



**An tIonad Náisiúnta
Sonraí Bithéagsúlachta**
**National Biodiversity
Data Centre**

Request for Quotation:

**Provision of Cleaning Services at Beechfield House, SETU West Campus, Carriganore,
Waterford, X91 PE03**

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. A priority of the Centre is to ensure that data and information is easily accessible for local communities and individuals to promote a better understanding and appreciation of biodiversity at the local level.

For more information on the National Biodiversity Data Centre go to: <https://biodiversityireland.ie>

Requirements

The National Biodiversity Data Centre wishes to invite quotations from cleaning companies to undertake the following in relation for the National Biodiversity Data Centre:

- Weekly cleaning
- Quarterly window cleaning

The contract will be for two years.



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The site location covered under the initial contract is:

National Biodiversity Data Centre

Beechfield House

SETU West Campus

Carriganore

Co. Waterford

X91 PE03

The building contains the following areas:

Lobby area; open plan offices x 2, Kitchen/Dining area; offices x 5; seminar room; toilets x 3, downstairs hallway, stairs, upstairs hallway. See photographs hereunder.

PHOTOGRAPHS



ENTRANCE HALLWAY



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KITCHEN AREA



DIGITAL SERVICES OPEN PLAN OFFICE



FRONT AND BACK OF BUILDING



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DOWNSTAIRS HALLWAY



SEMINAR ROOM

Site Visit

Tenderers are encouraged to undertake a site visit prior to submission to familiarise and satisfy themselves with the cleaning requirements at the location.

To arrange your site visit please contact Irene Kilbride, Office & Corporate Support Officer at ikilbride@biodiversityireland.ie.



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Hours

It is expected that cleaning will take place at times suitable to the National Biodiversity Data Centre. All cleaning activities will normally be carried out during the working day. Special cleaning such as high-level cleaning, deep carpet cleaning or internal window cleaning will be required subject to advance arrangements and invoiced separately.

Health and Safety

The successful company is responsible to ensure that robust safety procedures are put and kept in place, which will eliminate any reasonably foreseeable accidents (for example suitable and highly visual 'Caution Wet Floor/Slippery Surface' signs).

Equipment and materials

The company shall provide all such equipment and consumable materials necessary for the provision of the services to the contract standard. All equipment should be Industrial grade. All cleaning materials and consumables utilised as part of the contract must comply with Health and Safety Regulation. A replacement stock balance of all consumable materials must be maintained on site at all times.

The successful company shall maintain in safe, serviceable and clean condition all equipment used by the successful company's member's staff on the NBDC's premises or stored by the successful company thereon.

Special Cleaning

From time to time, the NBDC may require more detailed cleaning (deep cleaning) than is normally provided. Due notice will be given by the NBDC to the Company giving a list of areas that require a special cleaning (deep cleaning).

The following is a list of the type of cleaning that may be required: Cleaning Blinds; Carpet Cleaning; Ceilings & Walls; Doors; Toilets and Showers; Flooring: waxing etc; Power Cleaning of Tiles and other special surfaces; Windows: Inside/Outside; Toilets and shower; gutters / fascia & soffit.



Proposal

Submissions should contain the following:

1. The overall cost of the service being provided. All prices should be stated excluding VAT, with the rate of VAT payable (where applicable) clearly stated separately. All prices quoted should be fully inclusive of any travel, subsistence, or other costs necessary to effectively discharge the role.
2. Knowledge, expertise and experience.

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:

Criteria	Max. Available	Marks	Min Mark
Price	600		N/A
Knowledge, expertise and experience	400		300
Total	1,000		

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



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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.



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Submissions

Submissions should be marked “RFQ NBDC Cleaning Services” and sent via e-mail to:

info@biodiversityireland.ie

Submissions should be received no later than 5.00 p.m. on Friday 27th 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.



Cleaning Schedule:

Room	No.	Duties	Frequency
Reception	1	Vacuum Carpets Damp wipe fixtures, fittings, radiators, pictures. Dust fire extinguishers.	Weekly
Offices	5	Vacuum carpets, damp wipe fixtures, fittings, radiators, window ledges, seats, tables, shelves, skirting, presses, cabinets. Empty waste bins.	Weekly
Open Plan Offices	2	Vacuum carpets, damp wipe fixtures, fittings, radiators, window ledges, seats, tables, shelves, skirting, presses, cabinets. Empty waste bins.	Weekly
Kitchen Area	1	Mop, Hoover floors, clean all work surfaces, empty/load dishwashers, empty bins. Damp wipe fixtures, fittings, radiators, window ledges, pictures. Dust fire extinguishers.	Weekly
Corridors/Hallways/Stairwell	1	Vacuum Carpets, Mop floors, Damp wipe fixtures, fittings, radiators, window ledges, pictures. Dust fire extinguishers.	Weekly
Toilets	3	Restock toilet paper and soap. Wash floors, clean and disinfect all surfaces, empty bins. Damp wipe fixtures, fittings, radiators, window ledges, mirrors.	Weekly
Seminar Room	1	Vacuum Carpets. Damp wipe fixtures, fittings, radiators, pictures. Dust fire extinguishers.	Weekly

Note: All waste to be removed to on-site bins.