



REQUEST FOR QUOTATION

Creative Limerick, Limerick City & County Council

Event Coordinator – Limerick Cruinniú na nÓg 2026

Deadline date for receipt of Quotations:

Wednesday 7th January 2026, 12noon

E-mail address for return of quotations: creativeireland@limerick.ie

Services required:

Creative Ireland Limerick, Limerick City and County Council (LCCC), is seeking quotations from suitably qualified individuals, or organisations to provide event coordination services to support the development and delivery of Limerick Cruinniú na nÓg 2026. The successful applicant/candidate will work in partnership with the national Cruinniú na nÓg coordinators, Creative Ireland Limerick team and local creative, cultural and youth stakeholders to deliver an innovative participatory programme of events across Limerick city and county. National and local resources and supports will be in place to assist in the guiding and delivery of the project for both the appointed coordinator and local stakeholders. Limerick Cruinniú na nÓg is supported by Creative Ireland and LCCC through Creative Communities 2026.

Coordination Fee:

€5,000, inclusive of all costs to the coordinator including VAT (if relevant), travel, accommodation, materials, insurance and any other costs arising from the delivery of this project.



Limerick Cruinniú na nÓg 2026 – A Day of Free Creativity for Children and Young People:

Ireland is the first, and only, country in the world to have a national day of free creativity for children and young people under 18. Cruinniú na nÓg is a flagship initiative of the Creative Ireland Programme with the aim to enable the creative potential of children and young people. Limerick Cruinniú na nÓg is delivered by LCCC, in partnership with Creative Ireland. Cruinniú na nÓg is always great fun and offers the perfect opportunity for Limerick, as a region, to showcase the wealth of creativity our young people have to offer.

In 2026, Cruinniú na nÓg will be on Saturday 6th June 2026. Events will occur both on the day, and during the run up, throughout Limerick City and County. Cruinniú na nÓg X Night-time Economy (NTE) events will occur between 16:00 and 20:00 on Saturday 6th June. This event will be aimed at young people aged between 14 and 18 (TBC).

Role and responsibilities:

The responsibilities of the Limerick Cruinniú na nÓg 2026 Coordinator include:

- Coordinate with local organisers of Cruinniú na nÓg events;
 - In line with Creative Youth Plan 2023 – 2027, ensure children and young people retain a key voice in decision-making on its implementation and will prioritise those that are seldom heard and most at risk of disadvantage.
 - Work with national Cruinniú na nÓg 2026 strategic partners to assist with their Limerick events and local contacts;
 - Work with Limerick Cruinniú na nÓg 2026 strategic partners to assist with their events;
 - Manage an potential open call for Limerick Cruinniú na nÓg 2026;
 - Programme additional events as required e.g. NTE X Cruinniú na nÓg;
 - Liaise and assist local venues and organisers with preparations as required;



- Ensure that participating national and local organisers furnish Creative Ireland Limerick with the details of their Cruinniú na nÓg events from their designated contact persons;
- Administrate the dissemination of pertinent assets e.g. logos, images and advice to local stakeholders taking part in the events;
- Register participating groups and activities online;
- The carrying out of risk assessments as required;
- Marketing and Promotion;
 - Update Creative Ireland Portal & Cruinniú na nÓg website as required;
 - Liaise with national partners for marketing and promotion;
 - Liaise with LCCC and local media for marketing and promotion;
 - Ordering and distribution of Cruinniú na nÓg merchandise;
 - Maintain quality control of the Cruinniú na nÓg brand;
 - Create and deliver a social media promotion plan, in line with above;
- Budget Management ;
 - Managing programme costs and funding allocations in collaboration with Creative Limerick.
- Meetings;
 - Meet with, and provide project updates, regularly with Creative Limerick team;
 - Attend, where practicable, national Cruinniú na nÓg clinics
- Coordinate/Compile a post-event report/review, in partnership with the Creative Ireland Limerick Team.

Successful Applicants must provide the following:

Child Protection:

All applicants must work in adherence to national legislation and with the Limerick City and County Council Policy and Procedures for the Protection and Safeguarding of Children 2020 (Section 4.2).



Insurance:

- Provide Limerick City & County Council with evidence of Insurance Cover to include public liability.

Tax Clearance:

- All applicants MUST be tax compliant. Limerick City & County Council can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html>.

Health and Safety:

- All applicants MUST comply with the Safety Health & Welfare at Work Act 2005 and must comply with Limerick City & County Council Health and Safety requirements.

Assessment of Quotations:

Applicants will be evaluated under the award criteria and weightings detailed below.

AWARD CRITERIA, RULES AND WEIGHTINGS				
	CRITERION	%	MAXIMUM SCORE ACHIEVABLE	MINIMUM SCORE REQUIRE
A	Quality of the proposed Service Delivery Methodology, and demonstrated understanding of requirements	40%	40	N/A
B	Cost	30%	30	15
C	Resourcing to deliver the contract	30%	30	15

Service providers should note that they must achieve a minimum rating of 'acceptable,' or 60% of the total marks available in order to avoid elimination from the competition.



What You Need to Do to Quote for this Service Contract

1. Service Delivery Methodology

Service providers are required to outline their service delivery methodology and demonstrate their understanding of the requirements by providing:

- An outline for the proposed work programme and the method and timeline for its delivery.
- Outline a minimum of 2 relevant services delivered over the past five years of work on similar nature and scale. Please also include a CV.

2. Cost

Tenderers are advised that the Creative Ireland Limerick Office has a total budget allocation of €5,000 for the approx. proposed contract period (19th January 2026 – 3rd July 2026). This amount is inclusive of all expenses and VAT. Tenderers are advised to take this into account in preparing their tender response.

Service providers are required to outline their projected costing using the cost sheet in Appendix 1.

All costs should be:

- Inclusive of VAT and
- Inclusive of service fees
- Inclusive of all prices for all determined requirements to fulfil the contract.

3. Resourcing to Deliver the Service

Service providers are required to demonstrate their ability to deliver the service by responding to all of the following points:

- Proof of ability to work to tight deadlines
- Examples of good customer service skills and excellent organisational skills with capacity to work on a multifaceted project
- Outline a minimum of 2 relevant services delivered over the past five years of work of similar nature and scale. Please also include a CV.



- Peer Recommendation of completion of a similar project delivered within a specified timeframe and to a similar budget. Please provide a contact name, role and contact details or a written reference.

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Please note we cannot receive emails containing files that exceed 18MB in total or individual files in excess of 3MB

Appendix 1 – Key Dates

Late January 2026	First meeting with Limerick Creative Ireland Coordinator and Limerick Creative Communities Engagement Officer
Friday 10th April	Draft 1 of programme to be developed
TBC (likely late April)	Deadline for all events to be submitted on Creative Ireland Portal
TBC (likely late may)	Final deadline for Programme / Press release launch
Saturday 6th June	Cruinniú na nÓg