



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

## **Request for Quotation:**

### **Provision of outsourced Pollinator Identification 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.

The National Biodiversity Data Centre manages thematic work programmes to support the monitoring and tracking of change for several biodiversity groups. One of the key monitoring work programmes is the Irish Pollinator Monitoring Scheme which aims to generate detailed information on the status and distribution of insect pollinator populations, overtime across farmland, semi-natural areas and urban parks throughout Ireland.

The Irish Pollinator Monitoring programme includes the requirement to identify collected insect samples to species-level. The identified species collected from this project will be used to provide baseline data on the population trends and distribution of key insect pollinator species, gather data on their interactions with plants and build upon the existing Citizen Science monitoring programmes managed by National Biodiversity Data Centre (e.g. Five-visit butterfly monitoring scheme). Both the EU Pollinators Initiative (2018) and the Nature Restoration Regulation (2024) require Member States to monitor pollinators. The current version of this project delivers a monitoring scheme in line with pollinator monitoring methodologies published by the EU in 2021. An updated Pollinator Monitoring Scheme will launch in 2027 in line with precise methodology outlined by the EU Commission in accordance with the Nature Restoration Regulation.

The Irish Pollinator Monitoring Scheme is jointly funded by the Department of Agriculture, Food and the Marine and the National Parks and Wildlife Service.

## Requirements

The National Biodiversity Data Centre wishes to invite quotations from a suitably qualified and experienced professionals / companies to identify insect pollinators collected as part of the Irish Pollinator Monitoring Scheme. Half of the samples were collected across farmland, with the remainder from semi-natural habitats and urban parks.

Provision of outsourced pollinator identification to include, but not limited to the remit provided below:

- Identify approximately 1,000 wild bee (bumblebees and solitary bees) and hoverfly samples to species-level. These samples are currently stored in alcohol and were collected using pan traps and transects as part of the Irish Pollinator Monitoring Scheme. It is expected that many of the samples will be common species.
- Input the species information into an excel file.

## Project timeline

The task should be completed by the 30<sup>th</sup> of October 2026.

Once the supplier has been appointed, it is proposed that a kick-off meeting on MS Teams will be scheduled within two weeks of entering into an agreement with the supplier. All samples will be provided to the supplier by this point.

## Maximum Budget Available

It is estimated that the maximum expenditure on the services to be covered by the RFQ will not exceed €25,000 (ex VAT) over the term of the contract. This indicative budget reflects the sources of information already available to support for this output.

However, tenders should prepare their proposal and quote both to represent the most economic advantages tender and ensure that we achieve an authoritative output.

## Proposal

Submissions should contain the following:

1. The overall cost of the service being provided. The quote should outline proposed solution to meet the pollinator identification requirements. 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 pollinator identification services.
3. Relevant qualifications and skillset to provide outsourced pollinator identification services.

## Award Criteria

The contract will be awarded from tenders evaluated based on 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 pollinator identification services.	300	250
Relevant qualifications and skillset to provide outsourced pollinator identification 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 Pollinator identification services" and sent via e-mail to:

[mlarkin@biodiversityireland.ie](mailto:mlarkin@biodiversityireland.ie)

Submissions should be received no later than 5.00 p.m. on Tuesday the 7<sup>th</sup> of April 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.