**CONTRACT No. FM VID 2025/153**

**“Provision of training in**

**specialised courses for instructors of service dog training”**

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| Riga  The date of the document  is the date of electronic signing of the document. |  |

**State Revenue Service,** registration number 90000069281, represented by its Deputy Director General Jānis Upmanis, acting in accordance with the Power of Attorney No 286 of 15 October 2024 of the State Revenue Service “On the Authorisation of J.Upmanis”, (hereinafter referred to as the Contracting Authority or the SRS), on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, registration number \_\_\_\_\_\_\_\_\_ , represented by its -----------------, acting in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the Service Provider), on the other hand, both together also referred to as the Parties, but separately as a Party, based on the results of the procurement No FM SRS 2025/153 “Provision of training in specialised courses for instructors of service dog training”, conclude the following contract, (hereinafter referred to as the Contract):

1. **Subject of the Contract**
   1. The Service Provider undertakes, in accordance with the Contract and its Annexes, to provide training to the employees and officials of the Contracting Authority (hereinafter referred to as “Participants”) in the course “Working Dog Training Instructor Course” (hereinafter referred to as “Training Course”).
2. **Contract Amount and Payment Procedure**
   1. The total amount of the Contract is EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_ eur \_\_\_\_\_cents) excluding value added tax (hereinafter referred to as “VAT”). VAT is calculated and paid in addition at the applicable tax rate.
   2. The total amount of the Contract shall include the cost of the Training Course in accordance with the hourly rates for the Training Course set out in Annex 2 to the Contract (hereinafter referred to as the “Lesson”).
   3. The prices for the Lessons set out in Annex 2 to the Contract include all costs associated with the provision of each Lesson, including the fees of the Service Provider's trainers/specialists, the costs of using the necessary consumables, the costs of preparing methodological materials, the costs associated with the technical support required for the course, taxes (excluding VAT), levies and other costs associated with the timely and quality delivery of the Lesson.
   4. The Contracting Authority shall pay for the Lessons actually provided within 30 (thirty) days after the authorized persons of the Parties as specified in Clauses 7.1.1 and 7.1.2 of the Contract have signed the handover-acceptance certificate for the Lessons provided in the previous month and the Contracting Authority has received the invoice from the Service Provider, by transferring the payment to the Service Provider's current account at the bank.
   5. The Service Provider shall submit an invoice to the Contracting Authority within 5 (five) working days after the authorised persons of the Parties have signed the handover-acceptance certificate of the Lessons implemented in the previous month. If the Service Provider is a taxpayer registered in the Republic of Latviashall prepare a structured electronic invoice (hereinafter referred to as e-invoice) in accordance with the requirements of regulatory enactments and send it to the Contracting Authority at the following address: \_EINVOICE\_VID@90000069281, if the Service Provideris a taxpayer registered abroad, prepares the invoice electronically and sends it to the Contracting Authority electronic mail address – FP.lietvediba@vid.gov.lv in pdf format. E-invoice or pdf invoice shall be deemed to have been received on the business day following the day on which it is sent to the eAddress or email adress specified in this sub-clause. All transfer and acceptance certificates provided for in the Contract shall be sent to the e-mail address of the Contracting Authority's authorised person specified in Clause 7.1.1 of the Contract.
   6. The Contracting Authority's Authorised Person may not sign the Transfer-Acceptance Certificate referred to in Clause 3.15 of the Contract and may not pay for the Lessons if the

Service Provider has not performed the Lessons in accordance with the provisions of the Contract and its Annexes.

* 1. The Contracting Authority shall not be obliged to use the full amount of the Contract referred to in Clause 2.1 of the Contract when ordering a Training Course in accordance with the procedure set out in the Contract.

1. **Service Provision**
   1. The Service Provider shall conduct training of 2 (two) *officials of the Cynology Department of the Customs Administration of the State Revenue Service with service dogs (hereinafter - Participants)* in accordance with the list of persons submitted by the Contracting Authority's authorised person specified in Sub-clause 7.1.1 of the Contract, including the names of the Participants in the Training Course.
   2. The Service Provider shall, within 20 (twenty) working days from the date of conclusion of the Contract, prepare and electronically agree with the Contracting Authority's authorised person as defined in Clause 7.1.1 of the Contract, the schedule of the Training Course (date, time, venue, number of lessons).
   3. The Service Provider undertakes to deliver the Training Course in accordance with the Training Course Programme attached as Annex 1 to the Contract, including the theoretical part, the practical part and the examination.
   4. The Service Provider shall conduct the Training Course on the Contracting Authority's working days during the period from 9.00 to 17.00, in accordance with a mutually agreed schedule of the Training Course (date, time, place of the Training Course) and in accordance with the programme of the Training Course. The duration of one day of the Training Course shall not exceed 8 (eight) astronomical hours; *1 astronomical hour shall be 60 minutes, including breaks and registration time*, taking into account the duration of the Training Course, in accordance with the curriculum of the Service Provider, but not less than 200 (two hundred) academic hours, including the examination (190 hours face-to-face and practical homework, 10 hours online lectures).
   5. The Service Provider undertakes to inform the Contract Authority of any changes to the Course Schedule no later than 5 (five) working days before the start of a particular Lesson. Changes to the Course Schedule shall be approved electronically by mutual agreement of the Parties' authorised representatives. On behalf of the Contracting Authority, these changes shall be confirmed by the Contracting Authority's authorised representative.
   6. The venue of the training course shall be located at\_\_\_\_\_\_\_\_\_\_\_ and at a location provided by the service provider *The contract app will be updated in accordance with the Tenderer's offer*.
   7. The Service Provider shall deliver course in Latvian or English.
   8. The Service Provider shall ensure the conduct of the Training Course, including material and technical support suitable for each Lesson, the organisation of the Lessons, conduct the Lessons in accordance with the programme of the relevant Training Course as specified in the Contract, register the Participants in the registration forms.
   9. The Service Provider shall provide the Participants of the Training Courses with high quality lectures, handouts in Latvian or English in accordance with the programme of the respective Training Course.
   10. The Service Provider shall provide teaching aids (presentation) and handouts in English or Latvian for each course participant in accordance with the curriculum, or shall provide electronic access to the course materials for course participants.
   11. Upon completion of the Training Course, the Service Provider shall issue:
       1. For participants - proof of completion of the Professional Search Dog Instructor Training Programme (certificate, attestation), valid for an indefinite period of time;
       2. To the Contracting Authority – confirmation of course attendance, certificates (the Service Provider issues a certificate confirming completion of the Professional Search Dog Training Instructor Programme).
   12. The Contracting Authority shall organise and ensure the attendance of the Participants to the Lessons.
   13. The Contracting Authority has the right to control the quality of the Course by observing the Lessons (hospitation).
   14. The Service Provider shall submit to the Contracting Authority by the 5th of each month a

handover-acceptance certificate of the Lessons carried out in the previous month. The act of handover and acceptance certificate shall contain the following information: Title of training course, Number of lessons per hour, venue, time, Participants in the training course, mode of delivery. The acceptance and delivery certificate shall be accompanied by the original or a copy of the Participants' registration sheet, the lists of information on the Lessons provided and the list of documents issued to the Participants; in addition, the exact calculation of the liquidated damages and the amount of the final liquidated damages, if any, may be specified.

* 1. If the Contracting Authority is not satisfied with the quality of the implemented Lessons or the implemented Lessons do not comply with the provisions of the Contract, it shall not sign the transfer-acceptance certificate of the implemented Lessons and the Contracting Authority's authorised person, as defined in Sub-clause 7.1.1 of the Contract, shall within 5 (five) working days electronically send a substantiated electronic claim to the authorised person of the Service Provider as defined in Sub-clause 7.1.2 of the Contract and the Parties shall settle the dispute through mutual negotiations.
  2. The Service Provider shall terminate the Course immediately upon receipt of an electronic notice of termination of the Course(s) from the Contracting Authority's authorised person. In the case referred to in this Sub-Clause, the authorised persons of the Parties shall sign a transfer and acceptance certificate for the Lessons actually delivered in accordance with Clause 3.15 of the Agreement and the Contracting Authority shall pay for the Lessons actually delivered.
  3. The Service Provider guarantees that the Training Course will be delivered by the trainers indicated in Annex 3 to the Contract. In the event of termination of employment, temporary incapacity or any of the conditions set out in Clause 3.22 of the Contract of any of the trainers listed in Annex 3 to the Contract, the Service Provider shall be entitled to replace the trainers originally listed in Annex 3 to the Contract with other trainers who meet the minimum requirements of the trainers to be replaced. The involvement of other trainers in the implementation of the Training Course shall be agreed electronically with the Contracting Authority's authorised person. In such a case, no amendment to Annex 3 to the Contract shall be necessary.
  4. The Service Provider shall be entitled to engage additional trainers for the implementation of the Training Course, but in all cases they shall meet the minimum requirements for trainers for the relevant Training Course set out in Annex 3 to the Contract. The Service Provider shall agree electronically with the Contracting Authority's Authorised Person prior to the engagement of additional trainers for the implementation of the Lesson or Training Course.
  5. The Contracting Authority's Authorised Person shall be entitled at any time to request from the Service Provider all necessary information concerning the trainers to be replaced or additional trainers to be engaged and their qualifications in order to verify that the said trainers meet the minimum requirements for trainers set out in Annex 3 to the Contract.
  6. If the Service Provider fails to replace the original trainers with other trainers whose qualifications meet the minimum requirements for trainers for the relevant Training Course as set out in Annex 3 of the Contract, the Contracting Authority's Authorised Person shall be entitled to disapprove the replacement of the original trainers. If the Service Provider has engaged additional trainers whose qualifications do not meet the minimum requirements for trainers for the relevant Training Course set out in Annex 3 of the Contract, the Contracting Authority's authorised person shall have the right not to sign the Handover and Acceptance Certificate for the Lessons provided.
  7. The Contracting Authority's authorised person shall have the right to request the Service Provider to replace the trainers engaged for the implementation of the Training Course if the Contracting Authority is not satisfied with the productivity, quality of work or other conditions of the trainers.

1. **Liability of the Parties**
   1. The Parties shall be liable for non-fulfilment or improper fulfilment of the provisions of the Contract in accordance with the procedure set out in the Contract and the laws and regulations of the Republic of Latvia.
   2. For failure to comply with the deadlines specified in Clauses 3.2 and/or 3.6 of the Contract, the Service Provider shall pay the Contracting Authority a penalty of EUR 50.00 (fifty *euro and 00 cents*) for each instance of non-performance or improper performance of such obligations.
   3. For failure to comply with the content of the Training Course(s) as set out in Annex 1 to the Contract, the Service Provider shall pay the Contracting Authority a penalty of EUR 300.00 (three hundred *euro and 00 cents*) for each instance of non-compliance.
   4. If the Contracting Authority fails to settle with the Service Provider within the time limit set out in Clause 2.4 of the Contract, the Contracting Authority shall pay the Service Provider a penalty of 0.5% (one half of one percent) of the outstanding amount for each day of delay. The liquidated damages calculated in accordance with this Sub-Clause shall not exceed 10 % (ten percent) of the outstanding amount, exclusive of VAT, in each case in which they are applicable.
   5. If, during the performance of the Contract, it is established that the Service Provider has engaged tutors for the implementation of the Training Course without complying with the procedure for the replacement of tutors set out in the Contract or has engaged tutors for the implementation of the Contract whose qualifications do not comply with the requirements for tutors set out in the Contract and its Annexes, the Service Provider shall pay the Contracting Authority a penalty of EUR 100.00 (one hundred euro and 00 cents) for each Training Day or Lesson conducted by the tutor concerned.
   6. For failure to comply with the non-disclosure provisions set out in Clause 7.10 of the Agreement, the Contracting Authority shall be entitled to require the Service Provider to pay a penalty of EUR 500.00 (five hundred euro and 00 cents) for each such instance.
   7. The Contracting Authority shall calculate a penalty and invoice the Service Provider for breach of the terms and conditions of the Contract. The Service Provider shall inform the Contracting Authority within 1 (one) month of receipt of the invoice for the recovery of the liquidated damages if it wishes to include the liquidated damages in the amount payable (set off) or pay them in 1 (one) month if the amount of the liquidated damages does not exceed EUR 1000 (one thousand *euro*), subject to the validity period of the Contract:
   8. If the Contractor chooses to clear the contractual penalty in the form of offsetting, when issuing the invoice, the Contractor shall indicate in the invoice the total amount, the amount of the contractual penalty withheld, indicating the invoice of the contractual penalty of the Contracting Authority and reducing the amount to be paid for the amount of the contractual penalty withheld.
   9. If any obligation specified in the Contract is not fulfilled, the contractual penalty shall be calculated for each separate case of its application for the period beginning on the calendar day/hour following the deadline for the performance of the obligation specified in the Contract and including the day/hour when the obligation was performed.
   10. In the event that the Service Provider fails to pay the liquidated damages within the time limit specified in Clause 4.7, the Contracting Authority shall deduct the liquidated damages by way of set-off.
   11. The Parties shall be entitled to set off the liquidated damages under the Contract against the amount payable by the Contracting Authority to the Contractor under the Contract. In such case, the Service Provider shall, when issuing the invoice, indicate the total amount of the Activity (excluding VAT), the amount of the penalty withheld and reduce the amount to be paid by the amount of the penalty withheld, VAT included.
   12. The Parties undertake to compensate for direct losses caused to the other Party, if such have occurred as a result of unlawful and illegal actions caused by the damage, the fact of existence of damages, the amount of damages, as well as the causal relationship between the illegal act and the damage caused have been established and proved.
   13. Payment of the contractual penalty shall not exempt the Parties from fulfilment of other contractual obligations.
   14. The Parties acknowledge that they have been informed that the personal data provided by one of the Parties, if necessary for the performance of the Contract and the provision of the Services, may be processed only in accordance with the subject matter of the Contract, to the extent provided for in the Contract, for the duration of the Contract and only in accordance with the requirements of applicable law.
   15. The Parties shall ensure that the employees designated in this Contract as contact persons are informed of their right to transfer their contact information within the scope of their employment and for the performance of their duties, as well as of their rights as Data Subjects in accordance with the applicable legal and regulatory provisions on the protection of personal data.
   16. The Parties undertake to ensure a level of protection appropriate under applicable law for personal data submitted by the other Party.
   17. The Parties undertake not to pass on to third parties the personal data submitted by the other

Party. If such a duty may arise to the Parties in accordance with legal acts in force, they shall inform the other Party on that before transfer of personal data, unless it is prohibited by legal acts in force.

* 1. Each Party shall be independently liable to the Data Subject for non-compliance with the personal data protection and processing rules and, if found liable, shall satisfy the Data Subject's claims relating to the personal data breach and its remedy, as well as administrative fines and court-ordered damages related to the personal data breach.
  2. The Parties undertake to destroy the personal data provided by the other Party as soon as the need to process them ceases.

1. **Duration of the Contract**
   1. The Contract shall enter into force with the date of the last added secure electronic signature and its time stamp.
   2. The Service Provider shall carry out the Training during the period from the conclusion of the Contract until one of the following conditions occurs:
      1. 18 December 2026 has occurred;

5.2.2. The Contracting Authority has used up the total Contract Sum specified in Clause 2.1 of the Contract.

* 1. The Contract shall remain in force until the Parties have fully performed their contractual obligations.
  2. The Parties shall have the right to unilaterally terminate the Contract by notifying the other Party in writing thirty (30) days in advance.
  3. The Contracting Authority shall have the right to unilaterally terminate the Contract by giving 5 (five) working days prior written notice to the Service Provider in the following cases:
     1. if the Service Provider wishes to increase the prices for the services set out in the Contract;
     2. if the Service Provider is declared insolvent;
     3. if the competent state or local government authorities have detected violations of laws and regulations in the Service Provider's business activities and have suspended its operations.
  4. The Contracting Authority shall be entitled to terminate the Contract unilaterally by giving the other Party at least 1 (one) working day's written notice:
     1. if, in accordance with the Law on International and National Sanctions of the Republic of Latvia, international or national sanctions or sanctions imposed by a Member State of the European Union and the North Atlantic Treaty Organization affecting significant financial and capital interests have been imposed on the subjects of sanctions indicated in Sub-clause 7.6.1 of the Contract, due to which it is impossible to implement the Contract or the performance of the Contract is significantly delayed;
     2. if any of the conditions arising from Section 5k, Clause 1 of Council Regulation (EU) No. 833/2014 of 31 July 2014 occurs for the CONTRACTOR during the period of validity of the Contract.

1. **Force-Majeure**

6.1. In the Contract, the event is recognized as force majeure, if it is unavoidable and its consequences cannot be overcome; it could not have been foreseen at the time of the conclusion of the Contract; it is not the result of an error or action on the part of the Party or a person under the Party’s control; and it makes the fulfillment of obligations not only onerous but also impossible. The Parties are exempt from liability for total or partial non-performance of the obligations specified in the Contract, if and when such non-performance has occurred as a result of force majeure.

6.2. Force majeure shall not include the unavailability of the Service Provider's trainers due to incapacity for work or other reasons, or the unavailability of the Service Provider's training facilities due to occupancy.

6.3. The Party whose performance of its obligations under the Contract is affected by Force Majeure shall promptly notify the other Party in writing within ten (10) working days after the occurrence of such circumstances and shall attach to the notification a certificate issued by the competent authorities containing confirmation and a description of the circumstances, if the competent authorities are entitled to issue such a document.

6.4. The Parties shall be discharged from liability under Clause 6.1 only for the period during which Force Majeure exists. If these circumstances persist for more than 2 (two) months from the date of receipt of the notice referred to in Clause 6.3, either Party shall have the right to unilaterally terminate the Contract on the grounds of impossibility of performance.

6.5. In the event of force majeure, the Contract may be terminated immediately by written agreement of the Parties.

1. **Other Provisions**
   1. The Parties agree that the issues related to fulfilment of the Contract shall be settled by the following authorized persons of the Parties:
      1. for the Contracting Authority:
      2. for the Service provider:
   2. The authorized persons of the Parties are not authorized to make amendments and supplements to the Contract and its Annexes.
   3. In correspondence (including claims) between the Contracting Authority and the Service Provider (their authorized persons specified in Clause 9.11 of the Contract) related to the performance of the Contract, the Parties shall use the e-mails specified in the Contract. The email message is binding on the Parties only if the message is sent from the email addresses specified in Clause 8.3 of the Contract or in the details field. When replying electronically to the other Party's e-mail, the “FORWARD” menu shall be used, saving the received original text in the reply. The time of sending the mail is recorded on the printout of the Contracting Authority's e-mail report on the delivered e-mail (delivery to the addressee's server) (e-mail time is also recorded and stored in electronic format), which becomes an integral part of the Contract.
   4. After signing the Contract, the results of all previous negotiations and correspondence shall cease to be valid.
   5. If either Party changes its authorised signatories or any of the details of the Parties referred to in the Contract, such as telephone numbers, e-mail addresses, addresses, etc., it shall immediately notify the other Party in writing by sending a letter. Such notification shall become binding on the other Party on the seventh (7th) day after the date of its dispatch. If the notification is sent by electronic mail using a secure electronic signature, it shall become binding on the other Party on the second (2nd) working day after sending it. If a Party fails to comply with the provisions of this Sub-clause, the other Party shall be deemed to have fully complied with its obligations in using the information about the other Party contained in this Contract. The letter referred to in this point may be signed by the head of the independent department, the deputy head or a person acting in his place.
   6. Reorganization of the Parties or their managers shall not serve as grounds for suspension or termination of the Contract. In the event if any of the Parties is restructured, the Contract shall remain in force and its terms shall be binding on the legal successor of the Parties. The Service Provider shall notify the Contracting Authority of the occurrence of such circumstances one (1) month in advance.
   7. Within two (2) working days, the Service Provider shall inform the Contracting Authority in writing:
      1. regarding sanctions imposed on it within the meaning of the Law on International Sanctions and National Sanctions of the Republic of Latvia (including also if a member of the board or council, beneficial owner, person entitled to represent or attorney-in-fact of the Service Provider, or a person who is authorized to represent the Service Provider in activities related to the branch, or a member of the partnership, a member of its board or council, a beneficial owner, a person entitled to represent or a procurator; if the Service Provider is a partnership, is a subject of imposed international or national sanctions or sanctions of a Member State of the European Union and the North Atlantic Treaty Organization affecting significant financial and capital interests);
      2. in the event of a change in the Service Provider's members, members of the board and council, beneficial owners, persons entitled to represent, attorney-in-facts or persons authorized to represent the Service Provider in activities related to the branch, or members of the partnership, members of its board or council, beneficial owners, persons entitled to represent or attorney-in-facts, if the Service Provider is a partnership, and information

about the persons referred to in this sub-clause on the publicly available data website of the Register of Enterprises: <https://info.ur.gov.lv/#/data-search> has not been published.

* + 1. if any of the conditions arising from Section 5k, Clause 1 of Council Regulation (EU) No. 833/2014 of 31 July 2014 occurs for the Service Provider during the period of validity of the Contract.
  1. The Service Provider declares that in the performance of its obligations under the Contract it will not carry out transactions (purchase goods or services) with a natural or legal person who (including a member of its management or supervisory board, beneficial owner, nominee or proxy, or a person authorized to represent a legal person in activities related to a branch, or a member of a partnership, a member of its management board or supervisory board, a beneficial owner, a nominee or a proxy, if the legal person is a partnership) is subject to international or national sanctions or sanctions of a Member State of the European Union or the North Atlantic Treaty Organization affecting significant financial and capital market interests.
  2. Disputes that may arise as a result of the performance of this Contract or in connection with this Contract shall be resolved by the Parties through mutual negotiations. If no agreement is reached, the dispute shall be settled in the court of the Republic of Latvia in accordance with the laws and regulations of the Republic of Latvia.
  3. Any information about data transferred by one Party to the other Party shall be confidential, and its contents may not be disclosed to a third party and may be used for other purposes without the written consent of the other Party.
  4. Amendments and supplements to the Contract, except as provided in Clause 7.5, 3.18 of the Contract, shall be agreed in writing by the Parties.
  5. Annexes and supplements to the Contract shall become an integral part of this Contract.
  6. In the event of disagreement as to the interpretation of the provisions of the Contract, the Latvian language text shall prevail.
  7. The Contract is drawn up in Latvian on \_\_ (\_\_\_\_) pages, Annex 1 - on \_\_ (\_\_\_) pages, Annex 2 - on \_\_ (\_\_) pages, Annex 3 - on \_\_ (\_\_\_\_\_) pages in Latvian (and English) in the form of an electronic document and signed with a secure electronic signature.

**Details and Signatures of the Parties:**

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| **Contracting Authority:**  **State Revenue Service**  Talejas iela 1, Riga, LV-1978, Latvia  Taxpayer code: 90000069281  Phone: 67120000  e-mail: [vid@vid.gov.lv](mailto:vid@vid.gov.lv)  eAddress: active  *Payment details:*  State Treasury  Code: TRELLV22  Account No.: LV26TREL2130056037000  Deputy Director-General  Jānis Upmanis | **Service Provider:** |

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WITH SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

Contract No. FM VID 2025/153

**Annex 1**

**Training course programme**

**State Revenue Service,** registration number 90000069281, represented by its Deputy Director General Jānis Upmanis, acting in accordance with the Power of Attorney No 286 of 15 October 2024 of the State Revenue Service “On the Authorisation of J.Upmanis”, (hereinafter referred to as the Contracting Authority or the SRS), on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, registration number \_\_\_\_\_\_\_\_\_, represented by its -----------------, acting in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the Service Provider), on the other hand, both together also referred to as the Parties, but separately as a Party, based on the results of the procurement No FM SRS 2025/153 “Provision of training in specialised courses for instructors of service dog training”, agree on the following Training Course Programme.

**Learning objective:**

Ensure that participants have completed the working dog instructor training course and have demonstrated knowledge, skills and abilities in tasks and situations appropriate to all subjects. They have successfully passed the required exams.

**Achievable result:**

The participant is prepared to work as a service dog trainer.

Promoting the acquisition of job-specific professional knowledge and skills.

The development of attitudes that enable the participant to acquire specific knowledge and contribute to his/her quality performance in a changing work environment.

Practical search training of the service dog assigned to the participant.

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| **Course programme** |
| Training course hours:  190 hours\* – practical trainings on-site and home works  10 hours online lectures |
| Lecture (2 hours) The Basic Foundation of dog |
| Lecture (2 hours) Motivaton and Stress |
| On-site trainings - 28 hours  **Part I**   * Basic foundations for dog training: essentials for social security. * The importance of socializa.on and the exposure to different environments; * Applied theory: evaluating the relationship through a joint walk and exercises (obedience, release, tricks, etc. – depending on what the training level is). The sociability and balance of the dogs. * The difference between motivation and stress. The importance of motivation and the appropriate stress level for training. Dog stress signals, body language (basics). * Applied theory, planning a remain exercise – carrying out the plan, and applying variable reward for progression (duration or distance)/strengthening the behavior. |
| On-line Lecture (2 horus) How to create and shape behaviours in dog training |
| On-line Lecture (2 hours) Learning Theories |
| On-site trainings - 28 hours  **Part II**   * Learning theories for dog training. Classical conditioning and operant conditioning as forms of learning. Reinforcement and punishment, the triggers of operant conditioning; * Applied theory: witnessing the classical and operant conditioning through an easy exercise. * Social learning and habituation; * The importance and principles of reliable toy release; * Applied theory through release training. |
| On-line Lecture (2 hours)  Scent Theory |
| On-site trainings 35 hours  **Part 3a**   * How to influence your dog’s behavior or change their emotions in a desired direction. The reason why avoidance-based learning shall be prevented; * Applied theory through teaching a trick with the assistance of the instructor; * Training planning and progression, the different reward schedules. The importance of using variable reward; * Applied theory, planning a remain exercise – applying variable reward for progression (dura.on or distance)/strengthening the behavior; * Scent work - scent theory; * Indication (Kong) |
| On-site trainings 35 hours  **Part 3b**   * Basic obedience training. Static positions. Applying the learned theoretical knowledge; * Creativity training; * Basic obedience training – recall, remain. Heeling. Applying the learned theoretical knowledge; * Scent detection trainings - indicatoon, building up motivation and duration, searching |
| On-site trainings 28 hours  **Part 4a**   * The basics of teaching dog handlers, useful tips for creating a relaxed but inspirative atmosphere; * Scent detection - scent discrimination, variable reinforcement and variable searching methods. |
| On-site trainings 28 hours  **Part 4b**   * Scent detection – variable searching environments. |
| On-site trainings 8 hours  **Part 4c**   * **Knowledge test**. * **Practical exam**. Obedience test, creativity test. |

\**1 astronomical hour shall be 60 minutes, including breaks and registration time*

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| **Details of the Parties:**   |  |  | | --- | --- | | **Contracting Authority:**  **State Revenue Service** | **Service Provider:** | |  |  | |  |

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Contract No. FM VID 2025/153

**Annex 2**

**Training Course Prices**

**State Revenue Service,** registration number 90000069281, represented by its Deputy Director General Jānis Upmanis, acting in accordance with the Power of Attorney No 286 of 15 October 2024 of the State Revenue Service “On the Authorisation of J.Upmanis”, (hereinafter referred to as the Contracting Authority or the SRS), on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, registration number \_\_\_\_\_\_\_\_\_, represented by its -----------------, acting in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the Service Provider), on the other hand, both together also referred to as the Parties, but separately as a Party, based on the results of the procurement No FM SRS 2025/153 “Provision of training in specialised courses for instructors of service dog training”, agree on the following Training Course prices:

*The Annex to the Contract will be supplemented in accordance with the Tenderer's tender.*

**Details of the Parties:**

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| --- | --- |
| **Contracting Authority:**  **State Revenue Service** | **Service Provider:** |
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Contract No. FM VID 2025/153

**Annex 3**

**Trainers**

**State Revenue Service,** registration number 90000069281, represented by its Deputy Director General Jānis Upmanis, acting in accordance with the Power of Attorney No 286 of 15 October 2024 of the State Revenue Service “On the Authorisation of J.Upmanis”, (hereinafter referred to as the Contracting Authority or the SRS), on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, registration number \_\_\_\_\_\_\_\_\_ , represented by its -----------------, acting in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the Service Provider), on the other hand, both together also referred to as the Parties, but separately as a Party, based on the results of the procurement No FM SRS 2025/153 “Provision of training in specialised courses for instructors of service dog training”, agree on the following trainers:

|  |  |
| --- | --- |
| **Name, surname of the trainer** | **Trainer requirements** |
|  | * have provided/lead at least 3 (three) training groups in the last 3 (three) years in the field of Search Working Dog training (preferably in the field of drugs, tobacco, money, explosives, etc.); * has experience in selecting breeding dogs, obtaining working dog puppies, raising puppies (from puppy to working dog), educational work in the field of working dog training; * - experience in planning and implementing new sectors for different search specialisations for working dogs (including participation in search dog projects). * at least 2 publications on search dogs; * is certified as a dog trainer. |

*The Annex to the Contract will be supplemented in accordance with the Tenderer's tender.*

**Details of the Parties:**

|  |  |
| --- | --- |
| **Contracting Authority:**  **State Revenue Service** | **Service Provider:** |
|  |  |

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WITH SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP