

Request for Quotation: Design of Biodiversity Ireland Newsletter

Introduction

Biodiversity Ireland is the newsletter of the National Biodiversity Data Centre. Each year two issues, a spring/summer and autumn/winter issue, are published in digital and hard copy format. The newsletter is an important component of the communications materials produced by the National Biodiversity Data Centre. It serves to provide updates on developments with biodiversity data and recording nationally, and to provide our partner organisation with information with progress on delivery on the National Biodiversity Data Centre's work programme.

The Newsletter is a 28 page, A4 publication. This includes specially designed front and back cover for each issue.

Requirements

The National Biodiversity Data Centre wishes to invite quotations from a suitably qualified and experienced professional to design **two** issues of Biodiversity Ireland newsletter in 2026, a spring/summer and autumn/winter issue. The spring/summer issue to be designed before end of May 2026 and the autumn/winter issue to be designed by end of October 2026.

The specific tasks are:

- Working with the editor to provide an initial layout and design concept of the entire content of the newsletter.
- This will include layout and design of the text and identification of any associated photographs, graphics or other design elements
- Once agreed on the overall layout to produce a draft version on the content for proof reading. This will involve sourcing appropriate photographs or other images where needed,
- Design front cover with high quality image,
- Design back cover as agreed with editor

- Work with the editor to make final edits to the draft as required.
- The final proof to be signed off by the editor.
- The provision of two digital files; a print-ready and web-version file for both hard copy printing and downloading from biodiversityireland.ie website respectively.

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. All prices quoted should be fully inclusive of any travel, subsistence, or other costs necessary to effectively discharge the role.
2. A short, design concept for the newsletter, appropriate to communication the National Biodiversity Data Centre brand and ethos
3. Experience of production of similar communications materials

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. Marks Available	Min Mark
Price	400	N/A
Design concept	300	250
Experience of producing similar material	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 Design of Biodiversity Ireland” and sent via e-mail to:

ikilbride@biodiversityireland.ie

Submissions should be received no later than **5.30 p.m. on Tuesday 5th May 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.