Request for Quotation: Graphic Design

Bealtaine Festival 2027 and 2028

About Age & Opportunity and Bealtaine

Age & Opportunity is the national organisation creating opportunities that empower older people to enhance individual and community wellbeing through participation in physical activity and recreational sport, arts and creativity, personal development and active citizenship initiatives.

We envision an Ireland where older age is recognised as a time of opportunity and where all older people can be active, visible, creative, connected and confident about ageing.

Bealtaine Festival is Ireland's national festival celebrating the arts and ageing, held every May. Find out more at bealtaine.ie.

In 2027, the flagship festival will take place outside Dublin for the first time in over 30 years. It will run from Thursday 20 to Saturday 22 May 2027 in Ennis, County Clare, at Glór, De Valera Library, Clare County Museum and Súil Gallery, with a wider national programme throughout May. This is the start of a new model where the flagship festival moves each year between Dublin and a regional location.

What we need

We are looking for an individual or organisation to provide graphic design for Bealtaine Festival in 2027 and 2028. Please look at bealtaine.ie and our social media accounts to get a sense of our style. The work includes:

- **Online materials:** festival imagery for our website and social media, event banners (about 30 events), day-by-day and week-by-week calendars of events, and smaller design jobs that come up during the festival
- **Printed materials:** the festival programme for nationwide distribution (up to 48 pages, possibly shorter), and possibly a poster or leaflet as well as, or instead of, the programme
- **Venue set dressing:** design assets for the flagship festival venues, including large-scale posters.

Design work starts in January, ahead of the festival registration launch in February. Programme design must be finished by mid-March and online design by late March. We will confirm exact dates each January. The exact work may change.

Key dates

- **Questions by:** 5pm, Wednesday 28 October 2026
- **Quotes due:** 5pm, Monday 2 November 2026
- **Decision:** by the end of November 2026

- **Work:** January to May 2027 and January to May 2028

Budget

The total budget is €5,000 a year, including VAT. There is no additional money available.

Please show us how you would use the €5,000, with an itemised breakdown of costs for each part of the work. Your quote must not go over €5,000 a year, including VAT.

The budget depends on our Arts Council funding, which we will confirm at the start of January 2027 and January 2028.

What to send us

Please send us:

- an itemised breakdown of how you would use the €5,000 budget each year (including VAT)
- 3 to 5 examples of recent design work, ideally for arts or cultural events, or a link to your online portfolio
- a short note (no more than one page) about you or your business and your capacity to do the work in the timeframe
- a short proposal (no more than two pages) with your initial ideas for the look and feel of Bealtaine 2027, and a work plan showing how you would meet the deadlines
- any added value you can offer (optional)
- a copy of your tax clearance certificate and proof of public liability insurance

Email your quote to Melissa Byrne, Communications Manager, at melissa.byrne@ageandopportunity.ie by 5pm on Monday 2 November 2026. Please put “Bealtaine design quote 2027-2028” in the subject line.

How we will choose

We will score each quote out of 100 using the criteria below. We will choose the quote with the highest score and let every supplier know the outcome.

Criteria	What we look at	Marks
Price	Value for money: what you offer within the €5,000 budget	30
Experience and quality	The quality of your examples and your experience in the arts sector	40
Ideas, work plan and capacity	The quality of your ideas, a clear, realistic plan and your capacity to meet the deadlines	20
Added value	Anything extra you offer beyond what we have asked for	10
Total		100

Key terms

- Your quote must be in euro, include VAT and stay within the €5,000 a year budget. There is no additional money available.
- You must include a valid tax clearance certificate from Revenue and proof of public liability insurance with your quote. Suppliers based outside Ireland must apply to Revenue for a certificate.
- You will work for us as an independent contractor, not as an employee. You are responsible for your own tax, PRSI and insurance.
- You decide how, when and where you do the work, and you supply your own equipment and software.
- You may use your own staff or subcontractors without needing our approval.
- You are free to work for other clients.
- All work you produce for us under this contract belongs to Age & Opportunity, and we can use it at any time.
- We cannot accept quotes from suppliers who are bankrupt or insolvent, have been convicted of an offence related to their professional conduct, or are not up to date with tax or social insurance payments.
- We will disqualify any quote that contains false or misleading information.
- We reserve the right to end the contract if we are not happy with the service.
- This contract depends on our Arts Council funding being confirmed each year.
- This request is not a contract. A contract for services only exists once we both sign one.
- We may cancel or change this process at any time. We will not pay any costs of preparing your quote.
- We cannot consider late quotes.

Questions

If you have any questions, please email Melissa Byrne, Communications Manager, at melissa.byrne@ageandopportunity.ie by 5pm on Wednesday 28 October 2026.