Clarification Note #4

EUSPA internal reference: **325568**

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

Title: 'Provision of Interim Workers to EUSPA'

Question #15:

We request clarification of response to Question No. 13 (portal ID 99966). In view of the fact that current procurement represents the division of procurement under call for proposals EUSPA/OP/16/25 "Administrative Support Services to EUSPA" dated January 26, 2026 we request information which part of such original tender (i.e. positions, job descriptions, agenda) shall be procured via temporary assignment?

Answer #15: *As stated in the Tender Specifications, in section 3.1.1, the tasks to be provided by the interim workers are various clerical, secretarial tasks, office management and other equivalent tasks, performed under the supervision of staff in EUSPA HQ in Prague. Among others, the interim workers are expected to carry out following tasks:*

- *General administrative support (filing, archiving physical and digital records, updating systems, supporting workflows in internal systems, or similar simple and directed tasks);*
- *On-site support for the organisation of meetings, conferences and events;*
- *Specific administrative duties involving some degree of technical knowledge such as in the area of document management, asset management, personnel and financial transaction administration, and general management assistance.*

Question #16:

The formula used for calculation of the bid price enables a contractor to achieve a higher profit without justification, whilst staffing expat employees (Expatriation allowance increase supplier's commission). Such calculation formula is inefficient and discriminative. Such surcharges should have no impact on the contractor's commission.

Answer #16: *Given the nature of the Contract, the specific entitlements of the interim workers who may ultimately be engaged under the Contract are not currently known to the Parties.*

Accordingly, for the purposes of the evaluation scenario, the base price has been calculated on the basis of the statistically most common entitlement profile currently applicable within EUSPA's general workforce population. This base amount, to which the "Factor to cover other costs of the Contractor" shall be applied, is identical for all tenderers.

Please also note that, pursuant to Article 1.8.1.3 of the Draft Contract, the Factor is intended to cover not only the Contractor's profit margin but also all costs incurred by the Contractor, whether directly or indirectly, in the performance of the services. These costs include, without limitation, taxes, social security contributions, overheads, administrative expenses, any payments to ensure equal treatment not covered by mechanism under Art. I.8.1.2a) of the Draft Contract, risk margin, etc.