

**Request for Quotation:  
Provision of outsourced Human Resource Services**

**Introduction**

The National Biodiversity Data Centre was established as a company limited by guarantee in December 2022, following a decision of Government to put the initiative on a more secure footing, to empower and better resource the Centre to support Ireland's collective national effort to reverse biodiversity loss and contribute to nature restoration. The primary role of the Centre is to contribute to building 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. The National Biodiversity Data Centre is a predominantly publicly funded entity, rather than a public sector body. The Centre formally became a registered charity in November 2025.

As of February 2026, the National Biodiversity Data Centre currently has a staff of 26, and will be expected to have a staff compliment of approximately 38 by the end of 2026. The National Biodiversity Data Centre is currently set up and subscribed to HR Locker software, to assist in the management of its Human Resources.

**Requirements**

The National Biodiversity Data Centre wishes to invite quotations from a suitably qualified and experienced professionals / companies to provide outsourced HR Services for a period of 2 years.

Provision of outsourced HR support to include, but not limited to the remit provided below:

- Maintain and manage a personnel file for each employee, with the inclusion of key documentation, including the drafting and maintaining of employment contracts, contract addendums, work permits etc. With the safe retention of all relevant documentation for the required timescale and ensuring all employee record keeping complies with GDPR.
- Maintain a register of the dates of commencement and termination of each employee, as well as issuing reminders in relation to staff probation or performance reviews, as well as annual salary increases for payroll

processing. Assistance with, and attendance at initial probation reviews for new staff, as well as assistance with staff performance reviews, if required.

- Appointment letters and accompanying documents (employee handbook, policies etc.) issued to all new employees.
- Probation process for new staff is managed and recorded, as well as recording and management of any disciplinary procedures.
- General HR advice and assistance where required.

## Proposal

Submissions should contain the following:

1. The overall cost of the service being provided. The quote should outline proposed solution to meet the HR requirements of a company of our size. It should include the proposed approach taken and indicative number of hours per month, and the hourly rate. All prices should be stated ex Vat with the rate of VAT payable (where applicable) clearly stated separately.
2. Experience of recent and similar work in the provision of outsourced HR services, including relevant public sector experience.
3. Relevant qualifications and skillset to provide outsourced HR services.

## Award Criteria

The contract will be awarded from tenders evaluated on the basis of the most economically advantageous tender consistent with the following award criteria:

<b>Criteria</b>	<b>Max. Marks Available</b>	<b>Min Mark</b>
Overall cost of service	400	N/A
Experience of recent and similar work in the provision of outsourced HR services, including relevant public sector experience.	300	250
Relevant qualifications and skillset to provide outsourced HR services	300	150

## **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 for Provision of HR services” and sent via e-mail to:

rtilson@biodiversityireland.ie

Submissions should be received no later than 5.00 p.m. on Wednesday 4<sup>th</sup> 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.