

**REQUEST FOR TENDER**

**IRL OFFICIAL FEI PONY  
MEASURING CENTRE  
2020-2023**



**HORSE SPORT**  

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**IRELAND**

# Contents

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1. Background
2. Context
3. Requirements
4. Timeframe and Process
5. Ethics and Values
6. Accountability and Management
7. Timeframe and Deliverables
8. Tender Requirements
9. Award Criteria
10. Budget & Schedule of Payments
11. Insurance
12. Conflicts of Interest
13. Freedom of Information
14. Closing Date for Receipt of Tender

## 1. Background

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 governmental agencies on behalf of the sector
- Acts as the National Governing Body for Equestrian Sport as recognised by FEI, Sport Ireland, Olympic Federation of Ireland and Sport Northern Ireland.
- 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. Context

The FEI Veterinary Regulations effective 1 January 2020 were approved at the FEI General Assembly in Moscow Russia on 19 November 2019. The revised Chapter IX in the Veterinary Regulations on pony measuring were approved. The amendments include the provision of one National Federation Pony Measuring Centre so that FEI Ponies can be measured by FEI Veterinarians from 2020 onwards. As such, Horse Sport Ireland as the National Federation seeks tenders from appropriate venues who could provide the infrastructure required and host the measuring sessions from 2020 – 2023.

## 3. Requirements

In order to be approved as Official FEI Measuring Station, the **following criteria must be fulfilled:**

- A large parking place for the trailers and horse trucks;
- A place to walk the ponies in hand;
- A sufficient supply of Loose Boxes, located quietly, cleanly bedded and available for ponies to urinate after travel;
- Testing boxes and suitable office for EADCMP testing, 1 box for every 15 ponies.
- A hard surface Trot- Up area;
- A suitable arena(s) for lungeing and riding before measurement.
- Isolation Boxes
- Covered Area with sufficient entry points to host the measuring station;

#### The Measuring Pad must fulfil these criteria:

- A measuring “pad” of at least 3m by 3m that is flat, even and level, that must be certified by laser measurement and suitably qualified engineer.
- Tolerances up to 2mm are accepted by the FEI.
- The floor must be non-slippery (a concrete slab or other paved surface is most desirable; plywood, dirt, gravel or other uneven surfaces are not permitted);

#### 4. Timeframe and Process

It is envisaged that the successful tenderer will deliver the proposed outline of work in **early February 2020**, 2021, 2022, 2023. The tenderer will be required to have availability to host extraordinary measuring sessions should same be required by Horse Sport Ireland Please consult the FEI Veterinary Regulations.

#### 5. 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.

#### 6. Accountability and Management

The primary point of contact for the successful tenderer will be Avalon Everett, Head of Sport, Legal & Governance and High-Performance Operations Manager, Triona Connors.

The successful tenderer will be expected to:

- Maintain regular contact with HP Operations Manager Triona Connors 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.

#### 7. Timeframe and Deliverables

We expect the successful tenderer to:

- Build and put in place the necessary measuring station and pad infrastructure in January 2020 with the key objective of hosting the first measuring session in February 2020.
- Provide the necessary personnel to manage and host the measuring session.
- Provide feedback and learning outputs arising from the first measuring session in 2020.

The successful tenderer will:

- Meet the FEI specifications as noted above.
- Build and the necessary measuring infrastructure where required.

## 8. Tender Requirements

Tenders for this work must include:

1. Name of applicant / organisation name, address and contact details.
2. Images of the proposed area
3. Confirmation of Infrastructure already in place.
4. Personnel involved – details of all personnel who will be involved.
5. Costs – detailed per day cost and any associated costs, including VAT
6. Notification of any potential conflicts of interest
7. An up to date copy of the tenderer's Tax Clearance Certificate and relevant insurances.

## 9. Award Criteria

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

No	Requirements/Criterion	Weighing Criteria
1.	Location	20%
2	Infrastructure already in place	50%
3.	Venue Support Personnel & Administration Back Up	10%
4.	Cost	20%
	<b>Total Marks</b>	<b>100</b>

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.

## 10. 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 outlay 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.

## 11. Insurance

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

## 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 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 **Monday 6<sup>th</sup> January 2020**. Any tenders received after this time and date will not be considered for adjudication.

Tender Submissions should be addressed to:

Avalon Everett  
Head of Sport, Legal & Governance  
[aeverett@horsesportireland.ie](mailto:aeverett@horsesportireland.ie)

please copy Paul Hayes, HSI Sport Governance Executive  
[phayes@horsesportireland.ie](mailto:phayes@horsesportireland.ie)

Direct Dial: +353 (0) 45 - 854509