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**Czechia-Prague: Classified Administrative Support Services
2022/S 107-294664**

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1) Name and addresses

Official name: European Union Agency for the Space Programme (EUSPA)

Postal address: Janovskeho 438/2

Town: Prague

NUTS code: CZ010 Hlavní město Praha

Postal code: 17000

Country: Czechia

E-mail: tenders@euspa.europa.eu

Internet address(es):

Main address: www.euspa.europa.eu/opportunities/procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10665>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10665>

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Other activity: Global navigation satellite systems

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Classified Administrative Support Services

Reference number: EUSPA/OP/08/22

II.1.2) Main CPV code

75100000 Administration services

II.1.3) Type of contract

Services

II.1.4) Short description:

The objective of the invitation to tender is to conclude multiple framework contracts with maximum 2 (two) contractors in cascade per lot for the provision of classified administrative support services as described in the present Tender Specifications.

The procurement is divided into 2 (two) lots as follows:

- Lot 1: 'Classified administrative support services to headquarters (Czech Republic)';
- Lot 2: 'Classified administrative support services to other EUSPA sites (France and Spain)'.

II.1.5) **Estimated total value**

Value excluding VAT: 1 998 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

'Classified Administrative Support Services to Headquarters (Czech Republic)'

Lot No: 1

II.2.2) **Additional CPV code(s)**

75100000 Administration services

II.2.3) **Place of performance**

NUTS code: CZ010 Hlavní město Praha

Main site or place of performance:

Prague, CZECH REPUBLIC.

II.2.4) **Description of the procurement:**

The scope of the activities is related to the provision of classified (EUCI) administrative support with EUCI services to relevant organisational units within EUSPA.

The support will consist of the following services:

- (a) services related to the organisation of online/physical unclassified/classified meetings and events related to the administrative functioning of the Agency, i.e. preparing agenda, sending invitations and other relevant services;
- (b) various clerical services, such as drafting correspondence, preparing relevant minutes;
- (c) document management (electronic and physical archives), other administrative support and clerical tasks;
- (d) services of arranging business trips, travel and accommodation booking and processing reimbursement claims in accordance with applicable rules;
- (e) administrative services related to corporate matters as needed (e.g. maintaining various databases, compiling requested input for various purposes).

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

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 840 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Three automatic renewals of 12 months up to a total duration of 48 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

Classified Administrative Support Services to Headquarters (France and Spain)
Lot No: 2

II.2.2) **Additional CPV code(s)**

75100000 Administration services

II.2.3) **Place of performance**

NUTS code: ES300 Madrid

NUTS code: FR103 Yvelines

NUTS code: FRJ23 Haute-Garonne

Main site or place of performance:

Saint-Germain-en-Laye, Toulouse, Madrid.

II.2.4) **Description of the procurement:**

The scope of the activities is related to the provision of classified (EUCI) administrative support with EUCI services to relevant organisational units within EUSPA.

The support will consist of the following services:

(a) services related to the organisation of online/physical unclassified/classified meetings and events related to the administrative functioning of the Agency, i.e. preparing agenda, sending invitations and other relevant services;

(b) various clerical services, such as drafting correspondence, preparing relevant minutes;

(c) document management (electronic and physical archives), other administrative support and clerical tasks;

(d) services of arranging business trips, travel and accommodation booking and processing reimbursement claims in accordance with applicable rules;

(e) administrative services related to corporate matters as needed (e.g. maintaining various databases, compiling requested input for various purposes).

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

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 1 158 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Three automatic renewals of 12 months up to a total duration of 48 months.

- II.2.10) **Information about variants**
Variants will be accepted: no
- II.2.11) **Information about options**
Options: no
- II.2.13) **Information about European Union funds**
The procurement is related to a project and/or programme financed by European Union funds: no
- II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

- III.1) **Conditions for participation**
- III.1.2) **Economic and financial standing**
Selection criteria as stated in the procurement documents
- III.1.3) **Technical and professional ability**
Selection criteria as stated in the procurement documents

Section IV: Procedure

- IV.1) **Description**
- IV.1.1) **Type of procedure**
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
The procurement involves the establishment of a framework agreement
Framework agreement with several operators
Envisaged maximum number of participants to the framework agreement: 2
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**
The procurement is covered by the Government Procurement Agreement: no
- IV.2) **Administrative information**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**
Date: 07/07/2022
Local time: 23:59
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**
English, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
Duration in months: 9 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**
Date: 11/07/2022
Local time: 11:00
Place:
Please consult the procurement documents for further information.
Information about authorised persons and opening procedure:
Please consult the procurement documents for further information.

Section VI: Complementary information

- VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

Please consult the procurement documents available at the address indicated in Section I.3). In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section I.3) in the last five calendar days before the time limit for receipt indicated in Section IV.2.2), the contracting authority reserves the right to extend this time limit and publish the extension at the internet address provided in Section I.3), without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section I.3) in order to get notified when new information or documents are published.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: General Court of the European Union
Town: Luxembourg
Country: Luxembourg
Internet address: www.curia.europa.eu

VI.4.2) **Body responsible for mediation procedures**

Official name: The European Ombudsman
Town: Strasbourg
Country: France
Internet address: www.ombudsman.europa.eu

VI.4.4) **Service from which information about the review procedure may be obtained**

Official name: European Union Agency for the Space Programme (EUSPA)
Town: Prague
Country: Czechia
Internet address: www.euspa.europa.eu

VI.5) **Date of dispatch of this notice:**

25/05/2022