
Tenders' reference: ReSPA/CORE/SER/04-2026

Dear Sir/Madam,

Thank you for submitting an inquiry regarding the tender for air and land travel services for RESPA's activities.

Question and Clarification

Question No.1: The company is reviewing tender RESPA/CORE/SER/04-2026 for air and land travel services supporting ReSPA activities.

The company is a US-registered travel advisory and coordination business capable of supporting domestic and international travel through approved booking and supplier infrastructure. We can coordinate flights, accommodation, rail and ground transport, written itineraries, and assistance with booking changes and cancellations.

Please confirm the correct route to access the complete Tender Dossier and annexes. We would also appreciate clarification on whether a non-European company may submit through a fully disclosed local or regional delivery partner, and whether the appointed contractor must pre-fund airline, hotel or ground-transport charges before reimbursement

Clarification No 1:

Access to the Tender Dossier

The complete Tender Dossier, including all annexes and the Instructions to Tenderers, can be reached on the ReSPA website: <https://www.respaweb.eu/89/procurement>

Eligibility of a non-European company

Please note that this procurement procedure is conducted in accordance with the Practical Guide (PRAG) and the eligibility rules set out in the Contract Notice and the Tender Dossier.

As stated in Section 10 of the Contract Notice, participation is open to natural and legal persons effectively established in an EU Member State or in a country or territory eligible

under Article 11 of Regulation (EU) 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

The USA are not listed among these eligible countries. Therefore, **a legal entity effectively established in the USA cannot participate either individually or in a grouping – consortium – as candidate/tenderer** under this procedure. However, **a legal entity effectively established in the USA may participate as subcontractor**, provided that:

1. The subcontractor is identified in the tender and complies with the terms and conditions set out in the Tender Dossier.
2. The Contracting Authority will understand that the subcontractor will not perform an essential/core part of the contract meant for eligible entities.
3. The subcontracting arrangement does not serve to circumvent the access limitations described in Section 12 of the Contract Notice.
4. The subcontractor is not subject to EU restrictive measures and complies with all applicable security and confidentiality requirements.

Payment arrangements

The appointed contractor must pre-fund airline, hotel or ground-transport charges before reimbursement.

Yours sincerely

Amar Hrvat
Operations and Finance Manager

