

Clarification Note #5

EUSPA internal reference: **325602**

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

Title: 'Provision of Interim Workers to EUSPA'

Question #17:

The tender instructions distinguish two profiles — Secretarial/Assistant (<5 yrs experience) and Senior Secretarial/Assistant (5+ yrs). Should the pool deliberately cover both, and roughly in what mix? Should the candidate profiles provided reflect a 1:1 ratio for both positions, or a different ratio?

Answer #17:

The pool of candidates proposed by the tenderer for the purposes of Award Criterion Q1 does not have to cover both “profiles” or maintain specific ratio between them. The quality and adequacy of the pool of candidates will be evaluated based on the requirements for interim workers defined in the section 3.1.

The purpose of the “profiles” referred to in section 3.1.5 and Annexes I.F.1 and I.F.2 of the Tender Specifications is to reflect the different remuneration rates applicable to EUSPA staff members based on their previous work experience. The distribution of the “profiles” captured in the Annex I.F.1 represents a scenario for the financial evaluation purposes only and reflects the typical work experience among people chosen for similar roles within EUSPA.

Question #18:

With reference to the call for tenders EUSPA/OP/18/26 "Provision of Interim Workers to EUSPA", we respectfully request that the Contracting Authority consider an extension of the deadline for the submission of tenders, currently set at 1 September 2026. The preparation of a complete and fully compliant offer requires the collection of a substantial body of supporting documentation from a number of parties and issuing authorities. An extension would enable tenderers to submit offers of the standard the Agency expects. We would be grateful for the Agency's consideration of this request.



Answer #18:

To safeguard the efficiency of the procedure and the business continuity EUSPA has decided to maintain the deadline for offers set on 01 September 2026 - 17:00.