



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

## **RFQ for the Delivery of marine invasive species taxonomy training**

*Upskilling individuals experienced in marine recording across the island of Ireland.*      *March 2026*

# Delivery of marine invasive species taxonomy training

*Upskilling individuals experienced in marine recording across the island of Ireland*

In competition with others, you are invited to submit a quotation for the requirement described in the specification, Section 1: Statement of Requirement.

## Register Interest

While not a requirement to submit a response to this RFQ, we ask that you please Register Interest if you intend to submit a quote.

You should Register Interest to the following:

- Email: [vpoppleton@biodiversityireland.ie](mailto:vpoppleton@biodiversityireland.ie)
- Date: 31/03/2026
- Time: 17.00 UTC

All companies or individuals that Register Interest in this RFQ by the deadline specified will receive any clarifications issued (out with those that are deemed commercially sensitive).

## RFQ Contact Details and Timetable

Victoria Poppleton will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

*Table 1: RFQ Timeline*

Action	Date
Date of issue of RFQ	20/03/2026
Deadline for clarifications questions	03/04/2026 at 17.00 UTC
Deadline for receipt of Quotation	10/04/2026 at 17:00 UTC
Intended date of Award	17/04/2026
Intended Start Date	27/04/2026
Intended Delivery Date	30/06/2026

Ensure you include the short name of this RFQ, the name of your company/organisation and 'RFQ Final Submission' in the subject field to make it clear that it is your response. For illustration:

- *Delivery of marine invasive species taxonomy training National Biodiversity Data Centre RFQ Final Submission*

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## Section 1: Statement of Requirement

# Introduction to the National Biodiversity Centre

The National Biodiversity Data Centre is the newest, 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 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.

Since its establishment as a Company Limited by Guarantee, the National Biodiversity Data Centre has undergone a transformative phase with new and improved governance structures, has developed its five-year Strategic Plan, and has almost doubled its staff complement. Consequently, it is now better equipped to make a real and lasting impact on what we know about the state of biodiversity in Ireland, and what evidence-based actions are best to address biodiversity loss.

The National Biodiversity Data Centre has built and manages an extensive biodiversity digital infrastructure to meet many of the national biodiversity data management needs. This infrastructure is offered as a shared service to partner organisations to assist their biodiversity data management needs and to facilitate data mobilisation. Underpinning this infrastructure is a national biodiversity database which at the end of 2024 contains almost seven million species occurrence records of almost 19,000 species.

The National Biodiversity Data Centre manages thematic work programmes and plans to support the implementation of aspects of biodiversity policy. One of the key work programmes is around Invasive Alien Species.

National Biodiversity Data Centre's [six strategic objectives](#) are:

1. Improve knowledge on Ireland's biodiversity
2. Assist better evidence-based actions for biodiversity conservation and restoration
3. Promote the use of biodiversity data for science and decision-making
4. Strengthen the citizen science and research network
5. Communicate biodiversity
6. Build an innovative, agile and accountable National Biodiversity Data Centre

## Background to the Marine and Coastal Invasive Species work programme

A marine and coastal non-indigenous and invasive species initiative is led by the National Biodiversity Data Centre, supported by the Marine Strategy Framework Directive Unit of the Department of Climate, Energy and the Environment. With the Marine Strategy Framework Directive [2008/56/EC] coming into force in 2008, 11 high level descriptors were set to achieve the RFQ for the Review of CSR and Biodiversity Duties to Support Action on Invasive Non-Native Species

aim of Good Environmental Status (GES) of the EU's marine waters with Descriptor 2 stating that non-indigenous species (NIS) introduced by human activities are at levels that do not adversely alter the ecosystems. Ireland's Initial Assessment (2013) describes the GES for Descriptor 2 as: "Good status is achieved when the risks and pathways from vectors which facilitate the introduction and spread of NIS as a result of human activities is significantly reduced by way of appropriate measures; and should they arrive, by applying, where feasible, practical and cost-effective means, to control or reduce their further spread". As in the recent (December 2022) up-date on Art. 13 Programme of Measures<sup>1</sup>, to tackle the pressures associated with D2 in a coherent way, a non-indigenous species and invasive species management strategy for marine and coastal areas was proposed, which is the overarching deliverable of the marine and coastal invasive species work programme. A steering committee of experts in marine and coastal invasive species research, surveying, management, prevention measures and those involved in the industries of shipping and aquaculture guide this work.

## Background to the Centre for Environmental Data and Recording (CEDaR)

Established in 1995, the Centre for Environmental Data and Recording (CEDaR) is a longstanding partnership between National Museums NI (NMNI), the Department of Agriculture, Environment and Rural Affairs (DAERA), the Northern Ireland Environment Agency (NIEA), and the wider biological recording community. For over 30 years, CEDaR has played a central role in collecting, managing, and disseminating high quality wildlife data to inform environmental policy, biodiversity strategy, and evidence based decision-making across Northern Ireland.

With the publication of its 10year Business Plan in 2023—and marking 30 years as Northern Ireland's Local Environmental Records Centre (LERC) in 2025 CEDaR has set out clear strategic objectives to ensure the continued availability of robust, accurate, and accessible spatial datasets. These objectives ensure robust and accurate spatial datasets to further environmental research and understanding and fulfil statutory obligations.

1. Greater mobilisation of policy relevant environmental data
2. Long term sustainable provision of necessary knowledge and skill required to deliver service
3. Further developing citizen science and environmental recording
4. Delivery of agreed projects and core legislative requirements
5. Provision of improved communications

CEDaR actively promotes participation in biodiversity conservation efforts by empowering citizen scientists and supporting the Environmental Recorders' Group (ERG), hosting the Habitats suite of websites, provide species identification resources and training, informs and supports Habitats Regulations reporting, and facilitates research collaborations and PhD projects. In addition, CEDaR leads the development of biological recording schemes for Northern Ireland Priority Species (NIPS), nonnative invasive species (INNS), under-recorded taxa and actively engages in the removal of INNS and habitat restoration as part of the NMNI Reawakening project.

# Background to this RFQ

The availability of taxonomic expertise is currently a constraint to accurate monitoring, recording, cataloguing and mapping of marine non-indigenous and invasive species around the island of Ireland. This has been cited in scientific literature and is widely agreed among experts in the field and those working in associated industry and policy. It has been highlighted by members of Ireland's Marine and Coastal Non-indigenous and Invasive Species Steering Committee and raised as a high priority within the developing strategic management plan for marine invasive species.

A component of addressing this gap, is upskilling individuals across the island of Ireland with an established baseline of understanding and experience in marine biodiversity recording. This will include those involved with statutory monitoring, as well as active citizen scientists. Funding will be provided collaboratively by the work programmes detailed above.

Legislative drivers of marine invasive species monitoring and recording include;

- The Marine Strategy Framework Directive (MSFD) requires Member States to assess the status of marine non-indigenous species to understand their introduction, abundance, and spatial distribution. Monitoring includes assessing the number of new introductions.
- The First Schedule list of Invasive Alien Species of national concern in the European Union (Invasive Alien Species) Regulations 2023 (S.I.No.374 of 2024) includes 13 marine and coastal species, 10 of which are present in Ireland.
- The European Union (Invasive Alien Species) Regulation (1143/2014) 2024 lists 114 Invasive Species of Union Concern of which 4 species are associated with the marine environment. Under the IAS Regulation, MS must prevent the introduction and spread of the listed species, enforce effective early detection and rapid eradication mechanisms for new introductions, and adopt management measures for species already widely spread.

## Aims and Scope of Works

### Aims

Our aims are:

- **Aim 1:** to develop the taxonomic skills of participants in monitoring and recording marine invasive species, and specifically, to better equip them in recognising, recording and reporting marine invasive species.
- **Aim 2:** to develop the skills of participants in accurately describing and photographing marine invasive species, especially where there is uncertainty around identification, with a focus on taxa relevant to marine invasive species found in Ireland and in horizon scanning species for the region.

### Scope of Works

It is expected that three 2-day marine invasive species identification courses will be delivered at 3 separate locations across the island of Ireland (likely Dublin, Galway and Belfast), in Q2 of 2026. A maximum of 20 participants will attend each course.

It is expected that the successful applicant will collect marine specimens prior to course delivery at each location for use during the course. Course content should highlight marine invasive species recorded in Ireland, as well as horizon scanning species of interest. Suitable venues will be arranged at each location by the National Biodiversity Data Centre and CEDaR and specific dates agreed between the partners and the successful applicant. A list of course participants will be scoped by staff at the National Biodiversity Data Centre and CEDaR and will be invited directly to attend. The successful applicant will need to highlight any requirements in terms of venue and equipment required for the course.

## Outputs

Tenderers should specify their expected outputs that will meet our Aims and Scope of Works.

## Project Timeline and Phases

A final timeline will be agreed between the National Biodiversity Data Centre, CEDaR and the Supplier during the negotiations to award. However, we require completion of this project no later than 30<sup>th</sup> June 2026.

### Phase 1: Initiation

This is expected to be completed four weeks from award.

1. Start-up meeting between the National Biodiversity Data Centre, CEDaR and the Supplier including a discussion on course dates, locations and resource requirements.
2. Targeted list of potential course participants formulated and invitations to attend sent.

### Phase 2: Course Delivery

It is expected that three 2-day courses are delivered at 3 separate locations over a 2-week period (agreed during Phase 1). It is expected that the successful applicant will collect marine specimens prior to course delivery at each location for use during the allotted time, but some time in the field with the participants is also desirable. Relevant identification resources should be made available by the supplier, to the course participants for use during the course.

## Acknowledgements and Branding of Outputs

The National Biodiversity Data Centre, CEDaR and the funders of this work (Department of Climate, Energy and the Environment) must be clearly acknowledged in all outputs (such as public facing outputs or social media reports that arise from this work).

## Your Proposal

In your response, you should clearly set out:

- a. Your relevant experience as a company, partnership or individual to deliver the outputs.

- b. Your understanding of our Aims and Scope of Works.
- c. Your methodology identified tasks and associated costs.
- d. A detailed itinerary for each training day
- e. Details of any resources (including digital) to be provided to participants during and after the course.
- f. In the form of a Gantt chart, your timeline to meet our stated Project Timeline.
- g. Any “added value” associated with your proposal.

## Alternative Proposal to Achieve our Aims

We recognise that specialist suppliers may wish to present alternative or novel ways to achieve the aims we envisage as outlined above.

We will consider an alternative approach presented as part of your tender submission but please detail how your approach will aid the identification of marine invasive species monitoring and recording across the island of Ireland. Duties, as opposed to our outlined approach (for example, any benefits and risks of your proposed approach versus our outlined approach).

## Your nominated team

We expect tenderers to nominate a single lead as point of contact and identify all team members proposed to work on the project. This information should be provided in a short CV (two page max) detailing the team's experience in delivering similar courses.

For the successful supplier, any changes to the proposed team must be done so only with the prior agreement of the National Biodiversity Data Centre and A general principle is that the National Biodiversity Data Centre and will seek similar experience for any changes in team members.

## Section 2: General Terms

## Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

“Authority”	Means the National Biodiversity Data Centre who is the Awarding Authority.
“Agreement”	means the agreement to be entered into by the Authority and the successful supplier.
“Response”	means the information submitted by a supplier in response to the RFQ.
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers.

## Conditions Applying to the RFQ

The RFQ contains no contractual offer of any kind. Any quotation will be regarded as an offer by the tenderer and not as an acceptance by the applicant of an offer made by the Authority. No contractual relationship will exist except pursuant to a written agreement signed by an duly authorised representative of the Authority and any successful tenderer for the specified services.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

## Costs Incurred During the RFQ Process

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

## Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The

Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

- the clarification and response are not commercially sensitive; and
- all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority's notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Any queries in relation to this RFQ and any of the requirements specified herein must be directed to [vpopleton@biodiversityireland.ie](mailto:vpopleton@biodiversityireland.ie) no later than the date and time **provided in Table 1**.

## Submission of Response

Submission of Response should be marked "*Delivery of marine invasive species taxonomy training National Biodiversity Data Centre RFQ Final Submission*" and sent via e-mail to: [info@biodiversityireland.ie](mailto:info@biodiversityireland.ie).

**The closing date and time for submissions is provided in Table 1.**

Late submissions will not be considered.

## Validity Period of Response

Unless previously withdrawn, Tenderer's pricing shall remain valid for at least three calendar months from the closing date for receipt of tenders.

## Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to enter into agreement with any supplier who submits a quotation.

## Our Reserved Rights

The Authority reserves the right to seek clarification or verification of any information supplied. RFQ for the Review of CSR and Biodiversity Duties to Support Action on Invasive Non-Native Species

The Authority reserves the right to carry out post tender negotiations based on the information received.

The Authority reserves the right to cancel this RFQ at any point prior to entering into Agreement with a supplier.

## Standstill Period

There is a standstill period of 7 calendar days for this contract.

## Freedom of Information

Please note that the Authority is subject to the [Freedom of Information Act 2014](#).

## Confidentiality

The Authority undertakes to use its best endeavours to hold confidential any information provided in quotations submitted, subject to the Authority'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 Authority will then consult with the Proposer about sensitive information before making a decision on any Freedom of Information request received.

All information provided by the Authority 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 Authority.

## Intellectual Property

All intellectual property, copyright or patents arising from the completion of services by the supplier on behalf of the Authority shall become and remain the property of the Authority.

## Conflict of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with the Authority or our funders. A supplier with a position of influence gained through an agreement or contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and

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should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

## Award Criteria

Tenders will be examined initially by reference to the following:

- Completeness of proposals and tender documentation including Insurance Requirements
- Stated ability and understanding of the tenderer to meet all the requirements
- Previous experience
- Skilled resources available to deliver services

The agreement will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings:

### **Methodology for delivery this project** **35 marks (minimum pass 21 marks)**

Please outline how your company proposes to deliver our Statement of Requirement as outlined in Section 1.

#### **Relevant experience:**

#### **Part a: Your company/partnership** **10 marks (minimum pass 6 marks)**

Please outline your relevant experience as a company/partnership.

Furthermore, as part of your experience as a Company or Partnership, please outline your identification course delivery experience.

#### **Part b: Your Principal Trainer** **10 marks (minimum pass 6 marks)**

Please outline the experience of your Principal Trainer to deliver this project.

This must include specification of the Principal Trainer's time dedicated to the project.

This must also include a short bio and CV (max two page).

### **Price** **35 marks**

Please complete **Pricing Schedule provided in Annex 1**

Marks for Cost Criteria will be allocated using the following formula:

$\text{Cost Score} = \frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}} \times \text{Maximum Number of Marks Available}$
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## Consortia and Prime / Subcontractors

Where a group of undertakings (in whatever form and regardless of the legal relationship between them) come together to submit a Tender in response to this RFT, the Authority will deal with all matters relating to this Competition through a single nominated entity authorised to represent all members of the group of undertakings.

The Tenderer must provide details of all members of the group of undertakings and their role in the Tender and clearly set out the contact details including name, title, telephone number, postal address, and e-mail address of the nominated entity authorised to represent the Tenderer and to whom all communications shall be directed and accepted until this Competition has been completed or terminated. Correspondence from any other person will NOT be accepted, acknowledged or responded to.

Prior to and as a condition of any Agreement, the successful Tenderer shall be required to designate a single entity who will carry overall responsibility for the Services (the “Prime Contractor”), irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member (the “Subcontractor”).

## Insurance Requirements

The successful tenderer will be obliged to satisfy to the Authority that they have adequate insurance in place. The successful suppliers will be required to provide copies of all relevant Insurance Policy documents. The following levels of cover are required.

Type of Insurance	Indemnity Limit
<b>Employer’s Liability</b>	€12.7m limit for any one claim or series of claims arising out of a single occurrence.
<b>Public Liability</b>	€2.6m limit for any one claim or series of claims arising out of a single occurrence.
<b>Professional Indemnity</b>	€1m limit in the aggregate.

## Tax Clearance Requirements

It will be a condition of any Agreement pursuant to this RFQ that the successful Tenderer(s) shall, for the term of such contract(s), comply with all applicable EU and domestic tax laws. Tenderers are referred to [www.revenue.ie](http://www.revenue.ie) for further information. Prior to the award of any Agreement arising out of this RFQ the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Authority. By supplying these numbers the successful Tenderer acknowledges and agrees that the Authority has the permission of the successful Tenderer to verify its tax cleared position online.

## Duration of Agreement

Unless otherwise approved, any Agreement entered into following this RFQ is expected to expire no later than 30<sup>th</sup> June 2026.

## 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 acceptance of the tender.

The Authority reserves the right to withhold payment where a supplier has failed to provide the services outlined their tender to an acceptable level of quality and within the timeframe as specified.

## Fees

The fees submitted in response to this RFQ cannot be increased throughout the duration of the Agreement or any possible extensions.

All of the rates quoted in response to this RFQ must be all-inclusive (i.e. include administrative, supplies, travel costs and/or any additional relevant costs/expenses borne out in the provision of services as described herein) and in Euro Currency [€], clearly stating that the rates are exclusive of VAT.

## Self-Declaration

The RFQ includes a self-declaration (Annex 2) which covers basic information about the supplier, as well as any grounds for exclusion.

## Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

## Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into an Agreement relationship with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

## Protection of Personal Data

In order to comply with the [Data Protection Act 2018](#) the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

## Use of Artificial Intelligence

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the Agreement. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the Agreement requirements.

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or Agreement should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. It is advised that the Authority's data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority's instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

## Annex 1: Pricing Schedule

# Pricing Schedule

## Summary

Suppliers should provide a summary of their pricing schedule on the following basis (ex VAT):

Phase	Net Price €	Price in words	Any commentary you wish to provide
Phase 1			
Phase 2			
<b>Total cost (ex VAT)</b>			

Suppliers should indicate the prevalent VAT rate.

Suppliers should note, we only accept costs presented in Euro. Costs presented in other currencies may be rejected from consideration.

## Detailed Costs\*

Tenderers should also provide details of their time calculations that gave rise to this summary. This should be in the form of MS Excel and include the time base rates for each of your nominated team in one of the following:

- a. Hourly rate;
- b. Daily rate;
- c. Weekly rate; and
- d. Monthly rate.

*\*for informative purposes only*

## Travel and Subsistence

Please note, all travel and subsistence should be inclusive within the overall quotation.

## Annex 2: Self Declaration

# Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

## Part 1.1 Potential Supplier Information:

Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b)	Registered office address (if applicable)	
1.1(c)	Company registration number (if applicable)	
1.1(d)	Charity registration number (if applicable)	
1.1(e)	Head office DUNS number (if applicable)	
1.1(f)	Registered VAT number	
1.1(g)	Are you a Small, Medium or Micro Enterprise (SME)?	(Yes / No)

Note: See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

## Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	

Question no.	Question	Response
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

## Part 2 Potential grounds for exclusion

### Part 2.1 Potential grounds for mandatory exclusion

Question no.	Question	Response
2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	(Yes / No) If yes please provide details at 2.1 (b)
	Corruption.	((Yes / No) If yes please provide details at 2.1 (b)
	Fraud.	(Yes / No) If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	(Yes / No) If yes please provide details at 2.1 (b)
	Money laundering or terrorist financing	(Yes / No) If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	(Yes / No) If yes please provide details at 2.1 (b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	

Question no.	Question	Response
	<p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.1 (c)	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	(Yes / No)
2.1(d)	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions in Ireland or the legal provisions of the country in which the organisation is established (if outside Ireland), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	(Yes / No)
2.1(e)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

#### Part 2.2 Potential grounds for discretionary exclusion

Question no.	Question	Response
2.2(a)	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation	
2.2(b)	Breach of environmental obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(c)	Breach of social obligations?	(Yes / No)

Question no.	Question	Response
		If yes please provide details at 2.2 (f)
2.2(d)	Breach of labour law obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(e)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	(Yes / No) If yes please provide details at 2.2 (f)
2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	

***End of document***