues arise that prevent timely installation, the contractor is required to identify and implement alternative solutions promptly to ensure event continuity and safety.

If any of your services are subcontracted, please provide full details of:

- The subcontracted services and the company responsible.
- How you will make arrangements to ensure the subcontractor fulfils all obligations under this contract, including compliance with safety standards, timelines, and quality requirements.
- Your process for monitoring and managing subcontractor performance throughout the contract period.

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.

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

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Tender submissions should be sent to the Town Clerk via email 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.

3.3. Company Information

3.3.1. Contact details

Name of organisation	
Name of person completing the questionnaire	

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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
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
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	

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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
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		
Postcode		
Tel		
Email		
Nature of contract		
Reference 2		
Client name		

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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

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

3.5. Documentation and Declaration

I confirm that I have enclosed:

- Example risk assessment

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- 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

Section 1: Key Events		Cost
Armed Forces Day – Saturday 26 June 2026 (Usually the third Saturday in June)		
Location: East Green, Littlehampton		
Attendance	5,000 – 6,000	
Event Open Period	10:30 – 17:00	
Event Description		
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		
Set Up		
Load in and Build – 07:00 – 10:00*		
Breakdown and Load Out – 17:00 – 20:00		
*Security will be on site overnight on Friday 25 June, so equipment can be set up on this day if necessary.		
Requirements		
1x 3mx6m Clearspan Marquee (one door)		
- Marquee supplied must include adequate ventilation panels to ensure comfort and air circulation throughout the event. As well as the ability to open additional wall panels when required.		

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1x 4mx4m Clearspan Marquee (one door) - Marquee supplied must include adequate ventilation panels to ensure comfort and air circulation throughout the event. As well as the ability to open additional wall panels when required.		
1x 3mx3m Clearspan marquee (PA Tent) (one door) - Marquee supplied must include adequate ventilation panels to ensure comfort and air circulation throughout the event. As well as the ability to open additional wall panels when required.		
Subtotal		
Town Show and Family Fun Day – Saturday 13 September 2026 (Usually the second Saturday in September) Location: Rosemead Park, BN17 6UH		
Attendance	5,000 – 7,000	
Event Open Period	12:00 – 17:00	
Event Description		
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.		
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.		
Set Up Load in and Build - Thursday 10 and Friday 11 by 12:00 Breakdown and load out - Saturday 12 September 17:00 – 21:00, Sunday 13 September 09:00 – 15:00 (if required)		

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Security will be on site overnight on Thursday 10, Friday 11 and Saturday 12 September 2026.	
Requirements	
1x 12mx39m Clearspan Aluminium Marquee (Town Show Horticultural Marquee) with white walls, window walls on either side of the entrance. - Marquee supplied must include adequate ventilation panels to ensure comfort and air circulation throughout the event. As well as the ability to open additional wall panels when required.	
1x 9mx60m Clearspan Aluminium Marquee (Community Marquee) with white walls, 2-3 entrances with window walls either side. - Marquee supplied must include adequate ventilation panels to ensure comfort and air circulation throughout the event. As well as the ability to open additional wall panels when required.	
Tables and Chairs - Must be delivered on Thursday 10 September before 17:00	
130x Trestle Tables 6ftx2ft - All the same height, in good, stable condition	
100x White plastic Bistro Chairs	
4x Patio Sets – round tables and 24 chairs	
Subtotal	
Overall Total for all events	



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Contact Details

Rachel Marshall

Events Manager

rmarshall@littlehampton-tc.gov.uk

01903 732063

Littlehampton Town Council

The Manor House

Church Street

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