

Clarification Note #2

EUSPA internal reference: 325234

Procurement procedure: EUSPA/OP/18/26 (EUSPA/PRG/2026/OP/0012)

Title: 'Provision of Interim Workers to EUSPA'

Question #4: Given the following scenario: an interim worker is entitled to a Basic Salary of EUR 2,714.73, subject to the Czech correction coefficient of 0.912, and a Dependent Child Allowance of EUR 527.06. Assuming the Contractor's factor offered in the Financial Proposal is 3.0, is our understanding correct that the invoice amount would be calculated as $((\text{EUR } 2,714.73 \times 0.912) + \text{EUR } 527.06) \times 3.0$, resulting in an invoice amount of EUR 9,008.67?

Answer #4: The Czech correction coefficient is applied to all pre-determined pricing components, including entitlements. The factor is then applied to the total amount. For the example provided the final monthly rate with a factor of 3.0 is EUR 8,869.54 $((\text{EUR } 2,714.73 + \text{EUR } 527.06) \times 0.912 \times 3.0)$. It is suggested to use the 'Annex I.F.2 Template for the establishment of Rate for the interim Worker' to explore various constellations.

Question #5: Is any supporting documentation required to be submitted together with the invoice to demonstrate an interim worker's entitlement to the Dependent Child Allowance? If so, could the Contracting Authority please specify which supporting documents are required (e.g. a birth certificate or other documentary evidence)?

Answer #5: With the specific offer for each interim worker the 'Annex I.F.2 Template for the establishment of Rate for the interim Worker' is needed to be filled together with the submission of a declaration of honour confirming that the pre-determined price component has been determined correctly and in accordance with the applicable rules as per article I.8.1.7 of the draft FWC. Supporting documentation will have to be provided on an ad hoc basis upon Contracting Authority request as per article I.8.1.8 of the draft of FWC.

As such, the catalogue of supporting documents is non-exhaustive and may include, in particular:

- For dependent child allowance: birth certificate, adoption certificate, etc.
- For household allowance: last tax return documentation of the spouse, etc.
- For education allowance: invoice from the university, term travel pass, etc.
- For expatriation allowance: passport, national ID card, etc.

The evidence to be submitted may vary depending on the circumstances of individual cases, however, must be sufficient to demonstrate fulfilment of all requirements of SR/CEOS for granting the entitlement.

Please note that it is expected that the contractor does check and maintains records regarding their employees for the above mentioned purposes.

Question #6: The Draft Framework Contract provides that the Contractor is responsible for determining the interim worker's entitlement to the applicable allowances and that the Contracting Authority may request supporting documents to verify the calculation. Could the Contracting Authority please clarify at what stage of the contract implementation such supporting documentation is expected to be provided (e.g. with the Specific Offer?, together with the first invoice?, or at another stage?)

Answer #6: please see Clarification Note#2 Question #5 (# 99342 in F&T portal)

Question #7: Is our understanding correct that the factor offered in the Financial Proposal is applied to the entire pre-determined price component, including the applicable allowances (e.g. household allowance, dependent child allowance, education allowance and expatriation allowance), in accordance with Article I.8.1.2 of the Draft Framework Contract?

Answer #7: yes, this is confirmed. Please see also Clarification Note#2, Question 4 (# 99340 in F&T portal)

Question #8: With reference to Article I.8.1.3 of the Draft Framework Contract, could the Contracting Authority clarify which travel or transport-related costs are included within the "reimbursement of public transportation costs" to be covered by the Contractor's factor? Specifically, does this refer only to the reimbursement of Prague public transport passes (Lítačka) and 50% of commuting costs within a 60 km radius described in Section 3.1.5 of the Tender Specifications, or are any other transport-related reimbursements to be taken into account?

Answer #8: Travel or transport related costs are limited to the reimbursement of Prague public transport passes (Lítačka) and 50% of commuting costs within a 60 km radius described in Section 3.1.5 of the Tender Specifications. No further transport related costs are required to be covered by the contractor's factor.

Question #9: Article I.8.1.2 of the Draft Framework Contract refers to Annex II.II. Could the Contracting Authority please clarify where this annex can be found?

Answer #9: Annex II.II of the Draft Framework Contract is a submitted Contractor's Tender including clarifications.

Question #10: Is any supporting documentation required to be submitted together with the invoice to demonstrate an interim worker's entitlement to the Household Allowance, Education

Allowance and/or Expatriation Allowance? If so, could the Contracting Authority please specify which supporting documents are required for each of these allowances?

Answer #10: please see Clarification Note#2 Question #5 (# 99342 in F&T portal)

Question #11: Could the Contracting Authority please confirm whether the applicable salary and allowances used to calculate the pre-determined price component for each interim worker will be specified in the relevant Specific Contract? If not, could the Contracting Authority please clarify the process for determining and validating the applicable salary and allowances, including whether the Contractor is required to obtain the Contracting Authority's approval before applying them for invoicing purposes?

Answer #11: The basic salary and entitlements conditions of EUSPA staff are governed by the Staff Regulations and CEOS and are provided in section 3.1.5 of the Tender Specifications. These amounts may be updated during the implementation of the FWC as foreseen in Art. I.8.1.3 of the Draft Contract. The Contracting Authority will inform the Contractor of such changes in line with the aforementioned provision of the Draft Contract and provide updated Annex I.F.2.