

## Clarification Note #2

EUSPA internal reference: 321046

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

**Title: 'Administrative support services to EUSPA'**

**Question #5:** Document "Annex I EUSPA-OP-16-25 TenderSpecifications\_V1.pdf" 1.5 Establishment of fair competition conditions. Estimated number of man-days of services required per year Lot 1 UCA Prague: 6710 Other locations: 0 Could you please confirm the place of location of services for Lot 1 and the estimated number of resources.

**Answer #5:** The estimated number of man-days indicated in the Tender Specifications reflects the requirements known at the time the tender was launched. The demand for services may change during the implementation of the framework contract. The Financial Offer template has been designed to take such potential changes into account.

The location where the services are to be provided is specified in the table under Section 1.5- Establishment of fair competition conditions. At the time of launching the tender, the expected place of service provision under Lot 1 is Prague, Czech Republic as indicated in the table.

**Question #6:** In Annex I.J Part 2 the macros seem not to work. Can you please provide a working excel file?

**Answer #6:** Please note that Funding & Tenders Portal does not support .xlsm format. It is acceptable to indicate in the relevant field of Annex I.K that the respective information is provided in a separate file and to submit a separate document containing the necessary information. This will be considered compliant, provided that all information required in Annex I.K is clearly and fully presented.

**Question #7:** Price revision Could you please confirm which HICP will be applied for the price revision given the services will be provided in different countries with different HICPs.

**Answer #7:** Pursuant to Section I.4.1.6 of the draft FWC, "Prices are not subject to revision during the validity of the FWC."

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