



**Request for Quote:**

**RDS Graphic Design & Print Management**

## Scope of Work

The Royal Dublin Society (RDS) wishes to engage an agency to provide its graphic design and print management needs for 2019, with a potential extension for one additional year to the end of 2020. A separate quote process is underway for all printing requirements for 2019, with a possibility of extending this to the year end of 2020.

The responsibilities of the successful candidate are enclosed in the attached PDF.  
Please quote per item to be designed, including print management.

**Please note that the RDS brand and many sub-brands must use the fonts Kievit & spinoza, as per guidelines. Any agency appointed must have an appropriate and valid licence to use a full range of weights of these fonts for RDS work.**

**Please note that additional items may be added during the year as required and separate written quotes for that work will be required as needed. Please use the list enclosed in the PDF for the purposes of this quote.**

## Requirements for graphic design and print management

1. Production of PDF proof of items in advance of printing as required. Minimum of three revisions per item. Quote will be required for any additional revisions.
2. The RDS will supply the company with relevant Purchase Order numbers in advance which should be quoted by the service provider on all invoices.

## Selection Criteria

Each proposal will be evaluated using the criteria set out in the table below, each element is given a weighting which is also listed on the table.

Criteria	Weight %
Relevant Experience	40
Value for money	60
<b>Total Weighted Points</b>	<b>100</b>

## Submission Details

Quotes must be submitted to the RDS no later than **2pm on Thursday January 17, 2019**. They should be emailed to [katy@rds.ie](mailto:katy@rds.ie)

Quotes should also include the following:

- Costs (Fees quoted should be inclusive of VAT)
- Evidence of relevant experience
- Two references

**All material contained in this document and any other material provided by the RDS that relates to this RFQ process, either printed or in any other form, is confidential and must be treated as such by all parties. All material provided by candidate agencies will be treated in the strictest confidence by the RDS.**