

## CORRIGENDUM NO 1

### Title of Procedure: “*Administrative support services to EUSPA*”

Reference: EUSPA/OP/16/25

(WFID: 321466)

1. Whenever **LOT 1** is mentioned throughout the Tender Documents its title shall be read as “Lot 1: “Administrative support services to EUSPA HQ”. Attached to the corrigendum are the updated version of the Tender Specifications, the Draft FWC and Annex I.F.1 and I.F.2 for Lot 1. All other procurements documents (e.g. the annexes to the Tender Specifications and the Draft contract), where the title of Lot 1 is mentioned, shall be considered amended accordingly.

2. Section 1.5 of the Tender Specifications is modified as follows:

#### Section 1.5 Establishment of fair competition conditions

In order to ensure fair competition conditions within this procurement, the following measures are being put in place:

- i. A comprehensive description of the activities to be undertaken has been provided in Section 1.3 of these Tender Specifications.
- ii. An estimated number of man-days needed per 12 months service provision for each lot is provided in the table below. Per year 244 man-days are factored per Service Provider. Kindly note that these figures are purely indicative and in no way binding to EUSPA.

The Section 1.5 Establishment of fair competition conditions – Table “Estimated number of man-days of services required per year is **modified as follows**:

Location	Lot 1 UNCLA
Prague / CZ	6710

Location	Lot 2 CLA
Prague / CZ	1464
Saint-Germain-en-Laye / FR	488
Toulouse / FR	244
San Martín de la Vega and Torrejón de Ardoz / ES	244

Noordwijk, Netherlands / NL	244
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3. Section 2.1 of the Tender Specifications is modified as follows:

2.1 - Timeline

Table 1: Procurement Timetable is **modified as follows**:

Timetable	Date	Comments
Launch of the procurement process – submission for publication of Contract Notice to the Supplement to the Official Journal of the EU	26/01/2026	All documents of the Invitation to Tender available at:  Funding & Tenders Portal and EUSPA website <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/f0f54f70-0b69-4975-92ef-e66bc8a20009-CN#anchorDocuments">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/f0f54f70-0b69-4975-92ef-e66bc8a20009-CN#anchorDocuments</a> Corr.1
Deadline for requests for clarifications	<del>1306</del> /03/2026 <sup>Corr.1</sup>	Clarification requests to be submitted only via the Funding & Tenders Portal (see above).
Last date on which clarifications may be issued by EUSPA	<del>1710</del> /03/2026 <sup>Corr.1</sup>	All clarifications will be published at the Funding & Tenders Portal (see above)
<b>Deadline for submission of tenders</b>	<del>2316</del> /03/2026 at 17:00 (CET) <sup>Corr.1</sup>	<b>According to conditions of submissions set out in section 15.7 of these Tender Specifications.</b>
<b>Opening session and start of evaluation process</b>	<del>2417</del> /03/2026 at 11:00 (CET) <sup>Corr.1</sup>	<b>As per section 15.8 of the present document.</b>
Completion of evaluation	05/2026 (estimated)	The estimated date is only indicative, it may be changed and it is not binding on the Contracting Authority.
Award	05/2026 (estimated)	The estimated date is only indicative, it may be changed and it is not binding on the Contracting Authority.
Estimated start of implementation of the Contract	07/2026 (estimated)	The estimated date is only indicative, it may be changed and it is not binding on the Contracting Authority.

3. Annex I.F.1 and Annex I. F.2 are modified to reflect the updated location for Lot 1- namely only for EUSPA HQ in Prague.

4. Annex I.F.2 for Lot 2 is modified, specifically by adding the omitted location for service provision from Netherlands.

**Attachment to Corrigendum #1:**

1. Updated version of the Tender Specifications after Corrigendum 1
2. Updated version of the Draft FWC after Corrigendum 1
3. Updated version of Annex I.F.1 – LOT 1 – Financial Table for Evaluation Purposes after Corrigendum 1
4. Updated version of Annex I.F.2 – LOT 1 – Cost Sheets after Corrigendum 1
5. Updated Version of Annex I.F.2 – LOT 2 – Cost Sheets after Corrigendum 1