

Prague, 24 June 2026

EUSPA/2025/HR/LEG/324094

**Subject: Invitation to Tender EUSPA/OP/19/26 “ADMINISTRATIVE SUPPORT SERVICES 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 contracts resulting from the above procurement procedure for the provision of: unclassified administrative support services from contractor’s premises (Lot 1), and classified (entailing management of EU classified Information (EUCI)) administrative support services at EUSPA’s HQ and other offices (Lot 2), hereinafter referred to as ‘Contracts’.

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 link<sup>1</sup>:

<https://ec.europa.eu/info/fundingtenders/opportunities/portal/screen/opportunities/tender-details/9ab95e2d6063445b95e4af744e455bdfCN?#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 one the means of submission specified in section 15.8 of the Tender Specifications.

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<sup>1</sup> 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.

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 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](mailto: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. However, this is without prejudice to the possibility of declaring (duly justified) partial- or non-compliances to the contractual baseline. 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.:

<b>Annex I</b>	<b>Tender Specifications with its annexes:</b>
Annex I.A	Administrative Annexes: Template Identification Sheet of the Tenderer
Annex I.B	Template Declaration of Honour
Annex I.C	Template Joint Bidding Power of Attorney
Annex I.D.1	Template Subcontractor Letter of Intent
Annex I.D.2	Template Non-Subcontractor Letter of Intent
Annex I.E	Template Financial Statements relating to the Selection Stage
Annex I.F.1 Lot 1	Template Financial Table of Answers (Lot1)
Annex I.F.1 Lot 2	Template Financial Table of Answers (Lot2)
Annex I.F.2 Lot 1	Template Cost Sheets (Lot 2)
Annex I.F.2 Lot 2	Template Cost Sheets (Lot 2)
Annex I.G	Template Non-Disclosure Undertaking (Re-Inforced) and Template Declaration on CIS Accreditation annexed to it
Annex I.H	Criteria for assessment of Participating Conditions, includes three parts: <ul style="list-style-type: none"> <li>- Part I – Criteria for Assessment of Participation Conditions</li> <li>- Part II – Excel Spreadsheet – Declaration of Ownership and Control (Template)</li> <li>- Part III – Additional Information Regarding the Assessment of Participating Conditions</li> </ul>
Annex I.J.1	Terms of Reference Lot1 SC1
Annex I.J.2	Terms of Reference Lot1 SC2
Annex I.J.3	Terms of Reference Lot2 SC1
Annex I.K	Template Statistical Reporting
Annex I.L	Template Statement of Compliance
Annex I.M	Draft Framework Contract
Annex I.M.1	Security Convention remote access
Annex I.M.2	Security Aspect Letter
Annex I.R	AI System Risk Classification Form
<b>Annex II</b>	<b>Draft Framework contract</b>
Annex II.V	Declaration on confidentiality and absence of conflicting professional interest – TEMPLATE
Annex II.VIII	Declaration of Background Intellectual Property Rights
Annex II.IX	Declaration of Foreground Intellectual Property Rights
Annex II.X	EUSPA policy on the prevention and management of conflicts of interest with regard to staff members and external workforce & its implementing rules