

Request for Quotation (RFQ) for PPN Linkage Group Facilitator Support and Development Services

Context and Background

South Dublin County Public Participation Network (SDC PPN) is a network of community/voluntary, social inclusion and environmental organisations based in South Dublin County.

The purpose of the PPN is to:

- Enable these groups to have input and have their voices heard within the formal decision-making structures of South Dublin County Council and other relevant bodies.
- Organise the participation and representation of communities on decision-making bodies in a fair, equitable, and transparent manner.
- Strengthen the capacity of communities and community organisations to contribute positively to the community in which they live or are active.
- Provide relevant information to all community sectors and act as a hub through which updates on funding, consultations, and training opportunities are distributed and received.

Scope of Requirements

SDC PPN invites quotations from qualified consultants for the development, facilitation, and support of three thematic Linkage Groups to be formally launched in early 2026.

Quotation Responses

The closing date for receipt of responses to this Request for Quotations is Friday 5th September 2025 at 5pm.

Project Timeframe

October 2025 – June 2026

Specification of Requirements

The successful service provider will deliver two primary workstreams:

Part A: Linkage Group Meeting Facilitation Services

Facilitate 12 Linkage Group meetings across 4 different Linkage Groups (dates TBC). The purpose of this facilitation is to build the initial capacity of the 4 Linkage Groups and support the handover to facilitator/representative (a PPN member) at the end of the year. There will be a different facilitator/representative for each Linkage Group.

- 1st round: You will introduce members to the Linkage Group process and facilitate agreement of ways of working for each linkage group, including setting out expectations and roles.
- 2nd round: To seek Expressions of Interest from potential facilitators/representatives and explain their role to Linkage Group and how their mandate is what the rep brings to various SPC or other committee meetings.
- 3rd round: The facilitator/representative will have completed separate training, and you will facilitate the final meeting together with a formal handover at the end.

Additional requirements:

- Draft meeting reports for each meeting.
- Support a member-led culture and encourage follow-through on actions.
- Reinforce the relationship between Linkage Groups and PPN Representatives.
- Promote ongoing communication between Linkage Groups and the PPN Plenary.

Meetings should primarily take place in-person (evenings). Hybrid or online formats may be used if appropriate.

Part B: Linkage Group Development Services

Develop user-friendly templates and processes to support the sustainable functioning of the Linkage Groups beyond the consultant's contract. These should include:

- Terms of Reference template
- Minutes and action tracker templates
- Work plan template (for annual planning)
- Reporting template for PPN Representatives
- Step-by-step process for following up on Linkage Group actions and submissions

Templates must be accessible, adaptable, and aligned with national PPN guidance.

Linkage Group activity must be member led. PPN staff will provide limited administrative support (organise meeting dates/locations/times, provide strategic advice, circulate information to members). The intention is that the Linkage Groups grow to be self-sustaining. These templates should support that process.

Consultant Requirements

Applicants must demonstrate:

- Proven experience supporting PPNs or similar participatory/community structures.
- Strong facilitation skills, with experience working across diverse sectors and themes.
- Knowledge of the governance and operational frameworks of the PPN.
- Ability to develop and deliver structured group processes and practical documentation.

Pricing

All prices quoted must be all-inclusive, be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.

Evaluation Criteria

South Dublin County PPN will examine all quotations submitted/ responses received for compliance with the specification of requirements. South Dublin County Council may also request tenderers to elaborate in writing or otherwise on certain aspects of their response. The lowest or any quotation submitted / response received may not necessarily be accepted.

Any contract awarded will be on the basis of the (1) Project approach/methodology and (2) value for money.

Criterion	Weighting
Project approach/methodology	60%
Value for money	40%
Total	100%

A **minimum score of 65%** is required for a quotation to be considered.

Insurance and Compliance

Insurances

The successful contractor shall affect and maintain insurance (Public Liability and Employers Liability where applicable) necessary to cover their liabilities under this contract.

Tax Clearance Certificate

A valid tax reference ID is to be supplied will be requested from successful tenderer.

VAT

Details of VAT registration are to be supplied with the quotation. VAT returns will be the responsibility of the successful tenderer.

Conditions of payment

Normal commercial conditions will apply

Submission Instructions

- Deadline for receipt: [Insert date, e.g. Friday 5th September 2025 at 5pm]
- Submission method: By email only to: coordinator@sdcpn.ie
- Proposals must be submitted using the form in Appendix 1.
- Late submissions will not be accepted.
- Quotations must remain valid for a period of 60 days from the submission deadline.
- The supplier is fully responsible for the safe and timely delivery of their Proposal.

Appendix 1 – see below

Appendix 1

THIS FORM MUST BE COMPLETED AND RETURNED			
To:	South Dublin County PPN by e-mail: coordinator@sdcppn.ie		
RFQ for:	PPN Linkage Group Support and Development Services		
Item / Description	Additional Information	Cost € (excl. VAT)	VAT Rate
Part A		€	%
Part B		€	%
Total Cost (excl. VAT)		€	
Total Cost (incl. VAT)		€	
Signed:			
Name (Capital Letters):			
Date:			
Position:			
Applicant / Organisation:			

You may use this space to provide an overview of Project approach/methodology in delivering this project, including a link to relevant portfolios:

Use additional pages if necessary.