

Request for Quotation

Limerick Arts Office | Limerick City and County Council

Pop-Up Art Gallery Project Coordinator/ Curator

Deadline: **Wednesday 15th April 2026, at 12 noon**

E-mail: artsofficesubmissions@limerick.ie

Services Required

Limerick Arts Office is now seeking Request for Quotations for a Pop-Up Art Gallery Project Coordinator/ Curator, to coordinate and exhibit the work of professional, emerging artists and collectives, who wish to showcase their art.

The successful applicant will work off a list of creatives, who have expressed their interest to Limerick Arts Office in taking up opportunities to exhibit their work and will liaise with them on the logistics involved.

Site Operation

Venue booking dates; Istabraq Hall, Limerick City and County Council, Merchants Quay:

1. **June/ Mid -Summer:** Monday 8th June- Friday 31st of July
(Pop-Up-Gallery Exhibition with launch)
2. **October:** Thursday 22nd- Friday 30th of October.
(Pop-Up-Gallery Art Sale)
3. **November-December/Christmas:** Monday 2nd November- Tuesday 15th of December
(Pop-Up-Gallery Exhibition with launch)

Istabraq Hall opening hours: 9am-5pm Monday to Friday (late opening until 8pm on request/availability)

Please note: Additional spaces may be available to artists, and they can be put in direct contact with these spaces. The Limerick Arts Office can assist in the coordination of these

Key Responsibilities & Deliverables

Project Management and Planning: Develop timelines and liaise with the venue to coordinate from installation to de-installation.

Curating and Logistics Management: Handling on-site build-out and hanging / placement (curatorship) of work. Artists must be made aware that they must be available to deliver works.

Budget: Managing project budget.

Coordination and Communication: Acting as the main point of contact for your project team, artists, suppliers if applicable, and venue management.

Marketing & Promotion: Preparing and distributing promotional materials and sharing with the Arts Office to promote on their social media channels.

Post-Event Evaluation: Conducting debriefs and gathering feedback.

Essential Skills: Strong project management and multitasking skills, with the ability to work under tight deadlines, (we highly recommend you attach a CV; showing track record and any other supporting documentation you may have to your RFQ response document).

Evaluation

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

AWARD CRITERIA, RULES AND WEIGHTINGS				
CRITERION		%	MAXIMUM SCORE ACHIEVABLE	MINIMUM SCORE REQUIRED
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 Limerick Arts Office has a total budget allocation of €5,000 for the approx. proposed contract period (April – December 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.

Deadline date for receipt of Quotations:

Wednesday 15th April 2026, at 12 noon

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

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