



Clarification Note #1

EUSPA internal reference: **320873**

Procurement procedure: EUSPA/OP/16/25 (EUSPA/PRG/2026/OP/0003)

Title: 'Administrative support services to EUSPA'

Question #1: Can the Contracting Authority confirm our understanding that, in accordance with Section 7.1.2 of the Tender Specifications, a waiver may be requested for ANY and/or ALL of the participation conditions defined in Section 7.1.1 (points a), b) and c)), irrespective of the LOT and the role of the economic operator in the tender (i.e. Prime Contractor, Core Team Member, or Non-Core-Team Subcontractor involved in security sensitive activities). Thank you.

Answer #1: Waivers may be requested in accordance with Art. 24 of the Space Regulation (Reg. EU 2021/696). For the procurement procedure in question, it is confirmed that waivers apply in the same way for both lots (see Section 7.1 Tender Specifications) and can be requested for one Lot or for both Lots (in case of participation to both lots). It is also confirmed that for both lots' waivers can be requested for any role (Prime Contractor, Core Team Member, or Non-Core-Team Subcontractor involved in security sensitive activities).

Question #2: Could the Contracting Authority please clarify whether, in the case where a Tenderer submits offers for both Lots, a separate Contract Manager is required for each Lot? If so, could the Contracting Authority also confirm whether the same individual may be designated as Contract Manager for both Lots, provided that all requirements set out in the Tender Specifications are met?

Answer #2: If the bidder decides to propose one and the same person as Contract Manager, it should commit to ensure and justify his/her availability for the implementation of the two contracts, should the two contracts be assigned to it.

Question #3: With reference to Section 10.3.1 (Relevant Experience of the Tenderer) and Section 1.3 (Technical Specifications), could the Contracting Authority please clarify whether contracts under which the Tenderer provided personnel performing expert or specialised support services for EU institutions, including services involving access to and handling of EU Classified Information (EUCI), may be considered as relevant professional experience for the purposes of this selection criterion, provided that the services delivered included tasks functionally comparable to the administrative support activities described in Section 1.3 (e.g. document handling, coordination activities, reporting, workflow support, and support to internal processes)?

Answer #3: Yes – in general it would qualify as relevant experience.

Question #4: Could the Contracting Authority please confirm the acceptable forms of evidence to demonstrate compliance with the required English language proficiency at B2 level in cases where a formal language certificate is not available? In particular: A) Can professional experience in an organisation where English is the working language be considered sufficient evidence of B2 proficiency, and if so, does the minimum duration of such experience correspond to the minimum professional experience requirements set out in the Tender Specifications (i.e. at least one year for Service Providers and at least three years for the Contract Manager)? B) In such cases, should the evidence of English as the working language be provided in the form of a declaration by the individual (Service Provider and/or Contract Manager), or should it be formally issued or confirmed by the employer/entity in which the relevant professional experience was acquired?

Answer #4: See the footnote (2) to section 10.3.1 *“The supporting documentation for the purposes of English language fluency may be in the form of diplomas, language certificates or any other relevant evidence, including evidence that the working language of the given EU/international/other body or of the given company is English and, therefore, the associated years of Contract Manager’s professional experience attest his/her capacity to work in English at the required level (B2 level)”*. Any professional experience relevant for proving the compliance to the selection criteria shall be included in the CV and substantiated via supporting documents, as relevant.