

Prague, 03 July 2026

EUSPA/2026/HR/LEG/323988

Subject: Invitation to Tender EUSPA/OP/18/26 “PROVISION OF INTERIM WORKERS TO EUSPA”

Dear Madam/Sir,

The European Union Agency for the Space Programme (hereinafter referred to as “EUSPA” or “Contracting Authority”) is planning to award the public contract resulting from the above procurement procedure for the provision of interim workers to EUSPA, hereinafter referred to as ‘Contract’.

The procurement documents consist of the Contract Notice, this Invitation to Tender, the draft Contract and Tender Specifications with their respective annexes. All documents are available in the Funding & Tenders Portal (F&T Portal) at the following link¹:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/23161cbf-760a-4ed3-8ab6-1cb55a15f81e-CN#anchorDocuments>

Economic operators interested in the Contract are hereby invited to submit a tender duly signed by their authorised representative, satisfying all the conditions of submission and presentation of tender described in detail in section 15 of the Tender Specifications. Tenderers are required to maintain their tender, its existence and content, strictly confidential until the opening as indicated in the Tender Specifications.

The time limit for receipt of the tender is indicated in section 2.1 of the Tender Specifications, where local time shall be understood as local time at the Contracting Authority's location (the location indicated under Heading 8.1 ORG-0001 of the Contract Notice). Economic operators are required to use the means of submission specified in section 15.7 of the Tender Specifications.

Receipt is understood as the time at which the tenderer uploads and validates the tender in eSubmission.

A tender received after the time limit for receipt of tenders will be rejected. The tender reception

¹ Subscription to the call for tenders at the above link allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender.

confirmation with the official date and time of receipt of the tender, as generated by eSubmission, constitutes proof of compliance with the time limit for receipt of tenders and can be dispatched by e-mail to EUSPA email address as follows: tenders@euspa.europa.eu

Submission of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the Tender Specifications and the Draft Contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submission of a tender is binding on the tenderer to whom the contract is awarded during the performance of the contract.

All costs incurred during the preparation and the submission of tenders are to be borne by the tenderers and will not be reimbursed.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is nine months from the final date for submission.

Contacts between the Contracting Authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions described in the Tender Specifications.

This Invitation to Tender is in no way binding on the Contracting Authority. Its contractual obligations commence only upon signature of the Contract with the successful tenderer. Up to the point of signature, the Contracting Authority may either abandon the procurement or cancel the award procedure, without tenderers being entitled to claim any compensation.

The submission of a tender implies acceptance of receiving notification of the outcome of the procedure by electronic means.

Once the Contracting Authority has opened the tender, the document shall become its property and it shall be treated confidentially.

Yours faithfully,

Rodrigo da Costa

Executive Director

Encl.:

Annex I	Tender Specifications with its annexes:
Annex I.A	Administrative Annexes:
Annex I.B	Template Identification Sheet of the Tenderer
Annex I.C	Template Declaration of Honour
Annex I.D.1	Template Joint Bidding Power of Attorney
Annex I.D.2	Template Subcontractor Letter of Intent
Annex I.E	Template Non-Subcontractor Letter of Intent
Annex I.E	Template Financial Statements relating to the Selection Stage
Annex I.F.1	Template Financial Table of Answers
Annex I.F.2	Template to establish individual rate for interim worker
Annex I.H	Criteria for assessment of Participating Conditions, includes three parts: - Part I – Criteria for Assessment of Participation Conditions - Part II – Excel Spreadsheet – Declaration of Ownership and Control (Template) - Part III – Additional Information Regarding the Assessment of Participating Conditions
Annex I.R	AI System Risk Classification Form
Annex I.S	Relevant EUSPA internal rules/policies applicable
Annex II	Draft Framework contract
Annex II.IV	Interim Worker Timesheet
Annex II.V	Declaration on confidentiality and absence of conflicting professional interest –TEMPLATE