

Request for Tenders for the provision of PR/Communications Services for the Houses of the Oireachtas Service

Detailed description:

The Houses of the Oireachtas Service (“the Service”), acting for and on behalf of the Houses of the Oireachtas Commission (“the Contracting Authority”) wishes to engage PR/ Communications Services for a 6-month period, commencing April 2022. The Contracting Authority is seeking a PR Communications agency which will base a Communications Specialist within the Houses of the Oireachtas Communications Unit for a six-month period in order to assist with the creation of public content and stories. The PR Communications agency will be expected to provide a consistently reliable PR service to assist Communications Unit with PR strategy and campaign planning to promote the centenary of Seanad Éireann (“Seanad 100”). In addition to assisting the Communications Unit with PR strategy and campaign planning to promote Seanad 100, the successful tenderer will be expected to assist with the shift to a more proactive communication of the Upper House of the Oireachtas. The successful tenderer will also be required to assist with the following: • Drafting of weekly press release writing and issuing media statements • Prompt handling of media queries • Organising /assisting with PR services for special events • Social media content and the active promotion of such content to the media, both mainstream and specialist • Creation of briefing and speaking notes • Providing cover for the Head of Communications and team as required

Type of contract:

Services

Response deadline (Irish time):

20/04/2022 12:00:00

CPV codes:

79416000-3 Public relations services

79416100-4 Public relations management services

79416200-5 Public relations consultancy services