



# Request for Quotation

<b>Provision of :</b>	Analysis of community-level support for biodiversity and climate action in local government
<b>Contracting Authority:</b>	Environmental Protection Agency on behalf of the Climate Change Advisory Council
<b>Procurement Registration Number</b>	Q000123
<b>Issue date:</b>	Thursday 5 <sup>th</sup> February 2026
<b>Closing Date for Queries:</b>	Thursday 19 <sup>th</sup> February 2026
<b>Closing Date for Quotations to procurement@climatecouncil.ie:</b>	5pm, Friday 27 <sup>th</sup> February 2026
<b>Contact for Queries:</b>	procurement@climatecouncil.ie
<b>Submission of Quotation via email:</b>	procurement@climatecouncil.ie



## Contents

1	About the Contracting Authority .....	1
1.1	The Environmental Protection Agency & the Climate Change Advisory Council .....	1
1.2	Geographical Distribution .....	2
1.3	Small and Medium Enterprise Participation .....	2
2	Scope of Requirement .....	2
2.1	Specification of Requirement .....	2
2.2	Delivery .....	4
2.3	Options .....	4
2.4	Pricing .....	4
2.5	Review of Performance .....	4
2.5.1	Account Management .....	4
2.5.2	Invoicing .....	5
2.6	Award to Runner-Up .....	5
3	Evaluation Criteria .....	5
3.1	Suitability .....	5
3.1.1	General Declarations and Financial Capacity Requirements .....	5
3.2	Award Criteria .....	6
4	Format of Response .....	8
5	Instructions for Economic Operators Quoting .....	8
5.1	Closing Date .....	8
5.2	Submission of Quotations .....	8
5.3	Queries .....	8
5.4	Currency and Payments .....	8
5.5	Confidentiality .....	9
5.6	Conflict of Interest .....	9
5.7	Freedom of Information Acts .....	9
5.8	Data Protection .....	9
5.9	Tax Clearance Certificate .....	10
5.10	Withholding Tax .....	10
5.11	Interference and Inducement to Purchase .....	10
5.12	Notification of Evaluations .....	11
5.13	Award to Runner-Up .....	11
5.14	Replacement Personnel .....	11



## RFQ - Request for Quotation



5.15	Copyright.....	11
5.16	Responsibility of Successful Party .....	11
5.17	Restrictive measures in the context of Russian actions in the Ukraine .....	11



## 1 About the Contracting Authority

### 1.1 The Environmental Protection Agency & the Climate Change Advisory Council

The Environmental Protection Agency ('EPA') seeks quotes for the provision of research services on managing risk associated with coastal change on behalf of the Climate Change Advisory Council ('the Council').

The Council was established under the Climate Action and Low Carbon Development Act 2015.

The Council is an independent advisory body tasked with assessing and advising on how Ireland can achieve the transition to a low carbon, climate resilient and environmentally sustainable economy.

Under Section 9 (18) of the Climate Action and Low Carbon Development Act 2015, the EPA is to:

- (a) provide the Advisory Council with such services of a secretarial and administrative nature as is appropriate for the performance by the Advisory Council of its functions, and
- (b) permit the Advisory Council to avail of the use of its premises, or such part of its premises as, following consultation between the Advisory Council and the Agency, is considered appropriate, for the purposes of the performance by the Advisory Council of its functions.

The Council is mandated by legislation to undertake review of progress on addressing climate issues and produce an Annual Review. The Climate Action and Low Carbon Development Act 2015 (as amended) sets out the requirements for the Annual Review and Report under Section 12 of the legislation. The Act as amended sets out the Council's role in the production of advice to provide modelling and analytical support for the development of carbon budget proposals.

The Council has also established an Adaptation Committee that is tasked to provide advice and guidance to the Council for consideration on matters relating to climate change adaptation. This includes:

- national policy related to climate change adaptation, in particular the National Adaptation Framework, Sectoral and Local Adaptation Plans
- contributions on climate change adaptation for Council reports
- Council statements related to climate impacts, risks and vulnerabilities
- any other issues delegated to the Committee by the Council

The Council consists of a chairperson and not fewer than 8 and not more than 13 ordinary members, including ex-officio members from the EPA, Teagasc and Met Éireann. For more information about the Council, please see:

<https://www.climatecouncil.ie/aboutus/councilmembers/>

The Council is supported by a full time Secretariat.

## 1.2 Geographical Distribution

The Climate Change Advisory Council Secretariat is based in:

- Regional Inspectorate Dublin: McCumiskey House, Richview, Clonskeagh Road, Dublin 14 & Clonskeagh Square, Dublin 14
- EPA Headquarters: Johnstown Castle Estate, Co. Wexford

## 1.3 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

## 2 Scope of Requirement

### 2.1 Specification of Requirement

#### Background

Dedicated biodiversity officer and climate action posts have been established at local authority level in response to the climate and biodiversity emergency declared in 2019. These positions have different operating contexts with the climate action staff supported by the Department of Climate, Energy and the Environment and the biodiversity officers through the Heritage Council. Climate Action Officers are working within the framework of a statutory plan, with synchronised plan cycles and clearly defined national timelines and funding. Biodiversity Officers, by contrast, have been appointed on an asynchronous basis, are still in the relatively early stages of local plan development, and do not operate within an equivalent statutory local planning framework.

However, both climate officers and biodiversity officers have similar remits in terms of policy development and implementation (Local Authority Climate Action Plans and Local Biodiversity Action Plans), community engagement and administration of community level funding instruments. Both also interact with each other and with other directorates within local authorities to mainstream biodiversity and climate action. Environmental awareness officers are also employed at the local authority level.

#### Research Purpose and Elements

The main objective of this research is to explore the practical successes and challenges faced by climate and biodiversity officers in supporting community-level action. It will specifically:

- Analyse best practice approaches to supporting community-level climate and biodiversity action through local government, including reaching vulnerable and at-risk groups.

- Identify and analyse the key challenges faced by these officers in engaging and building up relationships with communities to support practical actions that deliver multiple benefits for biodiversity, climate, water and human health. Possible overlaps and opportunities for synergies should also be identified.
- Provide observations for local and central government on how to strengthen measures for integrated biodiversity and climate action and to inform future policy and support structures.

Possible areas of focus for this research, include but are not limited to the following areas:

- **Funding mechanisms** – implementation of the Community Climate Action Fund and Local Biodiversity Action Fund and other community-focused funds such as the Community Water Development Fund under LAWPRO and Community Benefit Funds linked to private renewable energy projects. This would include a detailed analysis of these mechanisms and, assessing the extent to which they are generating local projects with demonstrable benefits for biodiversity, climate and human health. It would also examine opportunities to achieve synergies and expand these funding mechanisms.
- **Nature-based solutions** – exploration of how NBS projects (particularly those relating to SUDs and pollinator plans) are being planned, rolled out and maintained at local authority level and how their benefits for biodiversity, climate and human health are being monitored.
- **Governance and mainstreaming:** identification of successes and challenges in planning and coordinating biodiversity and climate actions and in influencing climate and biodiversity outcomes within the policies and activities of other local authority directorates.
- **Public engagement processes:** exploration of the role of local authorities (specifically the climate, biodiversity and environmental awareness officers) in national dialogue processes such as the National Dialogue on Climate Action. This could examine the experiences of different local authorities in communication, engagement and public awareness activities relating to biodiversity and climate action. It would also consider whether co-creation of projects is taking place and how local people are experiencing the biodiversity and climate emergency.

The main methods for this research will be:

- Desktop review of roles and responsibilities of community climate action officers and biodiversity officers within local authorities;
- Focus group discussions and / or semi-structured interviews with relevant staff and experts from a representative selection of local authority climate, biodiversity and environmental awareness officials.
- Working session / workshop to present draft findings to relevant local authority officials, CAROs, National Heritage Council and relevant Government departments and agencies.

## Required Deliverable



The overall output from this study will be a report based on the literature review and desktop analysis that will be published as a working paper on the Climate Change Advisory Council website.

The study is expected to be drafted over an approximate 6-month timeframe in close consultation with the Secretariat. Once it is at final draft stage it will be shared with the Adaptation Committee for comments (on September 24th) and presented to the Adaptation Committee (on the week of October 1st)\*. It will then be shared with the Climate Change Advisory Council (on October 15th) for final comments and endorsement. The research team must satisfactorily address any comments received from the Adaptation Committee and Council before publication as far as possible.

\*Please note these dates may be subject to change and will be communicated at the earliest instance possible with the successful candidate.

## 2.2 Delivery

Final delivery of this study is expected via email in word and pdf format with hyperlinks as appropriate to [procurement@climatecouncil.ie](mailto:procurement@climatecouncil.ie).

## 2.3 Options

Options for additional requirements which may arise, linked to the original requirement, will not be catered for this service.

## 2.4 Pricing

Suppliers must complete the Quotation Response Document attached to the RFQ email indicating details of the cost and return this with their quote submission.

The evaluation of total cost for this contract will be based on a fixed fee. All office and staff overheads to be included in the fees and any expenses and travel costs must be estimated and included in fees.

Quotation costs will be scored in inverse proportion to the maximum score, which will be allocated to the lowest cost quotation.

All funding provided is inclusive of VAT, if it is applicable.

## 2.5 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

### 2.5.1 Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.



## 2.5.2 Invoicing

Invoices shall be submitted by the successful economic operator on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider.

## 2.6 Award to Runner-Up

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful economic operator has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

# 3 Evaluation Criteria

## 3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant economic operators. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General economic operator information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the economic operator is appropriately insured.
- (d) Confirmation via declaration that the economic operator is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

### 3.1.1 General Declarations and Financial Capacity Requirements

Tenderers are required to provide information on the following in the Quotation Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered inadmissible.

General Information
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.
Declaration
Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by Regulation SI 284 of May 2016 and as contained in the Quotation Response Document.

Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Quotation Response Document. Where tenderers are established and operating outside of the jurisdiction of supply, compliance with equivalent legislation as applicable in the country of establishment / operation is required.

#### Financial and Economic Standing

Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant. Please refer to the tax rules contained in the Tender Response Document.
Turnover and Financial Standing	<p>(a) Confirmation that the tendering party turnover exceeded €40,000 during one/each of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.</p> <p>(b) Confirmation of financial standing ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.</p> <p>Evidence of both statements will be required prior to the award of any contract.</p>
Insurance	Confirmation of the following insurances being in place:
<b>Insurance Type</b>	
Employer's Liability*	€13 million
Public Liability	€6.5 million

\*Note N/A if sole trader

### 3.2 Award Criteria

The contract will be awarded based on a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

Criterion A	Weighting	Maximum Marks	Minimum Marks
	30%	3000	n/a
<b>Title</b>	<b>Total Cost</b>		
<b>Description</b>	<p>Tenderers must complete the Quotation Response Document (QRD).</p> <p>For the purposes of evaluation, tenderers should provide an all inclusive total cost (including expenses) for completion of the initial contract, along with information as required within the Tender Response Document.</p>		
Criterion B	Weighting	Maximum Marks	Minimum Marks (60%)
	30%	3000	1800
<b>Title</b>	<b>Relevant Expertise and Experience</b>		



<b>Description</b>	<p>Provide a list of relevant work undertaken (research relating to biodiversity and climate action in local government in the Irish context as well as any other internationally relevant research).</p> <p>Provide information on the expertise of the lead contact and any staff that will be assigned and involved in the study as appropriate.</p> <p>Given the nature of this study, the successful applicant is expected to demonstrate the following level of experience and qualifications:</p> <ol style="list-style-type: none"><li>1. A minimum of a QQI level 9 qualification in environmental sciences or other academic fields relevant to the subject matter and its dimensions.</li><li>2. Relevant working experience in research publications relating to biodiversity and climate action in local government in both international and Irish contexts. Specific experience in research relating to the policy, legal, governance, consultative and financial implications of managed relocation would be an added advantage.</li><li>3. Experience of working and collaborating with teams of researchers on multi-disciplinary subjects.</li></ol>		
<b>Criterion C</b>	<b>Weighting</b>	<b>Maximum Marks</b>	<b>Minimum Marks (60%)</b>
<b>Title</b>	<b>Methodology and Approach</b>		
<b>Description</b>	<p>Demonstrate the technical merit of the proposed approach and methodology for delivering the services specified.</p> <p>Propose a detailed project programme from inception to completion outlining the various stages of work with key milestones identified to ensure delivery of all elements of the research.</p>		
<b>Criterion D</b>	<b>Weighting</b>	<b>Maximum Marks</b>	<b>Minimum Marks (60%)</b>
<b>Title</b>	<b>Sustainability</b>		
<b>Description</b>	<p>Ireland has committed to implementing green public procurement (GPP) in all tenders using public funds by 2023. The EPA and Climate Change Advisory Council supports this transition by ensuring that the application of sustainable initiatives remains at the forefront of all procurement processes. Please demonstrate, in your response, how you will champion sustainability in delivery of the services outlined.</p> <p>Proposed measures may include but will not be limited to:</p> <ol style="list-style-type: none"><li>use of recycled products and paperless solutions as part of the contract;</li><li>energy &amp; equipment conservation solutions;</li><li>use of technology for the purposes of meetings reducing the need to travel.</li></ol>		

## 4 Format of Response

Service Providers are required to complete the separate **Quotation Response Document** which contains:

- (a) General economic operator Information
- (b) Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
- (c) The Quotation Form and where relevant response to the Qualitative Award Criteria

Please ensure you read the Instructions to Economic operators Quoting as detailed in Section 5.

## 5 Instructions for Economic Operators Quoting

### 5.1 Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

### 5.2 Submission of Quotations

Quotations must be submitted to [procurement@climatecouncil.ie](mailto:procurement@climatecouncil.ie). Submissions must also be made as "Quotation" and include the Title of the Quotation.

### 5.3 Queries

All queries regarding this quotation must be submitted to [procurement@climatecouncil.ie](mailto:procurement@climatecouncil.ie). Queries must also be made as "Query for Quotations" and with the name of the Provision of Service as indicated on the title page.

Queries should be raised as soon as possible and, in any case, at least 3 days before the closing date.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

### 5.4 Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful economic operator. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

## 5.5 Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

## 5.6 Conflict of Interest

Any conflict of interest involving an economic operator (or economic operators in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the economic operator and The Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the quotation submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the economic operator, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an economic operator or invalidate an award of contract, depending on when the conflict of interest comes to light.

## 5.7 Freedom of Information Acts

Economic operators should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

Economic operators are asked to consider if any of the information supplied by them in their Quotation should not be disclosed because of its confidentiality or commercial sensitivity. If economic operators consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, economic operators must, when providing such information, clearly identify the specific sections of their quotation containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt economic operators may not assert confidentiality or commercial sensitivity over the entire quotation but must clearly identify the specific section containing such information. If economic operators do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the economic operator. The Contracting Authority will, where possible, consult with economic operators about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

## 5.8 Data Protection

Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of



such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the "Declarations" section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

### **5.9 Tax Clearance Certificate**

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; email: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie)

### **5.10 Withholding Tax**

Relevant payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353 (0) 67 63400).

### **5.11 Interference and Inducement to Purchase**

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with the Criminal Justice Act 2018 (Ireland), any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.



## 5.12 Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

## 5.13 Award to Runner-Up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful party has not met its obligations, the Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

## 5.14 Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

## 5.15 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful economic operator).

## 5.16 Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

## 5.17 Restrictive measures in the context of Russian actions in the Ukraine

In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the EPA is seeking a declaration from economic operators as part of the bid response process.