



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

Request for Quotation: Filming content for a video showcasing Citizen Science activities of the National Biodiversity Data Centre

Production of a video to celebrate 20 years of Citizen Science Activities

May 2026

Introduction to the National Biodiversity Data Centre

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 and will be in existence for 20 years in 2026.

Since its establishment, the Centre has been actively engaging with a large network of citizen scientists to record Ireland's biodiversity and to operate a network of monitoring activities. In 2025, the network of citizen scientists submitted over 160,000 observations to Ireland's Citizen Science Portal. In addition the volunteer network managed 279 transects, 1,962 point counts, 302 site surveys and 289 monitored plant populations to better understand how Ireland's biodiversity is changing. This is a remarkable voluntary commitment. The National Biodiversity Data Centre want to commission video content to highlight and celebrate some of this wonderful work delivered by the citizen science community.

Video celebrating 20 years of biological recording and monitoring in Ireland

Purpose:

- To acknowledge and celebrate the contribution that some of our key recorders/citizen scientists make to recording biodiversity over the last 20 years.
- We would like to highlight a small number of the champion recorders to get a sense of what they do, and what recording means to them
- We would like to have also a focus on a small number of people who have managed a butterfly transect over the years. Getting a sense of what they do and what participation means to them
- We would like to record activities at the 20-year citizen science celebratory event to get a sense of the community, network and their activities.

Requirements:

- The main output would be a 10-minute video of interviews and footage of surveyors and recorders in the field.
- Mix of contributors from staff of the NBDC, Champion Recorders and people who have managed a butterfly transect for ten or so years. The NBDC will arrange the logistics of arrangements with the selected contributors.
- Eight days filming – six visiting key recorders at their sites and a further two at the 20-year citizen science field meeting in Killarney National Park on the 20th and 21st of June 2026.

There will be 40 key recorders in attendance at that event. We would like to record them in action and hear from a sample what recording means for them.

- Filming and editing.

Timeline:

It is expected that the majority of the filming could be done at the 20-year recorders celebration event at Killarney National Park, on 20th-21st June 2026.

The remainder of the filming would be on-site with key surveyors during July to September. There would be filming at a minimum of four additional locations, probably Waterford, Wexford, Clare and Donegal.

The deadline for the final cut is Friday 16th October 2026.

Video format:

- Short videos required in landscape mP4 format, suitable for sharing on YouTube, websites etc.
- 90 second reels required in mP4 format, suitable for sharing on social media (9:16 aspect ratio).

Proposal

Submissions should contain the following:

1. The overall cost of the service being offered. This should be set out as a daily fee. All prices should be stated ex Vat with the rate of VAT payable (where applicable) clearly stated separately.
2. Outline of experience of producing similar video content

Award Criteria

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

Criteria	Max. Marks Available	Min Mark
Overall cost of service	500	N/A
Experience	500	300

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 Citizen Science video ” and sent via e-mail to:

rtilson@biodiversityireland.ie

Submissions should be received no later than 5.00 p.m. on Friday the 22nd of 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.