



TENDER PROCESS AND DOCUMENT FOR FOOTBALL BIRTHDAY PARTY SERVICES



**DEVON COUNTY FA
PROPERTY MANAGEMENT LTD**

INTRODUCTION

Devon County FA Property Management Limited is seeking proposals from experienced and qualified football organisations to arrange and deliver birthday parties at our facility at Coach Road.

The purpose of this tender is to identify a reliable and creative partner capable of delivering memorable and enjoyable birthday celebration for children ranging in age from five to eleven years old (primary school age).



SCOPE OF WORK

The selected organisation will be responsible for the following:

Event Planning and Coordination

- Develop creative, engaging and age-appropriate birthday party activities with a football theme
- Plan and coordinate all aspects of the event, including equipment and activities
- Ensure adherence to budgetary constraints

Logistics and Setup

- Arrange and setup reserved pitch area with necessary equipment and supplies
- Coordinate with Corner Flag Catering regarding arrangements of food and drinks times in the Corner Flag
- Clear away equipment used and report any issues / concerns / maintenance required

Documentation

- Ensure all coaches hold a current DBS certificate and FA Safeguarding Children qualification
- Ensure all coaches hold the necessary football training qualifications and first aid certificates

Guest Management

- Liaise with person responsible for making the booking with regards to timings, activities planned for the party
- Ensure the pitch remains clear of parents/children who are not participating in the party



OUR VISION, VALUES & ROLE

Our Vision

To enhance lives through football in Devon.

Our Role

Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

Our Values

Inclusive

We will foster a culture where everyone is welcome, celebrate the uniqueness of every individual and ensure football in Devon is for all.

Positive

We will promote positive behaviours throughout football, support each other through challenges, and encourage the enjoyment which can be achieved by being involved with the game in Devon.

Respectful

We will listen and appreciate all different perspectives, treat everyone with dignity and empathy and promote respectful behaviour.



SUBMISSION REQUIREMENTS

Submission Requirements

- Interested parties are invited to submit the following documents:

Company Profile

- Overview of the company, including any details of previous experience organising birthday parties

Proposal

- Detailed proposal outlining how the company plans to fulfil the scope of work including how you can ensure that any dates required would be covered
- Proposed themes, activities, and entertainment options – This could include different price points for parties which cater to different budgets/ages
- A breakdown of costs, including any potential additional charges

References

- Contact information for at least three professional references from previous clients

Insurance and Licenses

- Proof of insurance coverage
- Relevant licenses and permits

Safeguarding

- Organisation safeguarding policy

Equality and Diversity

- Organisation equality policy

Timeline

- Proposed timeline for availability of birthday parties to begin
- Notice period for any bookings to be taken and fulfilled



SUBMISSION DEADLINE

All proposals must be submitted by Friday 19th April.

Late submissions will not be considered.

Proposals will be evaluated based on the following criteria:

- Experience and expertise in organising birthday parties
- Creativity and innovation in event planning
- Cost-effectiveness
- References and reputation



SELECTION PROCESS

For transparency, the following selection process will be undertaken.

After an initial review of submitted proposals, candidates will be contacted if any further information or clarification is required. A shortlisting of candidates for interview will happen if necessary, before final selection which is based on evaluation criteria detailed above.

Contact Information:

For enquiries and submission of proposals, please contact:

Dawn Rainbow
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Note: Devon County FA Property Management Limited reserves the right to reject any or all proposals and to negotiate modifications to proposals. The selected applicant will be notified no later than Friday 10th May.



