



## Information Notice

### Rijksinkoop samenwerking (RIS)

#### Physical address

Rijkskantoor Beatrixpark  
Wilhelmina van Pruisenweg 52  
2595 AN The Hague

Postbus 20011  
2500 EA The Hague

### Payroll management services worldwide

European tender

for the

**Ministry of Foreign Affairs  
of the Netherlands**

|                  |                   |
|------------------|-------------------|
| <b>Reference</b> | 201865003.001.138 |
| <b>Date</b>      | August 18th, 2026 |

## Notices from the Contracting Authority

|                 |                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notice 1</b> | Please make sure that all communication relating to the Tender is in English. This includes questions. When submitting questions, please submit these in English. |
| Source          | Descriptive document 6.6 and 7.3                                                                                                                                  |

## Descriptive document

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Question 1</b> | We note that the deadline for submitting questions (24 August 2026, 10:00am CET) coincides with the Dutch summer holiday period. Are you willing to postpone this deadline to a later date (later than 28 August 2026)? This could prevent (potential) Tenderers, partly due to limited staff availability during this period, from being unable to submit their questions in time.                                                                                                                |
| Source            | Descriptive document 6.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Answer            | <p>We understand that the period for submitting questions partially overlaps with the Dutch summer holiday season. However, we will not extend the deadline for submitting questions. Given the one-month interval between the publication of the tender documents and the question submission deadline, we believe potential tenderers have had ample time to prepare and submit their inquiries.</p> <p>The deadline for submitting questions therefore remains 24 August 2026, 10:00am CET.</p> |

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|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Question 2</b> | <p>In paragraph 6.6 of the Descriptive Document, it is stated that questions must be submitted via the "Questions and Answers" section in TenderNed. At the same time, a separate document, Annex J – Questions and Comments Form, is included with the tender documents.</p> <p>Could you clarify how tenderers should submit their questions for the Request for Information?</p> <p>Specifically, we would like confirmation whether:</p> <ol style="list-style-type: none"><li>1. questions must be entered exclusively via the Questions &amp; Answers module in TenderNed; or</li><li>2. Annex J must be completed and uploaded via TenderNed; or</li><li>3. both options are permitted.</li></ol> |
| Source            | Descriptive document 6.6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Answer            | Both options are permitted. You can either submit your questions directly via the questions and answers section in TenderNed, or complete Annex J and upload it as an attachment through the messaging section on TenderNed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |