Request for Quotation: Print 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 printer to provide our print services for two years, from 1 January 2027 to 31 December 2028. We will order printing as we need it. This includes, but is not limited to:

- brochures
- flyers
- posters
- banners
- letterheads.

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)
Brochure: 4 pages, A4, folded and drilled, 200 copies	
Brochure: 12 pages, A4, stitched and drilled, 400 copies	
Hourly rate for minor design edits (if you offer this)	

If you have a general rate card, please send it too.

What to send us

Please send us:

- the completed price table, and your rate card if you have one
- 2 or 3 samples or photos of recent print work
- whether you have FSC (Forest Stewardship Council) certification, and any ISO quality standards you hold
- your turnaround times for standard and bulk orders
- a short note (no more than one page) about your business
- 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 "Print 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	Prices for the two example brochures and minor edits	40
Quality	Your print samples, FSC certification and ISO standards	40
Turnaround	Your turnaround times for standard and bulk orders	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.
- 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.