

Request for Quotation:

Provision of Accounts and Payroll support

Introduction

The National Biodiversity Data Centre is a state-sponsored centre, established to support biodiversity data and information needs to address the Biodiversity Crisis. It was established as a Company Limited by Guarantee in December 2022, following a decision of Government to secure the long-term future of the Centre. The Centre formally became a registered charity in November 2025. The primary role of the Centre is to contribute to build the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible to promote a better understanding and appreciation of biodiversity at the local level. The National Biodiversity Data Centre is a predominantly publicly funded entity, rather than a public sector body. Additional to receiving public funding, the Centre also operate an small online shop and offer a workshop programme to the public. We are not registered for VAT.

Requirements

The National Biodiversity Data Centre wishes to invite quotations from accountancy practices to undertake the following in relation to the provision of accounts and payroll support to the National Biodiversity Data Centre;

Accounts Receivable

Manage the accounts receivable function.

Input invoices to Sage, with project codes, nominals and departments applied.

Review income transactions and post revenue and bank charges.

Accounts Payable

Manage the accounts payable function.

Processing of invoices received through shared portal.

Input invoices to Sage, with project coding applied.

Supplier statement reconciliation.

Bank Management

Post bank transactions and credit card transactions.

Reconcile bank / credit card accounts on Sage.

Management Accounts

Prepare and post journals for payroll, with project codes applied.

Prepare and post accruals, prepayments and depreciation.

Balance Sheet reconciliations including taxes.

Maintain project report, analysing expenses between projects.

Preparation of monthly / quarterly management accounts for review to include profit and loss report, balance sheet, cashflow report, funding report, project variance report, or other KPI's as requested.

Preparation of audit files for year end audit.

Payroll

Process payroll for approximately 35 staff.

Issue payslips and process payroll deductions.

Prepare bank payment file / bulk file upload for authorisation by bank signatory.

Submit relevant payroll revenue returns.

Provide updates on relevant regulatory obligations.

Ad Hoc Tasks

Monthly pension submission to pension provider.

Tax department available for consultation for ad hoc tax queries (excluding detailed tax advice).

Other related accounting/payroll tasks as required.

To note, the completion of the year end audit, together with the preparation of statutory financial statements, Corporation tax computation and related CRO returns, will be undertaken by a third-party accountancy practice, with these specific tasks not forming part of this contract.

Duration

The contract will be for one year duration, running from the 1st of April 2026 to the 31st of March 2027, with the potential for extension for subsequent years.

Proposal

Submissions should contain the following:

1. The overall cost of the service being provided. All prices should be stated ex Vat with the rate of VAT payable (where applicable) clearly stated separately.
2. Knowledge, expertise and relevant experience: Demonstrate evidence of the provision of similar accounts/payroll support for comparable organisations, including charities and publicly funded entities.
3. Methodology and Approach: Show a clear, detailed understanding of the remit, and demonstrate how efficiency and accuracy can be achieved.

Award Criteria

The contract will be awarded from tenders evaluated on the basis of the following award criteria:

Criteria	Max. Marks Available	Min Mark
Price	400	N/A
Knowledge, expertise and relevant experience: Demonstrate evidence of the provision of similar accounts/payroll support for comparable organisations, including charities and publicly funded entities.	300	200
Methodology and Approach: Show a clear, detailed understanding of the remit, and demonstrate how efficiency and accuracy can be achieved.	300	200
Total	1,000	N/A

General Terms

Information Supplied

The National Biodiversity Data Centre reserves the right to seek clarification or verification of any information supplied.

Confidentiality

The National Biodiversity Data Centre undertakes to use its best endeavours to hold confidential any information provided in quotations submitted, subject to the National Biodiversity Data Centre's obligations under law, including the Freedom of Information Act 2014. Should any of the information supplied in the tender not be disclosed because of its sensitivity, then this should be stated, with the reasons for its sensitivity. The National Biodiversity Data Centre will then consult with the Proposer about sensitive information before deciding on any Freedom of Information request received.

All information provided by the National Biodiversity Data Centre within this document, or in the course of preparing tenders, or subsequent to a successful tender being adopted, is provided in the strictest confidence, and must not be passed to third parties, except bona-fide partners of the proposer to enable the preparation of the tender requested. If there is any doubt, prior permission should be obtained from the National Biodiversity Data Centre.

Conflict of Interest

Any conflicts of interest involving a contractor must be fully disclosed.

Tax Clearance

It will be a condition of any Goods/Service Contract pursuant to this Competition that the successful supplier shall, for the term of such contract(s), comply with all EU and domestic tax laws. Prior to the award of any Goods/Service Contract arising out of this Competition, the successful Tenderer shall be required to provide evidence of tax compliance.

Insurance

The successful tenderer will be obliged to satisfy to the National Biodiversity Data Centre that they have adequate public and employer's liability insurance in place. The successful suppliers will be required to provide copies of all relevant Insurance Policy documents.

Payment

Payment for all services covered by this Request for Quotations will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier following the award of contract.

Under the Finance Act 1987, withholding tax must be deducted from payments for professional services.

The National Biodiversity Data Centre reserves the right to withhold payment where a contractor has failed to meet contractual obligations in relation to the provision of goods or services to an acceptable level of quality.

Submissions

Submissions should be marked "RFQ Accounts and Payroll support 2026" and sent via e-mail to:

rtilson@biodiversityireland.ie

Submissions should be received no later than 5.00 p.m. on Wednesday the 4th of March 2026

Late Submissions will not be considered.

The Request for Quotations contains no contractual offer of any kind. Any quotation will be regarded as an offer by the contractor and not as an acceptance by the applicant of an offer made by the National Biodiversity Data Centre. No contractual relationship will exist except pursuant to a written agreement signed by a representative of the National Biodiversity Data Centre and any successful contractor for the specified services.

Please note that the National Biodiversity Data Centre is subject to the Freedom of Information Act.
