Request for Quotation: Graphic Design Services

Age & Opportunity, January 2027 to December 2028

About Age & Opportunity

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.

What we need

Age & Opportunity is looking for a graphic designer or design company to provide our graphic design services for two years, from 1 January 2027 to 31 December 2028. We will commission design work as we need it and pay an hourly rate. The work includes:

- designing brochures, flyers, posters and other promotional materials
- developing creative concepts for our promotional materials
- keeping our visual identity consistent, in line with our brand guidelines.

Key dates

- **Questions by:** 5pm, Wednesday 21 October 2026
- **Quotes due:** 5pm, Monday 26 October 2026
- **Decision:** by the end of November 2026
- **Contract:** 1 January 2027 to 31 December 2028

Your price

Please fill in this table. All prices should be in euro and include VAT.

Item	Your price (€, incl. VAT)
Hourly rate for graphic design	
Example job: design a 4-page A4 brochure from text and images we supply, including two rounds of changes (total price)	

What to send us

Please send us:

- the completed price table

- 3 to 5 examples of recent design work, or a link to your online portfolio
- a short note (no more than one page) about your business and who would do the work
- your usual turnaround time for a typical job, such as a flyer or brochure
- 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 26 October 2026. Please put "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	Hourly rate and the price for the example job	40
Quality	The quality of the examples of your work	40
Turnaround and capacity	Your turnaround times and your capacity to undertake the work	20
Total		100

Key terms

- All prices must be in euro and include VAT.
- 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 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 21 October 2026.