



HORSE SPORT IRELAND

Notice

Request for Tender

Horse Sport Ireland

Team Ireland Equestrian

Veterinary Services for

the FEI High

Performance Youth

Programmes



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1. Background

Horse Sport Ireland was incorporated on 20 December 2006 under the Companies Acts as a Company Limited by Guarantee without share capital. On January 1, 2008, the organisation became the Governing Body for equestrian sport in Ireland (32 counties) as recognised by the International Governing Body (FEI), Sport Ireland and the Olympic Federation of Ireland (OFI). In July 2008, the Department of Agriculture transferred responsibility for maintaining the Irish Horse Register to Horse Sport Ireland following a Special General Meeting of the Irish Horse Board. In 2010, the organisation was formally recognised as the Governing Body for equestrian sport by Sport Northern Ireland. Horse Sport Ireland (HSI) is the governing body for the sport horse industry and is responsible for devising and implementing strategies for the development and promotion of an internationally competitive sport horse industry, covering breeding, sport and leisure activities. Horse Sport Ireland provides supports and services for the wider equine industry in Ireland including:

- Interface with the Government and government agencies on behalf of the sector
- Acts as the National Governing Body for Equestrian Sport as recognised by F.E.I, Sport Ireland, Olympic Council of Ireland and Sport N.I.
- Acts as an umbrella body for the sector with 28 recognised Affiliates (Sport & Breeding).
- Licences & regulates athletes & horses for international competition (FEI and Olympics)
- Promotes high performance equestrian sport through our brand Team Ireland Equestrian
- Manages 14 High Performance Equestrian Programmes
- Coordinates the National Equine Anti-Doping Programme
- Acts as a centralised Safeguarding hub for recognised affiliates
- Maintains the Irish Horse Register which incorporates the Irish Sport Horse and Irish Draught Horse Studbooks under licence from the Department of Agriculture, Food and the Marine
- Provide support tools to breeders to facilitate them reach their objectives for producing horses capable of competing at the highest levels in equestrian sport or providing horses for the leisure and recreation industry in Ireland and abroad.
- Engaging with research organisations to develop further services for breeders.
- Devise and operate programmes to market the sport horse sector and support equestrian competitions.

2. Requirements

Horse Sport Ireland seeks a veterinary practice to service the Team Ireland Equestrian High Performance Youth Programmes. Such practice will provide veterinarians to fulfil the role(s) of Team Veterinarian for the Olympic & FEI Disciplines Youth Programmes. The Team Veterinarian works with team management, riders and owners on the management of horses and their suitability for competition and selection to teams.

The services to be provided will entail the following:

- The practice will provide veterinarians to fulfil the role(s) of Team veterinarian whom must be licensed as veterinarian(s) or veterinary surgeons in their country of residence and must be a registered FEI Permitted Treating Veterinarian or an FEI Official Veterinarian.

- Advise the High Performance Director/ Team Manager on the soundness and fitness of nominated horses.
- Advise on, and perform risk management analysis of squad ponies for the purposes of Chapter IX, Pony Measuring, and FEI Veterinary Regulations, as amended from time to time.
- Advise the relevant Squad on the implementation of the FEI Veterinary Regulations, ensuring fair play and to this end, ensure the FEI Equine Welfare Code of Conduct which must be complied with at all times.
- Implement the veterinary aspect of the High Performance Plan within the program's budgetary guidelines.
- Attend nominated events during the year in accordance with the High Performance Plan (HPP).
- Work with National Squad members, Owners and their private veterinarians to establish veterinary and equine management plans for their nominated horses.
- Liaise with and assist the High Performance Management Team in organising and conducting training camps, clinics and team competitions.
- Provide advice to National Squad members to formulate and implement work programs to achieve required levels of fitness, including rehabilitation or recovery for nominated horses after illness or injury.
- Work with the Irish Team at European Championships, World Equestrian Games and Olympic Games and any other team competition that is part of the HPP.
- Advise National Squad members on their responsibilities in relation to the FEI Equine Anti-Doping and Controlled Medication Regulations and the FEI Equine Prohibited Substances List

3. Timeframe

It is envisaged that the successful tenderer will deliver the proposed outline of work during the period of 1 January 2019 – 31 December 2020

4. Ethics and Values

We expect the successful tenderer to adhere to Horse Sport Ireland's values and to follow any of our policies which are deemed appropriate.

5. Accountability and Management

The contract for services rests with Ronan Murphy, CEO Horse Sport Ireland. The primary point of contact for the successful tenderer will be Triona Connors, Equestrian Sport Manager.

The successful tenderer will be expected to:

- Maintain regular contact with Equestrian Sport Manager and the CEO, responding to communications in a timely manner.
- Be flexible and responsive to the needs of the organisation as they arise.
- Be proactive in seeking clarification, information or guidance as needed.

6. Competency and expertise requirements

The successful tenderer will:

- 1) Provide education by participation as a guest speaker HSI Equine Anti-Doping Vet Panel Training Seminar on an annual basis.
- 2) Provide education as the lead speaker at a training seminar on FEI Equine Anti-Doping and Controlled Medication Regulations and the FEI Equine Prohibited Substances List for HP management committee and HSI Coaches on a bi-annual basis Q1 & Q4.
- 3) Number of contact days:
 - a. COH/JR/YR Jumping = 14 DAYS including EU-CH,
 - b. JR/YR Eventing = 12 DAYS including EU-CH,
 - c. Jumping, Eventing, Dressage Ponies = 19 DAYS including EU-CH
 - d. JR/YR Dressage = 5 DAYS including EU-CH,

Approximately 50 days per annum.

7. Tender Requirements

Tenders for this work must include:

1. Name of applicant / organisation name, address and contact details. In the case of consortia, please assign one person / organisation as the principal contact.
2. A statement outlining the understanding of the brief (max 500 words)
3. Personnel involved – details of all personnel who will be involved, including a CV which outlines their qualifications/experience
4. Costs – detailed per day cost and any associated costs including expenses, including VAT,
5. Notification of any potential conflicts of interest
6. An up to date copy of the tenderer's Tax Clearance Certificate and relevant insurances.

8. Award Criteria

Evaluations of tender submissions will be based on criteria specified in the tender requirements, using the following award criteria:

No	Requirements/Criterion	Weight	Raw Score
1	Relevant Knowledge, Expertise, Experience,	50%	Out of 100
2	Capability of Delivery of Services	20%	
3	Cost	30%	
	Total Marks	100%	

1. Relevant Knowledge, Expertise, Experience

Those tendering should demonstrate in their proposals their relevant knowledge of HSI and in particular the High Performance Programmes and how their knowledge will assist in the delivery of podium finishes.

2. Capability of delivery of services

The highest scores will be awarded to the tenderers with the most appropriate expertise and experience in delivering similar services. The tenderer must supply a CV of the persons who will be carrying out the work.

3. Cost

This must include all costs and expenses for the work. Quotations should be inclusive of VAT, and should be quoted in Euro. All prices quotes must remain valid for the duration of the work.

Following completion of the tender evaluation, the successful tenderer will be notified in writing. Once the offer is accepted, letters will be issued to the unsuccessful tenderer/s notifying them of the result. A tender assessment panel is in place to assess the applications and to award the contract to the successful tenderer. The panel will have to be satisfied that the method and programme of work meet the requirements outlined and are cost effective. The panel does not commit itself to accepting the lowest tender and will not accept any responsibility for any expenses incurred in the preparation and submission of a tender. The panel may cancel the process at any time. Horse Sport Ireland will not engage in any discussions or negotiations in advance of adjudication. Horse Sport Ireland is not in a position to provide feedback on unsuccessful tenders.

9. Budget and schedule of payments

Tenderers should note that Horse Sport Ireland is a publicly funded organisation. As such, our resources are finite. Tenderers should include a quote that is **inclusive** of all expenses, travel, subsistence and administration. Horse Sport Ireland will not make any payments other than the price in the quotation response document. A payment schedule will be agreed with the successful tenderer prior to the commencement of the work based on project deliverables.

10. Shortlisting and Clarification Meetings

A shortlist of the most competitive applicants may be invited to present or provide further information on their bid prior to selection. An invitation to interview is not an indication that a contract has been awarded. Applicants attending such interviews will do so at their own expense. Tax Clearance Certificate Before the contract is awarded, the successful tenderer will be required to produce a valid Tax Clearance Certificate, and if the certificate should expire within the course of the contract, a new certificate will be required. All payments under the contract will be conditional on the person/organisation being in possession of a valid certificate at all times.

11. Insurance

The successful tenderer must produce evidence of professional indemnity as part of the tender submission and this cover needs to be in place for the duration of the contract for work.

12. Conflicts of Interest



Any conflicts of interest involving a tenderer must be fully disclosed to Horse Sport Ireland. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict of-interest comes to light.

13. Freedom of Information

Tenderers should be aware that, under the Freedom of Information Act 2014 information provided by them during this competition may be liable to be disclosed. Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of the confidentiality or commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Tenderers must, when providing such information, clearly identify the specific sections of the their tender containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt, Tenderers may not assert confidentiality or commercial sensitivity over the entire Tender but must clearly identify the specific section containing such information. If Tenderers 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 Tenderer. Horse Sport Ireland will, where possible, consult with Tenderers about confidential or commercially sensitive information so identified before making its decision on a request received. Horse Sport Ireland accepts no liability whatsoever in respect of information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

14. Closing Date for Receipt of Tender

The closing date for receipt of one signed electronic copy to Horse Sport Ireland is 12 noon on **Friday 7 December 2018**. Any tenders received after this time and date will not be considered for adjudication.

Tender Submissions should be addressed to: Triona Connors, Equestrian Sport Manager, Ph.: +353 (45) 854519 / tconnors@horsesportireland.ie