**TENDERER'S TENDER**

**For the procurement arranged by the State Revenue Service**

**“Provision of training in specialised courses for service dog instructors”**

**Procurement identification No. FM VID 2025/153**

The agreement signed by the European Commission together with the participating Member States of the European Union and *Japan Tobacco International*, the funding provided by *Japan Tobacco International* under the agreement Sub-programme 73.06.00 “Financial Resources Allocated Within the Framework of Agreements between the European Commission (with Participating Member States) and Tobacco Manufacturers”.

Tenderer, registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_ by signing the Tenderer’s Tender,

* confirms that it will ensure the execution of the procurement “Provision of training in specialised courses for service dog instructors”, ID No. FM VID 2025/153 in accordance with the mandatory (minimum) technical requirements and the prices specified in the financial offer;
* agrees to all the terms and conditions of the Procurement Contract and undertakes, if awarded the Contract, to sign it unconditionally and to comply with all its terms and conditions;
* certify that in performing the obligations of the procurement contract, it will not carry out transactions (will not purchase goods or services) with such natural or legal person to whom (including its member of the board or council, beneficial owner, person entitled to represent or attorney-in-fact, or a person authorized to represent the legal person in activities related to the branch, or a member of a partnership, a member of its board or council, the beneficial owner, the person entitled to represent or attorney-in-fact, if the legal person is a partnership) international or national sanctions or sanctions of a Member State of the European Union or of the North Atlantic Treaty Organization apply, affecting significant financial and capital market interests;
* certify that the Tenderer is not subject to the provisions of Article 5k, Clause 1 of Council Regulation (EU) No. 833/2014 of 31 July 2014, i.e. the Tenderer (including the subcontractor(s) of the Tenderer) is not:
* a) a Russian national, a natural person residing in Russia or a legal person, entity or body established in Russia;
* b) a legal person, entity or body, whose proprietary rights are directly or indirectly owned for more than 50 % by an entity referred to in paragraph a) of this Clause;
* c) a natural or legal person, entity or body acting on behalf of or under the instructions of an entity referred to in paragraphs (a) or (b), including where they account for more than 10% of the contract value, subcontractors, contractors or entities, whose capacities are being relied on within the meaning of the public procurement directives.

1. **Technical tender**

*Table 1*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Mandatory (minimum) requirements** | **Tenderer's tender**  *(the Tenderer[[1]](#footnote-2) fills in*  *each field)* |
| 1. | **Purpose of the procurement** | To provide training for officials of the Cynology Department of the Customs Administration of the SRS in the course “Working Dog Training Instructor Course” |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | **Number of training participants** | *2 (two) officers of the Cynology Department of the Customs Administration of the SRS with service dogs.* |  |
| 3. | **Training duration and period** | On working days from 09.00 to 17.00 in accordance with the training schedule and the specific training programme mutually agreed between the SRS and the service provider (Annex 1).  The duration of one training day shall be not more than 8 (eight) astronomical\* hours  Duration of training shall be a total of 200 academic hours:   * 190 hours – practical hours in person and practical housework * 10 hours- online lectures     *\*(**1 astronomical hour is 60 minutes, including breaks and registration time).*  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 the schedule of the Training Course (date, time, venue). |  |
| 4. | **Training venue** | Remotely and in person at the place provided by the service provider. | *Provide address for the face-to-face training \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Provide the platform used for online training \_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 5. | **Methodological support and course delivery** | 1. The tenderer shall ensure that the training is delivered by at least 2 lead trainers. 2. The tenderer shall provide training in Latvian or English; 3. The tenderer 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.   1. The tenderer shall ensure, as necessary, the material and technical support necessary for the full operation of the programme; 2. The tenderer shall ensure the conduct of the training (including registration of participants, conducting training sessions in accordance with the course programme); 3. After the training the tenderer shall issue to the participants proof of completion of the Professional Search Dog Instructor Training Programme (certificate, attestation), valid for an indefinite period of time. 4. At the end of the training, the tenderer shall provide the Contracting Authority with a certificate of attendance and/or a copy of the document referred to in point 6. 5. The tenderer 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. 6. No later than within 5 (five) working days after the authorised persons of the Parties have signed the act of handing over and acceptance of the implemented lessons, the tenderer shall submit an invoice to the Contracting Authority. |  |
| 6. | **Training programme** | According to Annex No.1 |  |
| 7. | **Requirements concerning the experts/trainers engaged by the tenderer** | 7.1. The experts/trainers proposed by the tenderer have provided/led at least 3 (three) training groups in the last 3 (three) years (2022, 2023, 2024 and 2025, from the date of the announcement of the procurement) related to training of search working dogs (preferably drug, tobacco, cash, explosive specialisation, etc.) or dogs. | *The Tenderer fills out Table 2.* |
| 7.2. The proposed experts/trainers shall have the following experience:  in selecting breeding dogs, obtaining working dog puppies;  in 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). |  |
|  |  | 9.3. Publications - at least one of the experts/trainers has 1 publication on search dogs; | *The Tenderer fills out publication source*  *(indicate the link to the publication if possible)\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| The experts/trainers involved are certified as dog trainers; | *Copies of documents certifying education* |

*\* The Commission has the right to verify the information by examining the source of the publication.*

**EXPERT/TRAINER EXPERIENCE**

*Table 2*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name, surname of the trainer** | **Time period, when training was performed** | **Training name** | **Number of groups** | **Recipient of the service** | **Contact information of the service recipient (phone, email address, and contact person)\*** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| .. |  |  |  |  |  |  |

*\*The Commission has the right to verify the information by contacting the specified contact person of the service recipient.*

1. **INFORMATION TO BE OBTAINED BY THE COMMISSION**
   1. The Commission obtains information from the publicly available database of the State Revenue Service (hereinafter referred to as the SRS) on whether the Tenderer who should be awarded the Procurement Contract on the day when the decision on the possible award of the Contract is taken does not have tax (fee) debts administered by the SRS in Latvia, which in total exceed EUR 150 (one hundred and fifty euros).
   2. If the Tenderer has tax (fee) debts administered by the SRS on the day when the decision on the possible award of the Contract is taken, which in total exceeds EUR 150 (one hundred and fifty euros), the Commission shall ask to submit a printout from the SRS electronic declaration system within three (3) working days on the fact that the Tenderer has no tax debts in Latvia as at the day when the decision on the possible award of the Contract is taken, totaling more than EUR 150 (one hundred and fifty euros).

If the printout is not submitted within the time period specified in Sub-Clause 3.2, the Tenderer shall be excluded from participation in the procurement.

* 1. The Commission shall ask the Tenderer registered or permanently resident in a foreign country who should be awarded the Procurement Contract to submit a certificate within three (3)

working days stating that the Tenderer has no tax debts in Latvia in the total amount exceeding EUR 150 (one hundred and fifty euros) as at the day when the decision on the possible award of the Contract is taken, and that there are no tax debts in the country where it is registered or in which it has its permanent residence, in accordance with the regulatory enactments of the relevant foreign country.

* 1. The Commission shall examine, in relation to the Tenderer to whom the Contract should be awarded, whether, in respect of that Tenderer’s member of the board of directors or of the council, beneficial owner, person entitled to represent or attorney-in-fact, or person authorized to represent the Tenderer in activities relating to the branch, or a member of a partnership, a member of its board of directors or council, the beneficial owner, the person entitled to represent or the attorney-in-fact, if the applicant is a partnership, the sanctions specified in the first Section of Clause 111 of the Law on International Sanctions and National Sanctions of the Republic of Latvia, which affect the performance of the Contract, have been determined. If the sanctions specified in the first Section of Clause 111 of the Law on International Sanctions and National Sanctions of the Republic of Latvia have been determined in relation to the Tenderer or any of the above-mentioned persons, which will hinder the performance of the Contract, the Tenderer shall be excluded from participation in the procedure for awarding the Contract.
  2. The Commission shall obtain the information referred to in Sub-Clause 2.4 from the Enterprise Register of the Republic of Latvia by checking the sanction search links. If information about the persons referred to in Sub-Clause 3.4 is not published on the site, the Tenderer must submit it:

**2.5.1.** together with the tender, or

**2.5.2.** within three (3) working days from the date of dispatch of the Commission's request.

* 1. The Commission shall accept and recognize certificates and other documents issued by the competent authorities of Latvia in the cases if they were issued not earlier than one month prior to the date of submission, and the Commission shall accept and recognize certificates and other documents issued by competent authorities of foreign countries if they were issued not earlier than six months prior to the date of submission, unless the issuer of the certificate or document has specified a shorter period of validity.

## FINANCIAL OFFER

*Table 3*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Price for 1 (one) lesson for 1 (one) participant EUR (excluding VAT)** | **Price per course (200 hours) for 1 (one) participant EUR (excluding VAT)**  (column 2 x 200 hours) | Price per course (200 hours) for 2 (two) participants EUR (excluding VAT)  (column 3 x 2 participants) |
| 1 | 2 | 3 | 4 |
| Training course for service dogs in the specialised instructor course |  |  |  |

Conditions for submitting a financial proposal:

1. The Tenderer may not submit more than one variant of a tender.
2. Prices must be quoted in EUR excluding VAT to no more than *two (2)* decimal places.
3. The price indicated in the financial offer submitted by the Tenderer in total EUR (excluding VAT) will constitute the total purchase price in EUR (excluding VAT) and will be used to determine the tender with the lowest price.
4. The total expected procurement contract price, for which the procurement contract will be concluded, is EUR 12,000 (twelve thousand *euros*, 00 cents) excluding VAT.
5. Deadline for provision of the service 18 December 2026.
6. In the event that several tenderers offer the same price for the service (EUR excluding VAT), the contract shall be awarded to the tenderer offering the nearest on-site training venue to the address of the Contracting Authority's location (Talejas iela 1, Riga, Latvia).
7. After taking the decision, the Commission will contact only the tenderer who will be declared the winner of the procurement, and will publish information about the decision taken on the SRS website in the procurement notice.
8. **CONDITIONS FOR THE SUBMISSION OF TENDERS**
   1. **The tender may be submitted by the Tenderer before 22. September 2025 10 a.m., by sending the tender to the following e-mail address: Gunta.Borisevica@vid.gov.lv.**
   2. The Tenderer may amend or supplement the submitted tender only before expiry of the time period for submission of the tender.
   3. The Tenderer is not entitled to modify its tender after the deadline for submission of the tender.
   4. The tender must be protected using encryption. For instructions, see Annex 2.
   5. **On 22. September 2025, from 10 a.m. to 11 a.m., the Tenderer shall send to the email address: Gunta.Borisevica@vid.gov.lv the password to open the encrypted tender.**
   6. The tender that has not been submitted in the prescribed manner or that has been submitted in unencrypted form and/or to which a password has not been sent within the time period specified in Sub-clause 4.5 of this Section shall not be considered by the Contracting Authority.
   7. In order for the tender to be received by the SRS, please use the e-mail address for submitting offers, which FROM address domain matches the domain of the actual sender.
   8. After sending the tender, we ask the Tenderer to make sure that a reply is received confirming the receipt of the tender. In case of not receiving a reply, please call – Gunta Borisēviča, phone +371 67120238.

|  |  |
| --- | --- |
| **Name of the Tenderer:** |  |
| Registration No.: |  |
| Registered and business address: |  |
| Contact person: |  |
| Phone: |  |
| E-mail address and e-Address: |  |
| Bank details: |  |

Tenderer’s authorized person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, surname)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (if not signed electronically), Date

DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

Annex 1

TRAINING PROGRAMME

**“Working Dog Training Instructor Course”**

**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 stundas  **Part I**   * Basic foundations for dog training: essentials for social security. * The importance of socializa.on and the exposure to different environments; * Applied theory: evalua.ng the rela.onship 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 mo.va.on 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 (dura.on or distance)/strengthening the behavior. |

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| --- |
| 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. |

Annex 2

**Tender encryption**

Instruction:

1. Press the right mouse button once on the file name;
2. 7-Zip *(if such a name does not appear, then it is necessary to download the required software –* [*https://www.7-zip.org/*](https://www.7-zip.org/));
3. Put in the archive;
4. Enter your password;
5. Ok;
6. The encrypted file is signed with a secure electronic signature -<https://www.eparaksts.lv/lv/>.

A Screenshot of a Computer

 Description automatically generated



Created encrypted tender (yellow folder).



Offer

Offer

1. *To be completed by the Tenderer by writing the word “CERTIFY” or “PROVIDE” or “AGREE”, or otherwise describing their ability to ensure compliance with the requirements.* [↑](#footnote-ref-2)