



HORSE SPORT IRELAND

Request for Tender: Equine Veterinary Services for HSI's Equine Anti-Doping Programme

1. Introduction

Horse Sport Ireland ("HSI") is the governing body for horse sport in Ireland as recognised by the FEI, Sport Ireland, and the Olympic Federation of Ireland. It was established in order to devise and implement strategies for the development and promotion of an internationally competitive Irish sport horse industry (breeding, sport, and leisure sides) as well as protection of the welfare of the horses.

In fulfilling these obligations and governing Irish Horse Sport sector, HSI has established and implemented an Equine Anti-Doping Programme based on the Equine Anti-Doping and Equine Controlled Medication Rules of the FEI.

Anti-Doping programmes seek to preserve what is intrinsically valuable about sport. This intrinsic value is often referred to as "the spirit of sport". The spirit of sport is characterized by the following values: Ethics, fair play and honesty, health, excellence in performance, character, and education, fun and joy, teamwork, dedication and commitment, respect for rules and laws, respect for self and other participants, courage, community, and solidarity.

Doping is fundamentally contrary to the spirit of sport.

2. Why the RFT Model?

This RFT reflects HSI's commitment to:

1. Attracting competitive proposals from Veterinary Practices, Individual Veterinarians or groups of Veterinarians with expertise in Equine Veterinary Services.
2. Ensuring resources are utilised efficiently and aligned with global best practices in Veterinary Services.

3. Who Should Apply?

Proposals are invited from Veterinary Practices, Individual Veterinarians and Groups of Veterinarians with expertise in Equine Veterinary Services.

Applicants should outline their ability to deliver the Equine Veterinary Services required of the HSI Equine Anti-Doping Programme.

4. Purpose and Scope of Services

Purpose:

To secure service providers capable of delivering, subject to funding, Equine Veterinary Services required of the HSI Equine Anti-Doping Programme in 2025 and subject to funding in 2026 with an option to extend the service for a further two years.

Scope of Services:

1. Support HSI in the delivery of its Equine Anti-Doping Programme.
2. Provide a suitably qualified Veterinarian to take a pre-agreed number of Blood and Urine Samples at designated Testing Events delivered by HSI and HSI Affiliates.
 - a. HSI have traditionally taken 8 samples per testing day.
 - b. Testing Events can and will be held in venues across the island of Ireland.
 - c. Subject to funding HSI anticipate approximately 40 testing days per annum.
3. Demonstrate an ability to continue to provide services should there be an increase in funding available for the programme resulting in an increase in the number of testing days per annum.
4. Strictly adhere to HSI's Standard Operating Procedure for Testing Veterinarians, in line with HSI's Equine Anti-Doping Rules and Equine Controlled Medication (EADCM) Rules.
5. Implement a process, in partnership with HSI, for the secure storage of samples ensuring a robust chain of custody is followed from the samples being taken at a venue anywhere on the island of Ireland until samples are shipped on the next working day to a designated testing laboratory.
6. Facilitate, in partnership with HSI, shipping of samples to a designated testing laboratory and adhere to any shipping requirements of HSI, the Testing Lab and the Shipper to include where appropriate compliance with Brexit requirements.
7. Facilitate delivery of appropriate paperwork to HSI after the completion of a Testing Event.
8. Provide feedback to HSI after each testing event, where applicable.
9. Be available to HSI during any case management process arising from a sample that has returned a positive result for a Banned Substance or a Controlled Medication up to and including acting as an expert witness in any hearing(s).

5. Role of the National Federation (NF) – Horse Sport Ireland

Horse Sport Ireland, as the National Federation for equestrian sport in Ireland, holds ultimate responsibility for the delivery of the National Equine Anti-Doping Programme. As

the only entity recognised by the Fédération Équestre Internationale (FEI), HSI provides the governance framework, professional executive management and leadership, and policy oversight to ensure programme success.

While the NF oversees the overall delivery and administration, HSI recognises the need for strategic partnerships in the successful delivery of the programme.

6. Tender Requirements

Applicants must demonstrate the following within their submission:

- **Relevant expertise and experience** in the delivery of Equine Veterinary Services, with specific reference to sample collection and chain of custody protocols.
- The ability to provide suitably qualified and experienced veterinarians for Testing Events held on weekdays, evenings, and weekends throughout the year, at venues across the island of Ireland.
- A clear and robust process for maintaining **chain of custody** and secure handling of all samples from collection through to shipment to the designated laboratory.
- Capacity to scale services in line with programme growth.
- Confirmation of availability to support **case management processes** and hearings where required.

7. Service Delivery Fee

Blended Daily Rate:

Applicants must submit a blended daily rate for the provision of Equine Veterinary Services at designated Testing Events. This rate should be inclusive of:

- The attendance of a suitably qualified veterinarian to collect an average of 8 samples per testing day.
- All associated costs, including travel, mileage, accommodation (if applicable), administration, and consumables.
- Any other incidental expenses required to deliver the service in full compliance with HSI's Equine Anti-Doping Programme.

No additional charges or expenses will be considered outside of the agreed blended daily rate.

Applicants should also indicate:

- A proposed rate for any additional testing days, should funding and programme requirements increase.
- A separate hourly or daily rate for expert witness services, should the provider be required to participate in hearings or disciplinary processes.

8. Submission Requirements

1. Applicant/Organisation Information:

- Name, address, and contact details of the applicants or organisation.
- For consortia, one individual or organisation must be designated as the principal contact.

Applicants must provide:

- Daily rates for delivery of services.
- The proposed service delivery team details and relevant experience. Information about all personnel involved in the delivery of the services, including a CV for each individual. CVs should outline relevant qualifications, expertise, and experience.
- Summary of the organisations or applicant(s) ability to meet each of the points noted in the Scope of Services.

Proposals should be concise, clearly structured, and demonstrate alignment with HSI's objectives.

2. Conflict of Interest Notification:

- Disclosure of any potential conflicts of interest that may arise during the performance of the contract.

3. Tax and Insurance Documentation:

- A current Tax Clearance Certificate and proof of relevant insurances, including public liability and professional indemnity insurance.

8. Award Criteria

Tender submissions will be evaluated based on the following criteria:

Criterion	Weighting Raw Score (Out of 100)	
Relevant Knowledge, Expertise, Experience	50%	Out of 100
Capability of Delivery of Services	20%	
Cost	30%	
Total Marks	100%	

1. Relevant Knowledge, Expertise, and Experience (50%)

Tenderers should demonstrate their knowledge of Horse Sport Ireland, specifically its Equine Anti-Doping Programme. They should demonstrate their experience in providing Equine Veterinary Services.

Experience in equine blood and urine sampling for anti-doping purposes, including chain of custody protocols, documentation, and sample handling.

Familiarity with equine anti-doping procedures and regulations, such as those of the FEI or other recognised bodies.

Experience working at equestrian competitions or venues, demonstrating an understanding of event protocols, horse handling, and veterinary professionalism.

Awareness of the compliance obligations and integrity standards required by national federations and governing bodies.

2. Capability of Delivery of Services (20%)

High scores will be awarded to tenderers with proven expertise and experience in delivering similar services. Tenderers should demonstrate their ability to meet each of the points noted in the Scope of Services. CVs must be provided for all personnel involved, clearly showcasing their qualifications and relevant achievements.

- Proven ability to deliver equine anti-doping sampling services at scale, across multiple venues and varying event schedules (weekdays, evenings, and weekends).
- Flexibility and capacity to respond to increased demand and short-notice event scheduling.
- Robust systems and processes for maintaining secure chain of custody, compliant documentation, and sample shipping logistics.
- A well-resourced delivery team with clear evidence of appropriate qualifications and experience.
- Strong project management capabilities to ensure efficient delivery, consistency, and quality control across all testing events.

3. Cost (30%)

All costs, including VAT, must be included in the quotation and presented in Euro. Prices must remain valid for the duration of the work. The evaluation will consider cost-effectiveness alongside the tenderer's ability to meet the brief requirements.

Notification and Assessment Process

Following the evaluation of submissions, the successful tenderer will be notified in writing. Upon acceptance of the offer, letters will be issued to unsuccessful tenderers informing them of the decision.

A tender assessment panel will review all submissions and award the contract based on the outlined criteria. The panel must be satisfied that the proposed methods and programme of work align with the requirements and provide value for money.

The panel reserves the right to:

- Not accept the lowest tender.
- Reject any or all submissions without providing justification.
- Cancel the tender process at any time without incurring liability for any expenses incurred by tenderers during preparation or submission.

Note: Horse Sport Ireland will not engage in discussions or negotiations prior to the selection of the successful tenderer.

9. Submission Details and Closing Date

How to Apply:

Applicants should submit their proposals via email to jobs@horsesportireland.ie with the subject line **"RFT Submission: Equine Veterinary Services for HSI's Equine Anti-Doping Programme "**.

Closing Date:

All proposals must be received by ~~Friday 11th of April 2025 at 5pm~~ **Wednesday 16th or April 2025 at 5pm**. Late submissions will not be considered.

Confidentiality Statement:

Horse Sport Ireland will treat all submissions as strictly confidential. Information contained within proposals will be used solely for the purpose of evaluating applications under this Request for Tender. By submitting a proposal, applicants agree that their information may be shared with relevant HSI personnel and advisors directly involved in the evaluation process.

Data Privacy and Security

Horse Sport Ireland (HSI) is committed to protecting the personal data of all applicants. All information provided will be handled in compliance with the General Data Protection Regulation (GDPR) and used solely for the purpose of evaluating proposals.

Only relevant HSI personnel and advisors involved in the tender process will have access to this data. Information will be stored securely and retained for six months post-tender evaluation, after which it will be deleted.

By submitting a proposal, applicants consent to the processing of their data as outlined. For queries regarding data privacy, please contact dataprotection@horsesportireland.ie