

Clarification Note #5

EUSPA internal reference: 321450

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

Title: 'Administrative support services to EUSPA'

Question #20: Kindly specify if mandatory subcontracting is applicable also for SMEs? Whether a company SME is required to subcontract part of this contract?

Answer #20: The requirements for the share of the competitive subcontracting, set in section 5.2 if the Tender Specifications apply to the Prime bidder/contractors irrespective of their size (SME or non-SME).

Question #21: Can the Contracting Authority please confirm, if a) it is sufficient for the Prime Contractor to provide the evidence of Selection Criteria, if they can fulfil the requirements or if b) each member of the tender group have to prove their capacities independently and jointly?

Answer #21: Section 13.4 (Selection Criteria) of the Tender Specifications specifies for each selection criterion whether it is to be complied with individually or cumulatively by the whole tender's organisation (see the column "applicable to:" in the tables provided therein). The same indication is available in sections 13.1, 13.2 and 13.3 for the access to procurement, exclusion and rejection criteria.

Question #22: May we kindly ask the Contracting Authority to clarify, if within the context of provision of experience (Tender Specification, section 10.3) "contract" refers to Framework Contracts or Specific Contract?

Answer #22: The term "contract" refers to any relevant direct or specific contracts which may demonstrate the Tenderer's experience, as requested by criterion T1. A framework contract, which implementation never started, is not relevant evidence for experience.

Question #23: We still haven't received your answers to our three very important questions posted on the EU Funding & Tenders Portal

Answer #23: The responses have been published on the EU Funding & Tenders Portal.

Question #24: We kindly ask the Contracting Authority how they define "Capital" in line 27 of Annex I.E Financial Statement, Legal entities sheet

Answer #24: Capital is to mean investment by business owners for example "Share capital" and is to be distinguished from headings such as "Retained Earnings" and other types of equity reserves, which are captured in the Own funds heading of the Annex I.E.

Question #25: Dear EUSPA Procurement Team, we would kindly request a clarification regarding the submission of Annex I.A – Template Identification Sheet of the Tenderer. The instructions in the Annex state: "Each service provider, including subcontractor(s) or any member of a consortium or grouping, must complete and sign this identification form". Considering this, could you please clarify the following: Document Structure: Should the Tenderer submit a single, consolidated PDF file containing the individual sheets for every participating entity, or should each entity's identification sheet be submitted as a separate file? Signature Requirements: If a single consolidated document should be submitted, is it sufficient for the only the Prime / Sole Tenderer to sign the final document? Or must each individual entity provide also their own signature?

Answer #25: Both alternatives are acceptable – separate documents and consolidated document, as pointed out in p. 4 of section 15.6.1 of the Tender Specifications. Each entity should sign the part relevant to it.



Question #26: In regard to question 85362, can the contracting authority advise on compliant way how to fill in the table in Annex I.J Part 2, when the format does not allow to insert more rows. For example where to indicate that such data are in a separate file? Thank you

Answer #26:

The Annex I.J Part 2 template is protected by design and cannot be unprotected. However, once the file is opened, the Tenderer should click “Enable Content” (the standard security prompt displayed by Excel). After doing so, an “Add Row” button becomes available within the Ownership Structure section, allowing additional rows to be inserted directly in the template. If, for technical reasons, the Tenderer is still unable to add rows using this function, it is acceptable to indicate in the first row of the relevant table that the “information is provided in a separate file” and to submit a separate document containing the complete ownership structure in table format. This will be considered compliant, provided that all information required in Annex I.J Part 2 is clearly and fully presented.