

# **Preliminary Market Consultation**

**on**

**the provision of classified (EUCI) and unclassified administrative  
support services to EUSPA**

## 1 Introduction

EUSPA provides safe and secure European satellite navigation services, advances the commercialization of Galileo, EGNOS, and Copernicus data and services, engages in secure SATCOM (GOVSATCOM & IRIS<sup>2</sup>), and operates the EU SST Front Desk. By fostering innovation in the space sector and above and collaborating with the EU Space community, EUSPA contributes to the European Green Deal and digital transition, enhances Union safety and security, and strengthens autonomy and resilience.

The mission of EUSPA is defined by the [EU Space Programme Regulation](#).

EUSPA's mission is to be the user-oriented operational Agency of the EU Space Programme, contributing to sustainable growth, security and safety of the EU. In the execution of its mission, EUSPA counts on strong partnerships with the European Commission, European Parliament, Member States, European Space Agency, and private actors across the EU.

EUSPA has numerous sites across Europe. Administrative support is sought to aid the relevant sites to fulfil EUSPA's mandate.

The services will be required to be rendered on-site (intra-muros) in the premises of the following sites of EUSPA:

- Prague / Czech Republic
- Saint-Germain-en-Laye, Paris / France
- Toulouse / France:
- Madrid / Spain

## 2 Acronyms and Abbreviations

Abbreviation	Definition
EGNOS	European Geostationary Overlay Service
EC	European Commission
EU	European Union
EUSPA	European Union Space Programme Agency
GOVSATCOM	Initiative for secure Satellite Communication

IRIS <sup>2</sup>	Infrastructure for Resilience, Interconnectivity and Security by Satellite
SST	Space Surveillance and Tracking
PSC	Personal Security Clearance
R-UE/EU-R	RESTREINT UE/EU RESTRICTED
C-UE/EU-C	CONFIDENTIEL UE/EU CONFIDENTIAL
S-UE/EU-S	SECRET UE/EU SECRET

### 3 Scope and Purpose of the Market Consultation

#### 3.1 Purpose

According to Art. 169(1) of the Financial Regulation<sup>1</sup> and point 15 of Annex 1 to the same Regulation before launching a procurement procedure the contracting authority may conduct a preliminary market consultation with a view to preparing the procurement procedure.

The purpose of this Preliminary Market Consultation is to collect information regarding the interest and capability of the market to provide administrative support, either classified or unclassified, at the various EUSPA sites.

In particular, the consultation aims at:

- i. gathering knowledge of abilities and capacities of administrative service providers in the relevant countries/sites.
- ii. understanding whether the service providers can act in multiple markets (country-wise and security-wise).
- iii. gathering information on the lead time to secure classified administrative support.

#### 3.2 Target Group

This Preliminary Market Consultation is aimed at economic operators involved, or wishing to be involved, in the provision of on-site (intra-muros) administrative support, either of classified or unclassified nature, at one or multiple sites of EUSPA.

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<sup>1</sup> REGULATION (EU, Euratom) 2024/2509 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast)

### 3.3 Main Procurement Needs

The envisaged scope of the procurement(s) to be (possibly) launched would be the provision of unclassified or classified (EUCI) administrative support, at Contracting Authority's premises (intra-muros), at one or more EUSPA sites, as listed in Section 1 of this document. Please note that the resources to be involved in the provision of such services shall only be EU nationals (EU working visa/permits do not suffice).

Administrative support, either of classified or unclassified nature, a priori encompasses the following activities:

- Services related to organization of online/physical meetings and events related to Agency administrative functioning: Preparation of agenda, sending invitations, coordinating catering support, booking rooms (in an internal or external venue), preparing presence list, and other relevant services;
- Various clerical services: Drafting correspondence, preparing relevant minutes, reports, statistics, notes, presentations, updating databases, monitoring of work in progress, calendars/agendas, mails monitoring, proofreading of documents, formatting of relevant documentation;
- Document management (electronic and physical archives): Ensuring efficient archiving, preparing and coordinating internal validation workflows, registering of documents, managing incoming and outgoing correspondence, other administrative support and clerical tasks;
- Services of arranging business trips: Travel and accommodation booking, processing reimbursement claims in accordance with applicable rules; contacting the agreed provider and research for an optimal travel agenda, booking the flights and accommodation, collecting supporting documents for claims reimbursement, managing the reimbursement processes, processing related internal workflows etc.;
- Administrative services related to corporate matters: Maintaining various databases, compiling requested input for various purposes etc.

The support may include other not mentioned above activities of administrative nature. The scope of these additional activities will however be marginal compared to the activities mentioned above.

Classified administrative support needs to be provided by resources having a Personal Security Clearance ('PSC') at SECRET UE/EU SECRET level issued by the national security authority of an EU Member State. The security clearance needs to be maintained throughout the duration of the respective Contract, as it may be planned to access classified information above RESTREINT UE/EU RESTRICTED under the respective Contract at any time.

The relevant sites have the following language requirements:

- Spain: Madrid (Spanish & English very good / B2)
- France: Toulouse & Saint Germaine/Paris (French & English very good / B2)
- Czech Republic: Prague (English very good / B2)

## 4 Questions to Market Consultation participants

Based on the information provided above, the participants are invited to answer the following questions:

- A. Are you able to provide in Madrid -Spain (onsite):
  - i. Classified administrative support;
  - ii. Unclassified administrative support?
- B. Are you able to provide in France –Toulouse (onsite):
  - i. Classified administrative support;
  - ii. Unclassified administrative support?
- C. Are you able to provide in France - Saint-Germain-en-Laye/Paris (onsite)
  - i. Classified administrative support;
  - ii. Unclassified administrative support?
- D. Are you able to provide in Czech Republic - Prague (onsite)?
  - i. Classified administrative support;
  - ii. Unclassified administrative support?

To each of the cases above (A, B, C, D both points i. and ii.) where you have replied affirmatively, please indicate, as possible, further information on the level of the resources that may be made available / the time period needed for making available further resources (related to e.g., the time for obtaining of security clearance obtaining) .

## 5 Disclaimer

EUSPA reserves at its sole discretion to decide whether and when it will launch an actual procurement/s for the administrative support (classified / unclassified) described above.

The descriptive part of the present consultation is intended solely for the purpose of providing the broader context information to the market.

Neither the present consultation nor the answers to it are in any way binding on EUSPA in its preparation of the potential procurement documentation – no expectation shall be created or derived whatsoever.

EUSPA will also take measures to ensure that the opinions expressed in the replies will not unduly bias its procurement and the resulting tender specifications will ensure as wide competition as possible.

## 6 Confidentiality and Equality of treatment

The Agency commits to observe the strictest confidentiality on the answers obtained in reply to the present market consultation and use it only for the purpose of such market consultation. EUSPA commits not to use any possible results thereof in a way which would impair impartiality and equality of treatment in the preparation and carrying out of possible future procurements.

## 7 Data protection section

The European Union Agency for the Space Programme (EUSPA) is committed to protect your personal data and to respect your privacy. Any personal data that may be included in the replies to the present consultation will be processed in compliance with (1) the applicable rules on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data (currently Regulation (EU) 2018/1725) and (2) the modalities of the following privacy statement:

### Identity of the controller:

- **Controller:** European Union Agency for the Space Programme (EUSPA), Head of Human Resources Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [HR-info@euspa.europa.eu](mailto:HR-info@euspa.europa.eu).
- **Data Protection Officer:** EUSPA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu).

**Purpose of the processing:** The management and administration of the Preliminary Market Consultation.

### Data concerned:

Data subjects shall submit the following mandatory data when responding to the Preliminary Market Consultation: their email address and company/agency/body and department they work for.

Non-mandatory data the data subjects can submit are other contact information of theirs, such as their first name and last name, position, postal address, telephone numbers. However, these are not necessary for the purposes of responding to this Preliminary Market Consultation.

**Legal basis:** Articles 5(1)(a) and 5(1)(b) of Regulation (EU) 2018/1725

**Lawfulness of the processing:** Article 5(1)(a): the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. In particular, the processing is necessary “for the management and functioning of those institutions and bodies” (Recital 22), i.e., specifically the management and functioning of EUSPA through the preparation and launching of procurement procedures.

Article 5(1)(b): the processing is necessary for compliance with a legal obligation to which the controller is subject. Your data will be processed for compliance with legal obligations as per Regulation (EU, Euratom) 2018/10462 (hereinafter referred to as "the Financial Regulation"), Regulation (EU) 2021/6963 (hereinafter referred to as "the EU Space Programme Regulation") and European GNSS Agency Financial Regulation 2019 adopted by its Administrative Board on 16 August 2019.

**Recipients of the data processed:** For the purpose detailed above, access to your personal data is given to:

- a limited number of EUSPA staff on a “need to know” basis,

This is without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law (i.e., EUSPA might disclose personal data to the Court of Auditors and the European Anti-Fraud Office (OLAF), if need be).

**Information on the storage locations and retention period of personal data:** Responses to the stakeholder consultation, including personal data provided therein, will be retained by EUSPA for a period of 5 years following the closure of the file to which the present market consultation belongs. A file is closed at the latest once there has been a final outcome in relation to the initiative to which the targeted consultation contributed (e.g., signature of the relevant contract).

Personal data is stored electronically on the servers of the EUSPA or of its contractors located in the EU.

#### **Data subject's rights and contact data:**

Data subjects have the right:

- To obtain confirmation as to whether or not their personal data are being processed, access the data and obtain detailed information on the processing;
- Of rectification of inaccurate personal data;
- Of erasure of personal data if the statutory provisions are met;
- Of restriction of processing if the statutory provisions are met;
- To object to processing;
- To lodge a complaint to the European Data Protection Supervisor at [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu) should they consider that the processing operations do not comply with Regulation (EU) No 2018/1725.

Any request for the exercise of any of the abovementioned rights shall be addressed to the EUSPA Human Resources Department at [HR-info@euspa.europa.eu](mailto:HR-info@euspa.europa.eu). Data subjects are kindly requested to describe their requests explicitly.

The data subjects may contact:

- Regarding the processing of their personal data: [HR-info@euspa.europa.eu](mailto:HR-info@euspa.europa.eu);
- Regarding the interpretation, application or breach of Regulation (EU) 2018/1725: [dpo@euspa.europa.eu](mailto:dpo@euspa.europa.eu).

The data subjects have the right to have recourse (i.e., lodge a complaint) to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of their personal data by the data controller.

## **8 Submission of Responses**

Submission of a response implies acceptance of the conditions of the Market Consultation.

The participants shall answer the questions listed in section 4.

The responses to this Preliminary Market Consultation should be in English indicating as a minimum the submitter's email address, company/agency/body and department, and should be sent in electronic format by email to the following address: [tenders@euspa.europa.eu](mailto:tenders@euspa.europa.eu).

The deadline for submission of responses is **Thursday, 24 April 2025, 23:59 CET (at the latest)**.



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