



**Littlehampton  
Town Council**

# EVENTS

## **Invitation to Tender**

**SECURITY**



# Littlehampton Town Council Events

## Invitation to Tender for Security

You are invited to provide a tender for a three-year contract to provide Event Security 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](mailto: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.

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<b><u>Invitation to Tender for Event Security Contract</u></b>		
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1. Introduction and Information	
1.1. Introduction	
1.1.1.	<p><b>Littlehampton Town Council invites organisations to submit tenders for a three-year contract (April 2026 – March 2029) to deliver high-quality, professional event security services. The Council is recognised for hosting free, safe, and well-organised events that attract thousands of visitors annually.</b></p>
1.1.2.	<p><b>Service required</b></p> <p>The Council requires an Event Security 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.</p>
1.1.3.	<p><b>Budget</b></p> <p>The allocated budget for 3 years is between £15,500 –19,500</p>
1.2. Information for tenderers	
1.2.1.	<p><b>Confidentiality</b></p> <p><b>Our information</b> 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> <p><b>Your information</b></p>

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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

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

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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](mailto: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

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- Provide a copy of Employers Liability Insurance for £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)
Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences

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<b>Friday</b>	<b>1 May 2026</b>	First monthly contract review meeting
<b>2. Event Security Contract</b>		
<b>2.1. Context</b>		
<p>This contract will cover six 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.</p> <p>The successful contractor will be expected to provide reliable and high-quality security, ensuring safe and efficient operations across all events. This includes working within agreed budgets, responding promptly to emergencies and collaborating with the council to maintain the highest standards of safety and professionalism.</p>		
<b>2.2. Service required</b>		
<p>Comply with event plans and risk assessments to ensure all events are delivered safely, efficiently, and to the highest standard.</p> <p>Coordinating seamlessly with emergency services during events if required. to maintain compliance and rapid response capability.</p> <p>Providing licensed SIA security personnel in high-visibility uniform, demonstrating professionalism and calm under pressure.</p> <p>Offering 24-hour emergency response for event-related incidents such as staff shortages.</p> <p>Conducting regular reviews of event operations and producing an annual report summarising achievements and future recommendations.</p>		
<b>2.3. Essential requirements</b>		
At all times working within the relevant legislation and according to good practice, please explain how you would		
Hold appropriate qualifications and licenses for all security activities.		
Provide experienced personnel with sufficient knowledge to manage event safety effectively		
Coordinate seamlessly with emergency services before and during events to maintain compliance and rapid response capability.		



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Prepare and deliver risk assessments in line with current HSE regulations and the Purple Guide for event safety prior to each event.

Conduct annual reviews and produce a report summarising achievements and outlining improvements for the year ahead.

### **2.4. Desirable requirements**

Any other practical enhancements that contribute to the smooth delivery of high-quality, safe events

### **2.5. Additional information about the contract**

Contractors must provide all necessary documentation, including risk assessments, method statements, and proof of insurance,

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.

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

## **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 the Town Clerk by email [tenders@littlehampton-tc.gov.uk](mailto: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**.

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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](mailto: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	
Position in organisation	
Direct telephone number	
E-mail address	

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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:		
<b>3.3.2. Contracts withdrawn, outstanding claims and criminal convictions</b>		
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:		
<b>3.4. Insurance Details and Documentation</b>		
<b>Public Liability Insurance £10 million minimum</b>		
Insurance company		
Policy number		
Expiry date		
Value of cover		
<b>Employers Liability Insurance £10 million minimum</b>		
Insurance company		
Policy number		

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Expiry date		
Value of cover		
<b>3.4.1. Associations, accreditations and / or relevant qualifications.</b>		
Do you or your organisation hold membership of a professional trade organisation or accreditation scheme?		<b>Yes / No</b>
If yes, please provide details here:		
<b>3.4.2. References</b> (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).		
<b>Reference 1</b>		
Client name		
Address		
Postcode		
Tel		
Email		
Nature of contract		
<b>Reference 2</b>		
Client name		
Address		
Postcode		
Tel		
Email		

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Nature of contract		
<b>3.4.3. Health and Safety and Personnel</b>		
<b>Health and Safety Policy</b>		
Do you have a written health and safety policy?	<b>Yes / No</b>	
Who in your organisation is ultimately responsible for health and safety?		
Name:		
Position:		
<b>Risk assessments</b>		
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.		
<b>Sub-contractors</b>		
Please confirm that you will be carrying out the work and not sub-contracting another company.	<b>Yes / No</b>	
<b>3.5. Documentation and Declaration</b>		
<b>I confirm that I have <u>enclosed</u>:</b>		
<ul style="list-style-type: none"> <li>- Example risk assessment</li> <li>- Example method statement</li> </ul>		
<b>I confirm that I understand that documentary evidence of the following (where applicable) will be required at a later stage*:</b>		
<ul style="list-style-type: none"> <li>- Public Liability Insurance</li> <li>- Employers Liability Insurance</li> <li>- Any other relevant insurance</li> <li>- Membership of professional bodies</li> </ul>		

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- 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 support and medical providers. A collaborative approach is essential to ensure seamless integration and the safe, efficient delivery of the event.

Section 1: Key Events		Cost
<b>Easter High Street – 2 Wednesdays in Easter school holidays</b>		
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.		
<b>Requirements</b>		
To provide security cover during event open period		
<b>Cover</b>	<b>Time</b>	
<b>Wednesday Event 1</b>		
<b>1x SIA Operative</b>	<b>11:00 – 15:00</b>	
<b>Wednesday Event 2</b>		

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1x SIA Operative	11:00 – 15:00	
Subtotal		
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		
Requirements		
To guard event marquees, arena and other equipment overnight		
No power supplied. Portaloo’s available overnight.		
Cover	Time	
2x SIA Operatives	25/06/2026 17:00 – 26/06/2026 07:00	
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.		



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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.		
<b>Requirements</b> To guard hired event toilets and other equipment overnight No power supplied. Trailer toilets will be available overnight During event, Provide security cover during event open period		
<b>Cover</b>	<b>Time</b>	
2x SIA Operatives	15/08/2026 23:30 – 16/08/2026 09:00	
6x SIA Operatives	Event open period - 18:00 – 23:30	
(Total: 8 personnel)		
Subtotal		
<b>Summer High Street events – 4 Wednesdays during school summer holidays</b> Location: Littlehampton High Street		
<b>Attendance</b>	<b>500</b>	
Event Open Period	<b>11:00 – 15:00</b>	
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.		
<b>Requirements</b> To provide security cover during event open period		
<b>Cover</b>	<b>Time</b>	
<b>Wednesday Event 1</b>		
1x SIA Operative	11:00 – 15:00	

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Wednesday Event 2		
1x SIA Operative	11:00 – 15:00	
Wednesday Event 3		
1x SIA Operative	11:00 – 15:00	
Wednesday Event 4		
1x SIA Operative	11:00 – 15:00	
Subtotal		
Town Show and Family Fun Day – Saturday 12 September 2026 (usually 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.		
Requirements		
To guard two large marquees, toilets, stage and other event equipment. Open site. The two nights prior to the event and the event date night.		

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Cover	Time	
2x SIA Operative + 1 dog handler	Thursday before - overnight 17:00 – 09:00	
2x SIA Operative + 1 dog handler	Friday before – overnight 17:00 – 07:00	
2x SIA Operative + 1 dog handler	Saturday Event Day – overnight 18:30 – 10:00	
Subtotal		
Christmas Light Switch On – Saturday 21 November 2026 (usually third Saturday of November)		
Location: Littlehampton High Street		
Attendance	2,000	
Event Open Period	15:00 – 20:00	
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		
To provide security cover during event open period and pack down		
Cover	Time	
4x SIA Operative	15:00 – 21:00	
Subtotal		
Overall Total for all events		



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### **Contact Details**

Rachel Marshall

Events Manager

[rmarshall@littlehampton-tc.gov.uk](mailto:rmarshall@littlehampton-tc.gov.uk)

01903 732063

Littlehampton Town Council

The Manor House

Church Street

BN17 5EW