



REPUBLIKA SLOVENIJA  
**MINISTRSTVO ZA NOTRANJE ZADEVE**

POLICIJA

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Ref. No:430-250/2016/3 (2112-04)

Date:22.9.2016

## INVITATION TO TENDER

In accordance with the Rules on the acquisition, disposal and management of service animals by the Police, no. 024-162/2015/6 (21-04) as of 7 April 2016 (hereinafter referred to as the Rules), the Police publish an invitation to tender for the purchase of horses for operational work.

**1. Subject of the tender: four (4) horses for policing purposes (we will buy more horses as long as we have enough financial resources, which of course depends on the offer)** for the needs of the Ministry of the Interior of the Republic of Slovenia, the Police, (hereinafter referred to as the purchase of a horse) according to the invitation to tender.

The contracting authority is not obliged to purchase the entire quantity of horses.

A bidder may offer one or more horses.

Horses must fulfil the following conditions:

- age: from 4 to 9 years;
- sex: male - gelding;
- type: half-blood or warmblood riding horse;
- height: withers height at least 168 cm (measured with a stick);
- training level: basic riding.

A pedigree is not a condition for its purchase.

The contracting authority shall test the horse according to the Rules.

## **2. Testing of horses, negotiation and conclusion of the contract of purchase for testing:**

The testing of horses shall be carried out at the mounted police station, Stožice 28, 1000 Ljubljana, and/or at the station of police dog and horse handlers, Dajnkova 4, 2000 Maribor. The bidders shall be informed later of the date and time of the testing.

Upon the first testing, the provider of the horse must submit for review the original identification document, the original pedigree (if the horse has one), evidence that the horse tested negative for EIA and other applicable original documentation according to veterinary regulations.

The veterinary examination shall be carried out according to the rules of the profession. The cost of the veterinary examination shall be borne by the Police. If it is established during the examination that the horse is not suitable for work in the Police, it shall not be further tested.

The commission shall conduct verbal negotiations on price with the bidders whose horses successfully pass the first test; the negotiations shall be held with each bidder separately in order of the receipt of bids at the site of the test, which is duly recorded.

Upon the completion of the negotiations, a contract shall be concluded with the bidder based on the resolution of the commission for the purchase of a horse/horses for testing, and the horse/horses will be accepted for up to a 28-day testing period, carried out by a unit of mounted police. In the testing period, the horse may be tested by all members of the mounted police.

During testing, the horses may be used to perform police duties only to the extent necessary to assess their working abilities. Upon the conclusion of the contract, the bidder shall be informed about the test procedure and the conditions for conducting the second test.

The horse shall be assessed according to the criteria laid down in the Rules. After the first testing, the unit of mounted police shall take over the horse and take care of it.

If the buyer fails to return the horse by the date agreed in the contract of purchase of a horse for testing, the ownership right passes to the buyer.

### 3. Location of acquisition and testing of the horse:

Ljubljana mounted police station, Stožice 28, 1000 Ljubljana;  
Maribor station of police dog and horse handlers, Dajnkova 4, 2000 Maribor.

### 4. Instructions on the preparation of bids:

Bids must contain the following elements:

- company or name of the bidder;
- contact details of the owner or a person authorised by the owner;
- characteristics of the horse;
- photocopy of the identity document;
- photocopy of the pedigree, if the horse has one;
- photocopy of evidence that the horse tested negative for EIA; and
- photocopy of other documentation according to veterinary regulations;
- sale price:
  - bidders with a registered activity indicate the price **without VAT and indicate VAT separately**;
  - bidders with no registered activity indicate the **gross or net price**.

*According to the interpretation of the Financial Administration of the Republic of Slovenia, the income realised upon the sale of a horse by a breeder who does not perform a registered activity (i.e. is not a sole proprietor) is treated as an income from other contractual relationships, from which all statutory duties must be calculated according to Article 38 of the Personal Income Tax Act (ZDoh-2).*

### 5. Conditions for participation:

In addition to the bid for a public contract, the bidder must also provide the following documents:

1. completed form Characteristics of the horse (Appendix no. 1);
2. completed form Bid conditions (Appendix no. 2);
3. completed form Information on the bidder (Appendix no. 3);
4. completed Statement (Appendix no. 4) - *This statement shall be completed by a bidder who has no registered activity and is a resident of the Republic of Slovenia. If the bidder has no registered activity and is a foreigner, then she/he shall submit form **A1: Certificate of the regulations on social security or another relevant certificate** issued by a competent authority or insurance institution of another EU Member State instead of this statement.*

### 6. Criterion for selection of bidders:

The bid selection criterion is the price of the horse, which will be assessed as suitable for the purchase for police needs considering all professional and technical requirements and conditions of the invitation to tender and upon the successful completion of the first test.

### 7. Additional information regarding the procedure of purchasing horses:

For any further information regarding the purchasing of horses please send your questions to [uup@policija.si](mailto:uup@policija.si) or call our contact person Boštjan CUGMAS, senior inspector, General Police Directorate, Uniformed Police Directorate, phone: +386 1 428 5326 or +386 1 428 4751.

### 8. Collection of bids and the expected time of selection:

The collection of bids shall take place from the date of publishing the invitation to tender until 27.10.2016, namely the deadlines for the submission of bids are as follows:

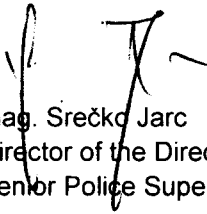
1. by 10.10.2016, **by 15:00**,
2. by 27.10.2016, **by 15:00**.

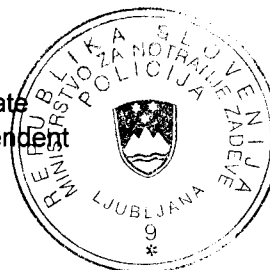
The Contracting Authority reserves the right to suspend the bidding process, reject a bid or withdraw from purchasing horses at any time until the conclusion of the transaction.

The bidders shall submit bids by registered mail or in person to the address of the contracting authority:

Ministry of the Interior of the Republic of Slovenia, Police, Uniformed Police Directorate, Štefanova ulica 2, 1501 Ljubljana, in a sealed envelope with the indication **DO NOT OPEN - BID FOR THE PURCHASE OF A HORSE, NO. 430-250/2016/3 (2112-04)**.

Thank you for your cooperation. Yours faithfully,

  
mag. Srečko Jarc  
Director of the Directorate  
Senior Police Superintendent



Appendices:

- as stated in the text

To be published on:

- the website of the Ministry of the Interior and the Police
- the intranet of the Police
- bulletin board of the PU and OŠSP

**CHARACTERISTICS OF THE HORSE**

1. Name of the horse: _____
2. Sex: _____
3. Age: _____
4. Origin: _____
5. Breed: _____
6. Height: _____
7. Colour and any external features: _____ _____
8. Level of training: _____
9. Pedigree number*: _____

**\*A pedigree is not a condition of purchase.**

**Place and date:**

**Bidder:**

**Stamp and signature:**

**BID CONDITIONS:**

<b>1. Bid validity:</b> <i>(at least 90 days)</i>	_____	<b>days from the deadline for the submission of bids</b>
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**2. Location of acquisition and testing of horses:**

Ljubljana mounted police station, Stožice 28, 1000 Ljubljana;  
Maribor station of police dog and horse handlers, Dajnkova 4, 2000 Maribor.

**3. We confirm the payment deadline:**

The payment deadline for the delivery of the horse is:

- in the case of a bidder with a registered activity: on the 30<sup>th</sup> day from the date of the receipt of the invoice or
- in the case of a bidder without registered activity: from 20 to no later than 45 days after the date agreed by the contract of purchase for testing.

**4. We confirm the pricing and a fixed price:**

The purchase price is formed according to completed negotiations if the horse has successfully passed the first test.

**5. Returning the horse:**

The bidder agrees to take the horse at the time and place specified by the buyer if the latter determines that the horse failed to meet its requirements upon the completion of testing. If the bidder does not take the horse by the above-mentioned deadline, the costs of the animal's care shall be charged to the bidder for each day of delay.

**6. Confirmation of all conditions of the invitation to tender:**

With this bid, we confirm that we know and accept all the other conditions of the invitation to tender on the basis of which the bid is made.

**Note: If the bidder fails to indicate the validity of the bid, the bid shall be considered valid for 90 days.**

Place and date:

Bidder:

Stamp and signature:

**INFORMATION ON THE BIDDER**

**BIDDER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**PHONE/MOBILE PHONE** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL OF THE CONTACT PERSON** \_\_\_\_\_

**REGISTRATION NUMBER OF THE BIDDER** \_\_\_\_\_

**TAX ID NUMBER OF THE BIDDER** \_\_\_\_\_

**TRANSACTION ACCOUNT NO.** \_\_\_\_\_

**ACCOUNT OPENED AT THE BANK** \_\_\_\_\_

**NAME, SURNAME AND FUNCTION OF THE PERSON RESPONSIBLE FOR SIGNING THE CONTRACT** \_\_\_\_\_

**CUSTODIAN OF THE CONTRACT** \_\_\_\_\_

**REGISTERED ACTIVITY** **YES / NO (mark appropriately)** \_\_\_\_\_

**THE BIDDER IS SUBJECT TO VAT** **YES / NO (mark appropriately)** \_\_\_\_\_

Place and date: \_\_\_\_\_ Bidder: \_\_\_\_\_

*This **statement** shall be completed by a bidder who has no registered activity and is a resident of the Republic of Slovenia.*

*If the bidder has no registered activity and is a foreigner, then she/he shall submit form **A1: Certificate of the regulations on social security or another relevant certificate** issued by a competent authority or insurance institution of another EU Member State instead of this statement.*

**Appendix no.**

**4**

### **STATEMENT**

I, the undersigned, hereby declare that:

1. I am / I am not (mark appropriately) included in compulsory pension and disability insurance;
2. I am / I am not (mark appropriately) included in compulsory pension and disability insurance but for part-time rather than full time;
3. I am / I am not (mark appropriately) a pensioner;
4. do not perform / perform (mark appropriately) temporary or regular work of secondary school and university students according to the regulations governing this work.

NAME AND SURNAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_