



**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

Camogie
Association
Print &
Design
Management
Procurement
Tender

2023

A print and design management tender for the provision of Print and Design Management services to the Camogie Association.



THE CAMOGIE ASSOCIATION

An Cumann Camógaíochta

Procurement for the supply of printing and design services for the Camogie Association

2024-2026

1. The Camogie Association is the national governing body for Camogie in Ireland and internationally (ref www.camogie.ie).

It administers a range of national competitions and awards/events/activities each year.

The Association is now seeking to contract with a supplier (s) for the provision of design and print services to the Camogie Association. The duration of the contract will be for 24 months commencing from the date of agreement on terms and conditions, subject to annual review.

The Camogie Association's objectives include the support of Irish industries.

***The specification of our requirements is outlined below. Please note this list is indicative as of December 2023 and actual requirements may vary.**

Category	Requirements	Design Spec	Print	Approximate Number	Print Spec
1.MATCH PROGRAMMES					
Competition Programmes *excludes All-Ireland Club Finals/All-Ireland Championship Finals	Creation of match programmes based on information supplied by National Fixtures Administrator Average Programmes to create per annum: apx. 30* (figure indicative as of Dec 2024)	Full-colour and corresponds to match programme templates	Yes	An average print run of 14,000 based on an average of 500 per programme. *This figure may be subject to change:	A5 format 115gsm text 200gsm covers Matte finish Saddle stitch

2.PUBLICATIONS	Requirements	Design Spec	Print	Approximate Number	Print Spec
Annual Report	Design & layout of Annual Report for Association's Conference	Design intensive project with the publication of CEO Report and internal committee reports in a separate format	Yes	400 (250 CEO Report/150 Sub Committee Reports)	A4 Portrait Gloss finish Perfect bound 150gsm text 300gsm covers Gloss finish Full colour
Internal Stakeholder Documents	Typesetting of information into a template	Minimum design Layout of text in templates	Yes	500 per 3 publications	115gsm text Two colour internal Full colour cover 200gsm cover Matte finish Average 16 pages per document Saddle stitch

3.PROGRAMMES (HIGH QUALITY PRODUCTION)	Requirements	Design Spec	Print	Approximate Number	Print Spec
Glen Dimplex All-Ireland Finals Programme	Design & layout of Glen Dimplex All-Ireland Finals programme	Typesetting project Information provided & laid-out in a template	Yes	4,500 to 5,500 print run	B5 format 64 page programme Gloss finish Saddle stitch Cover 250gsm Text 115gsm
AIB All-Ireland Club Finals Programme	Design & layout of AIB All-Ireland Club Finals programme	Typesetting project	Yes	1,500	B5 format 32 page programme Gloss finish Saddle stitch

					Cover250 gsm Text on 115 gsm
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4.BRAND IDENTITIES & ONLINE DESIGNS	Requirements	Design Spec	Print	Approximate Number	Print Spec
-AIB Club Championships -Glen Dimplex Championships -County Camogie Open Nights -Electric Ireland?? Post Primary Schools -Very Ireland Camogie Leagues Identity -All-Stars Awards, sponsored by PwC -Camogie.ie generic website banner & email signatures	The design of brand identity items to place on website, emails and social media channels to promote competitions	Design of online elements for competition promotions -email signatures -website banners -social media covers -promotional PDF adverts averaging 5 per event -Powerpoint template covers -Word document templates	Limited print run on certain items	Design of a brand identity per competition Design of an identity for Camogie.ie	No
5.BRAND IDENTITIES FOR DEVELOPMENT INITIATIVES	Requirements	Design Spec	Print	Approximate Number	Print Spec
Hurl With Me Hurl Smart Week Camogie4Teens National Blitz Events Camán to Croker Social Camogie	Design of promotional flyers with information on Camogie Development initiatives		Limited	Max. 200 flyers in total per competition (800 Print Run)	A5 flyer format Matt finish Full colour Print both sides
6.CALENDAR	Requirements	Design Spec	Print	Approximate Number	Print Spec
Annual Camogie Calendar	Design of annual Camogie calendar	Design & layout of annual camogie calendar	Yes	500	28 pages A4 landscape Full colour throughout

		incorporating images & text			300gsm gloss cover Text 150gsm Saddle stitch
7.COMMERCIAL PUBLICATIONS	Requirements	Design Spec	Print	Approximate Number	Print Spec
Sponsorship Publications	Design & layout of PDF Sponsorship Proposals	Design & layout of sponsorship proposals for commercial opportunities On average 8 page document	Yes	Limited Average 4 per publication Average number of proposals per year is 3 (these figures are subject to change)	A4 portrait Gloss finish Text 150gsm Covers 250gsm Full colour throughout
8.COMMERCIAL SALES & MARKETING PROMOTION	Requirements	Design Spec	Print	Approximate Number	Print Spec
Cairde Camogie Annual Season Ticket	Design of elements for promotion of Annual Championship Season Ticket Web & print enabled items	Design of web-enabled items	Yes, but limited	Limited print run 1,000 flyers or less	A5 flyers print run 150gsm Matte finish Full-colour print both sides
9.AWARDS EVENTS	Requirements	Design Spec	Print	Approximate Number	Print Spec
Volunteer & Media and Referee Awards Annual Congress Dinner All-Stars Awards	Lay-out and design of information for a menu for awards events & creation of a web enabled information flyer	Web enabled information flyer	Yes	Printing Menu amounts totalling 1,000/5 jobs	6pp 105x297 Gloss laminated 1 side scored and folded Full colour

10.MEDIA PACKS	Requirements	Design Spec	Print	Approximate Number	Print Spec
-AIB Club Championships Finals -Glen Dimplex Championships -Glen Dimplex Championships Finals -Very Camogie Leagues Identity	Design & Lay-out of magazines	8-16 page magazines	Yes	Print run 200 (50 per print run)	A4 apx. 8-16 page portrait full colour throughout Saddle stitch 115gsm text 150gsm cover Matte finish

- 2. Prospective suppliers are invited to submit a costed proposal for the full specification AND/OR for individual elements of it based on the above numbers. Prospective suppliers must outline if they are submitting costed proposals for Design & Print Management; Design Only; Print Management Only**

Proposals must address the following;

- costs to be indicated exclusive of VAT and listed in € (please also indicate the additional VAT rate applicable to all work)
- design and printing costs to be indicated separately
- delivery costs should be indicated separately
- indication of discounts offered in context of a three year contract period
- indication of discounts offered in context of being awarded the full contract
- indication of usual payment terms & conditions
- indicator of how the Camogie Association account would be managed by the supplier
- provision of sample products as proposed by the supplier
- contingency plans for production in event of unplanned eventuality on supplier's side

3. Consideration of proposals

Proposals will be evaluated by reference to the following qualification criteria:

- (a) Completeness of tender documentation
- (b) Stated ability of tenderer to meet requirements set out in this procurement request
- (c) Receipt of proposal on or before the closing date for submission will be considered

Only those tenders that meet these criteria will be considered eligible for inclusion in the evaluation process. The contract will be awarded on consideration of the following criteria and while the Camogie Association is not restricted to awarding the contract (s) on the basis of the most economically advantageous tender solely, cost will be an important factor (work may also be split between suppliers across the various sections outlined above):

- value for money

- track record in similar provision of products
- ability to deliver key outputs on time
- costs breakdown
- justification of proposed costs
- best use of resources
- approach to management of Camogie Association account

4. Disclaimer

The contents of this document are not intended to be legally binding and are purely to provide an overview of the kind of terms that might be included in any eventual final agreement and to serve as a basis for discussion and negotiation. Consequently, it is subject to change and might not reflect the terms of any such final agreement.

5. Closing date for proposals

Proposals should be submitted, preferably by email, to Gill Waters gill.waters@camogie.ie or to:

**Gill Waters,
Commercial & Communications Manager,
Camogie Association,
3rd Floor Westward House,
Russel St.,
Dublin 3**

By no later than 5pm Thursday 15th January 2024.

ENDS