

Prague, 20 February 2024

**Subject: Invitation to Tender EUSPA/OP/37/23 - “Provision of support services to the European Union Agency for the Space Programme and the European Commission”**

Dear Madam / Sir,

1. The European Union Agency for the Space Programme (hereinafter referred to as “EUSPA”) is planning to award the public contract indicated above. The procurement documents consist of the contract notice, this invitation letter, 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/funding-tenders/opportunities/portal/screen/opportunities/tender-details/a0afc6f2-a024-4ae3-8393-5dfde22f0001-CN>
2. Economic operators interested in this 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 4** of the Tender Specifications.
3. Submission of tenders must respect the deadline specified in **section 1.8** of the Tender Specifications.
4. Submission of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the Tender Specifications and in the Draft Contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is nine (9) months from the final date for submission.

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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.

6. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions described in **section 4.11** of the Tender Specifications.
7. This Invitation to Tender is in no way binding on EUSPA. EUSPA's contractual relationship commences 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 candidates or tenderers being entitled to claim any compensation.

Yours faithfully,

**Rodrigo da Costa**  
***Executive Director***

Enc.:

Annex I - Tender Specifications with its annexes:

- Annex I.A - Template Identification Sheet of the Tenderer
- Annex I.B - Template Declaration on Honour
- Annex I.C - Power of Attorney
- Annex I.D - Sub-contractor Letter of Intent
- Annex I.E - Financial Statements
- Annex I.F.1 – Template Financial Table of Answers for Lot 1
- Annex I.F.2 – Template Financial Table of Answers for Lot 2
- Annex I.F.3 – Template Financial Table of Answers for Lot 3
- Annex I.F.4 – Template Financial Table of Answers for Lot 4
- Annex I.F.5 – Template Financial Table of Answers for Lot 5
- Annex I.G Part 1 – Security Aspects Letter
- Annex I.G Part 2 – Statement of Applicability of the Security Aspects Letter
- Annex I.H Part 1 - Criteria for assessment of participating conditions
- Annex I.H Part 2 - Declaration of Ownership and Control
- Annex I.H Part 3 - Additional information regarding the assessment of participating conditions
- Annex I.I - Lot 1 - Statement of Work and Simulation Exercise
- Annex I.I - Lot 2 - Statement of Work and Simulation Exercise
- Annex I.I - Lot 3 - Statement of Work and Simulation Exercise
- Annex I.I - Lot 4 - Statement of Work and Simulation Exercise
- Annex I.I - Lot 5 - Statement of Work and Simulation Exercise
- Annex I.I - Lot 5 Appendix A – Service Level Agreement for task 6
- Annex I. J - Template PRS Information Management Plan
- Annex I.K - Template Statement of Compliance
- Annex I.L - Template Non-Disclosure Undertaking

Annex I.M - Management Requirements

Annex I.N - Template CPA statement

Annex II - Draft Framework Contract with its annexes:

Annex II.IV – Draft Specific Contract

Annex II.V - Declaration on confidentiality and absence of conflicting professional interest

Annex II.VI – Security Aspects Letter *[already provided among the Tender Specifications Annexes]*

Annex II.VII - Deliverables acceptance sheet template

Annex II.VIII Declaration of Background Intellectual Property Rights

Annex II.IX Declaration of Foreground Intellectual Property Rights

Annex II.X List of 'EU cities'

Annex II.XI EUSPA policy on the prevention and management of conflicts of interest with regard to staff members and external workforce & its implementing rules

Annex II.XII Mission guidelines for locations not included in the Mission Travel Prices table, Financial Proposal (part of Annex II.III)