



Portlaoise Innovation Centre DAC t/a The CUBE

REQUEST FOR QUOTATION

A Feasibility Study of the positioning of Portlaoise Innovation Centre DAC, including engagement with the Board of Directors and Managing Director to identify and recommend operational and governance models, and development of a strategy for a clear, future-focused direction for the Centre.

All Queries to:	Caroline Hofman – caroline@cubecentre.ie
RFQ issue date	Wednesday, 3rd September 2025
Clarification Questions by	Wednesday, 17th September 2025
Closing date:	Wednesday, 24th September 2025

ABOUT THE CUBE

What we do

Strategically positioned in Portlaoise in the heart of the Midlands of Ireland, The CUBE is a 10,000 square foot low carbon and sustainability focussed innovation centre operating in the intersection between research, corporates, and community to ensure Ireland is future proofed to benefit from the movement to Carbon Neutrality. Spanning over three floors, our ground floor is dedicated to providing information to the community, businesses, and the agricultural sectors about the grants and supports available for retrofitting and sustainability, with the first and second floors providing office space to two anchor tenants.

Through our partnerships, we offer businesses consultancy and training. We also provide supports to start-ups through our stakeholders, with the advice and support they need to develop and grow their business.

We offer a state-of-the-art training room with video wall, which seats up to 30 people and can be rented out to businesses, training providers and community groups. We also have a boardroom available which seats up to 8 people.

The CUBE is funded by Enterprise Ireland under the Regional Enterprise Development Fund (REDF). The CUBE currently has one full-time staff member, a Managing Director who reports to a Board of Directors.

Our Vision

Creating a globally attractive location for the establishment of sustainable focussed business, through a world class cluster of skilled personnel, sustainable innovation development, design and infrastructural capabilities that will provide regional competitive advantage in the Low Carbon economy of the future.

- Job Creation
- Low Carbon Urban Design and Planning
- Low Carbon Consultancy and Training
- Incubation of Low Carbon-focussed Start-Ups and Research

Consultancy and Training

The CUBE links existing and emerging industries and education to ensure they have the knowledge and skills necessary to excel in the transition of the industry to carbon neutrality.

The CUBE has a network of partners in place that deliver training and services that will help to future proof Irish industry and create a competitive advantage as we transition to a low carbon and net-zero economy.



REQUEST FOR QUOTATION

Portlaoise Innovation Centre DAC t/a The CUBE Low Carbon Centre of Excellence invites quotations from experienced consultants or consultancy firms to undertake a short-term feasibility study to identify and recommend a clear, future-focused strategy for the centre. This will require engagement with the centre's Board of Directors and Managing Director and relevant stakeholders.

In addition, you will be required to assess the current financial position of the centre and to identify future opportunities to ensure its long-term, financial viability, in line with the specification outlined below.

QUOTATION FORMAT

Please provide a dated quotation outlining the costs that will include the below specifications. The proposal should include a timeline for delivery including key milestones. The maximum budget available for this project is **€35,000 excluding VAT**.

The VAT rate and the VAT amount should be calculated and included clearly and separately on the quote.

The cost of all the individual elements / items should then be added to give a total net cost. Costs in the quote should be clearly identified in the correct currency Euro (€). Please provide a single all-inclusive quote including VAT and expenses.

All quotations should be returned by **Wednesday 24th September 2025 and should be valid for a period of 6 months**.

PROPOSED TIMELINE

It is proposed that this work will commence in early October 2025, or shortly thereafter by agreement with Portlaoise Innovation Centre DAC.

The feasibility study and strategy should be concluded by 31st December 2025.

SPECIFICATION

The successful tenderer will be required to:

1. Conduct an analysis of the centre's current role, activities, stakeholders, and impact.
2. Review existing documentation related to the centre's establishment, activities to date, and governance structure and internal strengths, weaknesses, opportunities, and risks.
3. Assess the current financial position of Portlaoise Innovation Centre DAC and future financial position of the organisation.
4. Engage with the Board of Directors and Managing Director to identify and recommend a clear strategy for the centre, in keeping with the centre's low carbon and sustainability ethos, to be informed by stakeholder input, current best practices, and market needs.
5. Identify priority thematic areas for the centre.
6. Evaluate potential strategic directions in terms of impact, feasibility, alignment with policy goals, and long-term financial viability.

7. Identify funding opportunities and potential business models to ensure the long-term success and financial viability of the centre.
8. Produce a final strategy with clear recommendations for the centre's future positioning and direction, as well as recommendations for an operational and governance model.

DELIVERABLES

These may include, but are not limited to:

1. An inception meeting and brief work plan.
2. Interim findings presentation.
3. Final strategy and recommendations.
4. Presentation to the Board of Directors.

QUERY HANDLING

Submissions may be made by email to caroline@cubecentre.ie

All submissions will be treated as confidential.

Any requests for clarification in relation to this document and any of the requirements specified therein must be made by Close of Business on **Wednesday 17th September to:**

Caroline Hofman, Managing Director The CUBE
caroline@cubecentre.ie

SUITABILITY CRITERIA:

Tender proposals should include:

1. Contact name and business name of the proposer.
2. Relevant skills, qualifications and expertise of the individuals who propose to carry out the work required including experience of similar projects undertaken, and at least two referees.
3. Outline of the methodology for the development of this report, taking into account the role of The CUBE as a Low Carbon Centre of Excellence.
4. Full costs, with a breakdown of number of days required, daily rates for each individual and any other costs, along with confirmation that the quotation is valid for a period of 6 months.
5. Confirmation that you can provide evidence of tax clearance as required.

Tenderers must demonstrate that they can meet these requirements and must pass the suitability criteria in order to qualify for selection.

AWARD CRITERIA SCHEDULE:

Criteria	% Mark
Tender Price & Quality for Money	30
Structure & Quality of the Tender Proposal for the Development of a Strategy	20
Relevant skills, experience, and qualifications	30
Methodology and approach	20