



An tIonad Náisiúnta Sonraí Bithéagsúlachta

National Biodiversity Data Centre

Request for quote for Audio-Visual Services

– Stakeholder Forum 11-12 Nov 2026

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.

Requirements

The National Biodiversity Data Centre (NBDC) is seeking quotations from a suitably experienced company to provide Audio/Visual services at this two-day Stakeholder Forum, taking place on 11 and 12 November 2026 at the Ashling Hotel, Dublin.

The Forum will comprise approximately 20 presentations (20-30min) and a number of participatory sessions. The presentations will be videoed – see separate “RFQ for Video Services – Stakeholder Forum 11-12 Nov 2026”

The required services will include:

1. Pre-event planning and preparation

- a. Liaise with NBDC staff in advance of Forum, including planning delivery and organisation of 20 presentation files.
- b. Liaise with venue to assess technical requirements for audio and lighting (to allow video production) and visual display of presentations.
- c. Liaise with the assigned video company in advance of Forum to plan audio inputs and lighting for videoing presentations.

2. Equipment

As hotel equipment may not be suitable for high-quality recording, please include rental costs for:

- (a) Podium microphone
- (b) 4 x handheld wireless microphones
- (c) Lighting to assist with video capture

3. AV technician – 2 days

- a. To manage all audio/visual elements of the event, including ensuring presentations are switched efficiently.

The schedule for the Stakeholder Forum can be found on pages 5-6.

Proposal

Submissions should contain the following:

1. The overall cost. 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. Experience providing video services for similar events

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	600	N/A
Experience of similar work	400	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 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.

Insurance	Level required
Public Liability	€6,500,000

If appropriate the following will also be required.

Insurance	Level required
Employers Liability	€13,000,000

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 AV Services Stakeholder Forum” and sent via e-mail to: jbrowne@biodiversityireland.ie

Submissions should be received no later than **5.00 p.m. on Monday September 28th 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.



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National Biodiversity
Data Centre

Stakeholder Forum

Data as a public good for nature and society – the next 10 years

11th November 2026

Ashling Hotel, Dublin – Registration 8.45am

SETTING THE CONTEXT

- 9.20 Welcome
- 9.30 **20 Years of Biodiversity Data in Action** - Data as a public good for nature and society
- Dr Liam Lysaght, National Biodiversity Data Centre
- 9.50 **Keynote: Artsdatabanken** - Arild Lindgaard, Head of Geodata and Biodiversity,
Norwegian Biodiversity Information Centre (Artsdatabanken)
- 10.20 *Questions and answers*
- 10.35 Coffee break

DATA DRIVING CONSERVATION

- 11.00 IWeBs - IBAs and SPAs - Helen Boland, BirdWatch Ireland
- 11.20 BSBI Plant Atlas 2020 - Robert Northridge, Botanical Society of Britain and Ireland
- 11.40 Lesser Horseshoe Bat - Dr Kate McAney
- 12.00 Invasive Species Reporting - Colette O'Flynn, National Biodiversity Data Centre
- 12.20 County Biodiversity Areas - Catherine Casey, the Heritage Council
- 12.40 *Questions and answers*

13.00 Lunch

- 14.00 Marine Protected Areas ESAs - Prof. Louise Allcock, University of Galway
- 14.20 All-Ireland Pollinator Plan - Dr Úna FitzPatrick, National Biodiversity Data Centre
- 14.35 *Questions and answers*
- 14.50 **Delegate participation session**
- 16.20 Summary & round-up

Filming will take place at this event



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Stakeholder Forum

Data as a public good for nature and society – the next 10 years

12th November 2026
Ashling Hotel, Dublin

LOOKING FORWARD

- 9.00 *Opening and Welcome*
- 9.15 The next 10 years - Dr Úna FitzPatrick, National Biodiversity Data Centre
- 9.40 Nature Restoration Plan -Dr Rebecca Jeffrey, National Parks and Wildlife Service
- 10.00 **Keynote: eBird/Merlin app - Ian Davies**, eBird International Strategy Lead,
Cornell Lab of Ornithology
- 10.30 *Questions and answers*

10.45 Coffee break & Video screening: '20 years of Citizen Science in Ireland'

- 11.10 State of Knowledge - John Brophy, BEC Consultants
- 11.30 Atlases & Red Lists - Dragonfly Ireland - Dave Wall, National Biodiversity Data Centre
- 11.40 **Keynote: Observation.org - Dylan Verheul**, Managing Director, Observation.org
- 12.10 *Questions and answers*

12.30 Lunch

- 14.00 **Delegate participation session**
- 15.30 Global Biodiversity Information Facility - Dr Michelle Judge, National Biodiversity Data Centre
- 15.50 Introducing new systems/application - Jon Hawkins, National Biodiversity Data Centre
- 16.20 *Questions and answers*
- 16.30 *Wrap up and Close*

Filming will take place at this event