

Clarification Note #3

EUSPA internal reference: 325284

Procurement procedure: EUSPA/OP/19/26 (EUSPA/PRG/2026/OP/0011)

Title: 'Administrative support services to EUSPA'

Question #13: With reference to Paragraph 7.1.1(c) of the Tender Specifications and the related waiver procedure, we kindly request clarification as to whether documentation previously assessed and positively evaluated by a competent authority of a Member State in the context of another EU-funded initiative may be considered for the evaluation of a waiver request. More specifically, where a company has already undergone an assessment by a competent authority of a Member State concerning its ownership and control structure, the safeguards adopted to protect sensitive information and intellectual property, and the measures ensuring the absence of undue influence from non-EU entities, could EUSPA clarify whether such documentation may be considered sufficient, in whole or in part, for the purposes of Paragraph 7.1.1(c)? If not, please indicate what additional documentation or evidence would be expected

Answer #13: Whether an assessment issued by a competent authority of a Member State may be considered sufficient, in whole or in part, for the purposes of Section 7.1.1(c) of the Tender Specifications depends on the actual scope and content of such assessment. In principle, such assessment *will not* be considered sufficient *inter alia* when it was issued considering the specific scope of another EU-funded initiative, its applicability is limited to such another initiative (e.g. by exclusive reference), or when it was issued under different factual conditions and in any event more than one year ago. Tenderers are invited to provide such assessment, in order for EUSPA to assess whether it may or may not be used.

Question #14: Considering that a significant portion of the period available for the preparation of the tender falls within the summer holiday season, resulting in reduced availability of key personnel, partners, potential subcontractors, and administrative functions involved in the preparation of the tender documentation, we kindly ask whether the Contracting Authority would consider an extension of the tender submission deadline. Given the complexity of the procurement procedure and the extensive documentation required, an extension would facilitate the preparation of comprehensive and high-quality tenders, ensuring full compliance with the technical, administrative, and contractual requirements set out in the Tender Specifications.

Answer #14: The deadline for submission of offers is extended until 15/09/2026. Please see Corrigendum #2 published on F&T Portal on 05/08/2026.

Question #15: With reference to Task 6, could EUSPA clarify whether the scope primarily includes: (i) delivery of technical/functional training related to contract systems, processes and tools; (ii) delivery and management of mandatory training required by regulations or internal policies; (iii) training administration activities such as planning, coordination, scheduling, monitoring and reporting; or (iv) a combination of these activities. In addition, please clarify whether the scope includes development and maintenance of training materials, management of e-learning platforms, attendance tracking and certification of training completion. This clarification is required to properly define the service model, identify the necessary professional profiles and estimate the required level of effort.

Answer #15:

The scope of the Task 6 corresponds to the list of SC tasks and the deliverables descriptions set out in the document Appendix A_EUSPA-OP-19-26-LOT1-SC1_Deliverables. These tasks primarily constitute administrative support for recruitment and support in implementation of training and learning activities, including support for the maintenance of e-learning platforms.

Replies to the questions:

With reference to Task 6, could EUSPA clarify whether the scope primarily includes:

(i) delivery of technical/functional training related to contract systems, processes and tools – No

(ii) delivery and management of mandatory training required by regulations or internal policies – No, only support to implementation of such training

(iii) training administration activities such as planning, coordination, scheduling, monitoring and reporting – Yes

or (iv) a combination of these activities – Yes, subject to the answers to the previous questions

In addition, please clarify whether the scope includes

- *development and maintenance of training materials – No*
- *maintenance of e-learning platforms – No, only supporting maintenance of e-learning platforms*
- *attendance tracking and certification of training completion – Yes.*