Ministry of
Education and Science
Republic of Latvia

4th Fixed Call for Proposals under the Requesting Party Activity (RPA) in Latvia

CfP/5-50037/23/NL/MH

Karol Brzostowski
Stephane Combes
Marco Peru

Riga, 12/09/2023

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Summary of the presentation

1. Tender Package for Fixed Call for Proposals
    a. Cover Letter
    b. Draft Contract
    c. Tendering Conditions
    d. Proposal Template
2. The Tender Evaluation
3. The Negotiation Period
4. Debriefing
5. Schedule
6. Questions?

1. Tender Package for Call for Proposals

1. Tender Package – Call Overview

Call overview

- Call for Proposals reference: CfP/5-50037/23/NL/MH
- This is NOT a permanently open call!

Cover Letter		
Appendix 1	**Appendix 2**	**Appendix 3**
Draft Contract	EXPRO Tender Conditions	Proposal Template

Call for Proposals published
- 19 September 2023

Submission Deadline
- 31 October 2023, 13:00 CET

Maximum budget
- 1,000,000 EUR

First contracts
- Q2 2024

1. Tender Package – Cover Letter

The Cover Letter contains a number of essential features regarding the Call, such as:

- The name of the responsible Contracts Officer, **Marco Peru**
- **Submission deadlines** for evaluation
- All **programmatic** and **price constraints**
- Description of the **process of evaluation** and selection
- **Evaluation criteria** and **weighting factors.**
- **Instructions and restrictions** for proposals submission

! Read the Cover Letter carefully and be sure to comply

1. Tender Package – Cover Letter

The Cover Letter indicates the formal conditions of submission:

- The exact duration of the tendering period;
- The exact date, **31 October 2023**;
- The exact time, **13:00 (CET / Amsterdam time zone)** by which proposals must be submitted.

The Call is expected to be published on:
19 September 2023

To be found on:
ESA-star Tendering (https://esastar.sso.esa.int/) – activity types A, B, D, F and G1
OSIP (https://ideas.esa.int) – activity type H

1. Tender Package – Cover Letter

See Section 2 of the Cover Letter

The present Call for Proposals is addressed only to Latvian companies (including SMEs) or academic and research organizations.

Prospective Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities registered in Latvia. Tasks may be assigned to non-Latvian entities registered in other ESA Member States.

Such tasks shall in any case not constitute the core activities of the proposed study or development and shall not exceed 20% of the total price.

1. Tender Package – Cover Letter

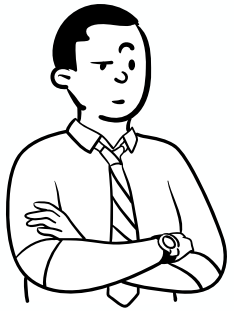
Tips – when to include a sub-contractor:

- Sub-contractors are highly encouraged where it leads to a long-term relationship and may help establish supply chain partnerships
- Be sure to explain clearly what the sub-contractor / service provider / partner / customer is doing and why they are needed in the proposal
- The rationale of the proposed industrial organisation should be well-justified.

Examples:

- A potential customer may help you with **defining technical requirements and/or specifications or performing tests and/or qualification** *(as sub-contractor, external service provider or through service in-kind via a letter of support)*.
- If test or qualification facilities are necessary and these are not available in the country or the know-how to do it, **you may have a European partner within the ESA Member States** *(as sub-contractor or external service provider)*.
- If your company/institute has no or little expertise in space activities, a European partner may be part of the team *(as sub-contractor or external service)*, but **you MUST ensure that Latvian entities are doing the core activities** *(Intellectual Property MUST remain within Latvia and minimum 80% Budget MUST go to Latvian entities)*.

1. Tender Package – Cover Letter



What is the difference between a Subcontractor and External Services?

External services cover recurring services that need no development effort such as hire of facilities, computer services, manpower services *(e.g. consultancy)*, plating of parts, services for procurement of HIREL parts, etc. The costs for these should be shown on the **PSS A2 form of the Prime Contractor** under Other Cost Elements Point 3.7 and further detailed on Exhibit.

A Third Party should be involved as **subcontractor** *(not as external services)* when they are contributing to the development work of the project, when they are responsible for the realisation of **specific work packages**. To include a Third Party as Subcontractor also involves a firm commitment by the Third Party *(contract between Prime contractor and Subcontractor)* and is especially recommended when this Third Party is essential to carry out the activity.

1. Tender Package – Cover Letter

See Section 2 of the Cover Letter

The total maximum budget for this Call is

1,000,000 EUR (One Million Euro)

1. Tender Package – Cover Letter

See Section 4 of the Cover Letter

The subject of this Call is exclusively for the following activity types:

- **Type A** – Research and preparatory Activity
- **Type B** – Flight and Ground segment related research and development activities
- ~~**Type C** – Flight Opportunities~~ NOT APPLICABLE TO THIS TENDER
- **Type D** – Space science activities
- ~~**Type E** – Satellite development~~ NOT APPLICABLE TO THIS TENDER
- **Type F** – Space (downstream) Applications
- **Type G** – Education activities
    - **G1** – University courses
    - ~~**G2** – PhD Theses~~ **HANDLED VIA OTHER TENDER** (SEE OTHER PRESENTATION)
- **Type H** – Space related courses **HANDLED VIA OSIP** (SEE OTHER PRESENTATION)

1. Tender Package – Cover Letter

Type A – Research and preparatory Activity

- Aimed at **preparing the participation in ESA optional programmes** or the initial steps of a **product development** for Space, with potential for use in future ESA missions or commercial missions
- E.g., feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard based demonstrators

Constraints:

- All general constraints apply
- Minimum start TRL: TRL 1
- Maximum end TRL: TRL 3
- Expected duration: 9-15 months
- Minimum mark for recommendation: 50
- Price not higher than 100,000 EUR
- Prime contractorship may be led by either industry, universities/research organizations or other national entities depending on the context

- ✓ This is essentially a Latvian only TRP with open call.
- ✓ Very good for start-ups and companies new to space.
- ✓ Can support both subscribed programmes and those you want to subscribe to in the future.

1. Tender Package – Cover Letter

Type B – Flight and Ground segment related research and development activities

- Activities in the form of equipment *(including ground communication or space science payload)* to build competences and capabilities centred on products or generic technology development with potential for re-use on ESA or commercial missions.
- Ground equipment and mission operation systems *(EGSE, MCS, OGSE, ground stations or test equipment related)* may also be considered if it is clearly demonstrated that it would lead to a recurring product/ service.

Constraints:

- All general constraints apply
- Minimum start TRL: TRL 3
- Maximum end TRL: TRL 5
- Expected duration: 15-24 months
- Minimum mark for recommendation: 60
- Cannot overlap with ESA OP that Latvia subscribed to: S2P, GSTP, Future EO, HRE
- Price not higher than 350,000 EUR *(flight related)*, 300,000 EUR *(ground related)*
- Prime contractorship must be led by industry
- Must include a potential end customer. Cooperation with Academia is encouraged.

!

- ✓ Preparation and support for future subscriptions to ESA programmes
- ✓ Building a sustainable business based on products
- ✓ Path to payloads on ESA missions

1. Tender Package – Cover Letter

Type D – Space science activities

- **Supporting the involvement of Latvian researchers** leading to potential future involvement in ESA science mission core team and publication of peer reviewed scientific papers.

✓ To provide a path to inclusion in ESA science core teams
✓ International collaboration is key

Constraints:

- Expected duration: up to 48 months
- Minimum mark for recommendation: 60
- Price not higher than 100,000 EUR
- Prime contractorship MUST be led by Academia
- MUST INCLUDE non-Latvian entity with ESA core science team experience. ESA science teams are multi-national!
- A maximum of 2 type D activities will be funded out of all successful submitted proposals

1. Tender Package – Cover Letter

Type F – Space (downstream) Applications

- Products and services making use of ESA/European space infrastructure that is already existing or scheduled for operation in the near term. The goal is to ensure the **introduction of a product to a first customer** and to **enter into customers supply chain**.

Constraints:

- All general constraints apply
- Minimum start TRL: TRL 6
- Maximum end TRL: TRL 8
- Expected duration: no time indication foreseen
- Minimum mark for recommendation: 60
- Price not higher than 120,000 EUR
- MUST be co-funded to a minimum level of 25% of the total cost of the activity *(e.g., ESA pays 120k EUR but total cost is at least 160k EUR).* No profit is allowed in co-funded activities.
- Prime contractorship MUST be led by industry with the capability to commercialise the service
- MUST include an end-user customer. May include academia for technical support.

- ✓ Enter the market with space technology based products, enable sustainable business
- ✓ The goal is to ensure the introduction of a product to a first space sector customer and to enter the customers supply chain. This cannot be used for repetitive product uptake scenarios

1. Tender Package – Cover Letter

Type G - Education activities

G1 – University courses

- Leading to a qualification (BSc or MSc) in space-related topics that **correspond to the needs of the Latvian space industry** and to encourage a career in space and answer to national space industry needs.

Constraints:

- TRL requirements not applicable
- Expected duration: up to 36 months
- Minimum mark for recommendation: 60
- Price not higher than 50,000 EUR
- Prime contractorship MUST be led by academia and industry MUST be involved as a partner in the definition of the courses, practical lessons and/or topics. The provision of industrial internships as part of the course is encouraged as part of course module development

- ✓ Development of key space competences in Latvia
- ✓ Development of a qualified Latvian workforce
- ✓ Improving cooperation of Academia and Industry

1. Tender Package – Cover Letter

Type H – Space related courses

- Industry can apply to get cost reimbursement of participation of their employees in Space-related training courses *(e.g. soldering, inspections, etc.)* if it can be **demonstrated to be part of an industrial capability expansion plan for space**.

! **Type H explained in separate presentation**

! ✓ The Evaluation Criteria and the procedures for submission and selection of Type H ideas are provided in detail for the specific OSIP campaign.

Constraints:

- TRL requirements not applicable
- Expected duration: N/A
- Minimum mark for recommendation: N/A
- Price not higher than 10,000 EUR per legal entity per year (limited to the reimbursement of the course enrolment, travel and accommodation costs)
- Prime contractorship MUST be led by Industry
- A maximum of 5 type H activities will be funded out of all successful submitted proposals

1. Tender Package – Cover Letter

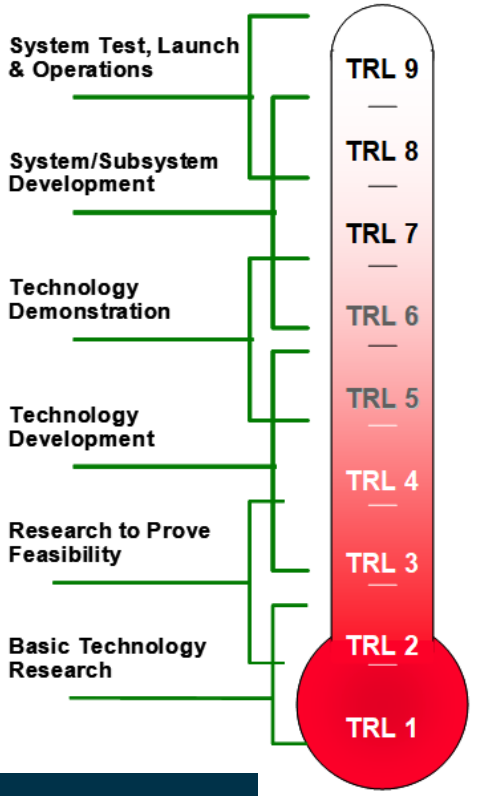
See Annex A of the Cover Letter

Technology Readiness Levels (TRL)

- The proposal has to identify the **start** and **target** TRL of the proposed activity
  - However, TRL is not applicable for **educational activities**.
- Contains information to help you identify the start and target TRL
- TRL is given for:
  - Software;
  - Applications and Services;
  - Commonly Used Engineering Terms.

1. Tender Package – Cover Letter

See Annex A of the Cover Letter



	Technology Readiness Levels
9	Actual system "flight proven" through successful mission operations
8	Actual system completed and accepted for flight ("flight qualified")
7	Model demonstrating the element performance for the operational environment
6	Model demonstrating the critical functions of the element in a relevant environment
5	Component and/or breadboard critical function verification in relevant environment
4	Component and/or breadboard functional verification in laboratory environment
3	Analytical and experimental critical function and/or characteristic proof-of-concept
2	Technology concept and/or application formulated
1	Basic principles observed and reported

Type F

Type B

Type A

Figure 1 – Technology Readiness Levels adopted in ESA

NOTE: TRL is not applicable for Type D and G activities

1. Tender Package – Cover Letter

See Section 6 of the Cover Letter

- The proposed activity shall have potential for further use or development **in at least one** of the following:
  - ESA Mandatory activities (ESA Science programmes, technology programmes) or ESA Optional programmes **that Latvia subscribes to** or **intends to subscribe to**;
  - foster the development of **space-related capabilities**, especially in industry;
  - address specific **niche markets** (no competitive products available elsewhere in Europe or when a second source would be an asset);
  - foster the creation of strong and long-term relations **between national firms and well-established space firms in ESA Members States**;
  - foster the creation of strong and long-term relations **between national firms and national universities and research institutions**.

1. Tender Package – Cover Letter

See Section 6 of the Cover Letter

- In addition, the technical subject shall **take into account the following special interests**:
  - activities leading to **cross-sectorial products/services relevant to different types of satellite missions** that are used in several types of satellite platforms;
  - activities that prepare the participation of Latvia in ESA Mandatory activities or in ESA Optional programmes **that Latvia subscribes to or intends to subscribe to**;
  - activities having the **potential to increase competitiveness and bring long-term benefits** to Latvian industry and to Latvia in its participation in space activities;
  - activities having the potential to **stimulate economic growth or other societal benefits within Latvia** in the medium-term *(i.e. within five years)* and on a long-term sustainable basis;
  - activities having the **potential to develop key space competences in Latvia** *(e.g., contributing to the scientific and technological development and strengthening academia-industry cooperation)*.

1. Tender Package – Cover Letter

See Section 6 of the Cover Letter

Tenderers shall **avoid duplication of ongoing and intended activities** in ESA activities and any overlap with the scope of optional programs where Latvia subscribes. Such duplication and overlap may lead to rejection of the proposal. Currently, Latvia subscribes to **GSTP, Future EO, S2P and HRE programmes**; hence, **this CfP shall not be seen as an alternative for the funding available from those four programmes**. Duplication of activities carried out in EU (or Public) programmes may also lead to rejection. However, complementarity to these activities is allowed.

1. Tender Package – Cover Letter

See Section 7 of the Cover Letter

- Please ensure that your tender **complies with the following essential requirements**:
  a) You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract *(ref. paragraph 10 of the Cover Letter of the Proposal Template)*.
  b) Your tender is **valid during a period of fourteen (14) months** from the time limit for tender submission.
  c) The total number of **pages for the proposal shall not exceed 25**. These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).
  d) In “esa-star”, the submission shall contain two separate documents:
     - Document 1: The signed Cover Letter;
     - Document 2: One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.

1. Tender Package – Cover Letter

See Section 8 of the Cover Letter

8. Number of proposals for submission per Tenderer

The number of proposals per Tenderer (as prime contractor) **shall be restricted to a maximum of 2 (two)** independent and unrelated proposals.

NOTE: Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer. In the case of a university or research organisation, the faculties departments or institutes can be considered as separate tendering entities (Business Unit).

1. Tender Package – Draft Contract

Cover Letter

Appendix 1	Appendix 2	Appendix 3
Draft Contract	EXPRO Tender Conditions	Proposal Template

1. Tender Package – Draft Contract

Full compliance to terms and conditions are expected

- The Draft Contract, is based on the EXPRO (+) Contract and the “relevant” parts of the ESA General Clauses & Conditions *(ESA GC&C)* are embedded in the Contract with some adaptations.

- The Clauses with an "Option" will be finalised at the negotiation stage.

- the Draft Contract is tailored for straightforward contracts, the Contract will be adapted accordingly should the activity be more complex *(e.g. flight hardware activities)*.

1. Tender Package – Tender Conditions

Cover Letter

Appendix 1	Appendix 2	Appendix 3
Draft Contract	EXPRO Tender Conditions	Proposal Template

1. Tender Package – Tender Conditions

- The EXPRO (+) Tendering Conditions *("EXPRO/TC")* apply instead of the ESA General Conditions of Tender.

- What type of Information will you find?
  - Formal conditions for tendering *(eligibility, negotiation, retention, etc.)*
  - Compliance and Key Acceptance Factors
  - Communication with ESA
  - Proposal submission conditions
  - General considerations regarding esa-star

- The **Proposal Template** supports the compliance with the Special Conditions of Tender.

NOTE: Annex II to the Tendering Conditions contains important practical information for submitting proposals to ESA-STAR.

1. Tender Package – Proposal Template

Cover Letter		
Appendix 1	**Appendix 2**	**Appendix 3**
Draft Contract	EXPRO Tender Conditions	Proposal Template

1. Tender Package – Proposal Template

Structure of the Proposal Template

- **Cover Letter**
  - MUST be signed.
- **Part 1** – Technical and Application Part
- **Part 2** – Management Part
- **Part 3** – Financial Part
  - The PSS forms MUST be submitted by both the Tenderer *(contractor)* and his sub-contractors *(one set each)*.
  - Please note that all PSS forms MUST be signed.
- **Part 4** – Contract Conditions Part

1. Tender Package – Proposal Template

IMPORTANT INFORMATION

- All red font paragraphs of the template are for your information Only.
    - The red font must be deleted.
- NO CHANGES in the structure, title headings, margins, font are allowed.
- When submitting to ESA-STAR, two documents shall be submitted:
    - The signed Cover Letter
    - One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.
- The total number of pages for the proposal shall not exceed 25.
    - These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).

2. The Tender Evaluation

2. The Tender Evaluation

1. Tendering Opening Board (TOB) meeting

- After the announced submission deadlines, there is a formal opening *(i.e., TOB meeting)* of the proposals that have been submitted
- The proposals with compliant cover letters will be accepted for evaluation by the TEB. The proposals with non-compliant cover letters will be rejected and not evaluated.

2. Tendering Evaluation Board (TEB) meeting

- The TEB is composed of ESA staff supported by ESA experts in the specific area of the proposal
- Statement of Non-Disclosure and Non-Interest Form is signed by all TEB members
- The TEB members independently assess proposals, then the board convenes to discuss comments and mark the proposals. A TEB report is written containing all details of the collective evaluation
- The Ministry of Education and Science of the Republic of Latvia is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations

2. The Tender Evaluation

Evaluation Criteria

No.	Criteria	Weighting Factors
1	Clarity of the technical objectives and definition of the requirements for the proposed work. Quality of engineering approach and discussion of problem areas. Quality and suitability of proposed programme of work. Background and experience of the entity/entities related to the particular field concerned, including adequacy of proposed facilities. Adequacy of the key personnel for the execution of the work.	40%
2	Prospects for use in ESA programmes including long-term benefit for Latvia. Consistency with programmatic objectives and constraints as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.	30%
3	Adequacy of management approach. Rationale of the industrial organisation. Credibility of the cost estimation and the proposed schedule.	25%
4	Compliance with the administrative tender conditions of the Call for Proposals and acceptance of the draft contract. Consistency of the IPR policy with regard to the role of the industrial partners.	5%

2. The Tender Evaluation

Programmatic Review

For type A activities: only proposals with an overall weighted mark equal to or above fair to good [50] will be recommended to the RPA board composed of representatives of Latvia and ESA.

For type B, D, F and G1 activities: only proposals with an overall weighted mark equal to or above good [60] will be recommended to the RPA board.

The programmatic evaluation of the proposals by the RPA board:

- Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
- Considers the available budget, the programmatic priorities and national interests;
- Recommends activities for implementation (subject to final approval by ESA programme boards);
- This meeting is planned in February 2024.

3. The Negotiation Period

3. The Negotiation Period

See Section 10 of the Cover Letter

e. For approved proposals, the Agency will either:

i. start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the RPA Board;

or

ii. issue a request for an updated proposal, especially hardware related activities, to those Tenderers that submitted the selected proposals;

or

iii. decide to issue a competitive invitation to tender restricted to the Tenderers positively evaluated if two or more proposals on the same subject were positively evaluated.

4. Debriefing

4. Debriefing

See Section 10 of the Cover Letter

The contact person of the Prime Contractor mentioned in the proposal *(see point 7 in the Cover Letter of the Proposal Template)* will be informed in writing of the result of the CfP after a decision has been taken. If the proposal has been unsuccessful, the Tenderer may request the nominated the Agency's Contracts Officer to advise them of the reasons why the proposal has not been retained in a **verbal debriefing**. Any information will be limited to the Tenderer's own proposal.

Important

Ask for a debriefing! It is the best way of learning why your proposal was not recommended and what you need to improve!

Suggestion

Even if your proposal was recommended, ask for a debriefing during the negotiation.

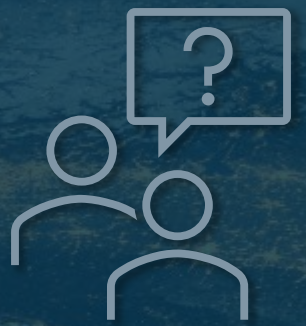
5. Schedule

5. Schedule

What	When
Publication in esa-star Publication	**19 September 2023**
Deadline for submission of Proposals	**31 October 2023, 13:00 hours** (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	End January 2024
Programmatic review	February 2024
First communication to Bidders	4-6 weeks after the programmatic review *(positive outcomes will be conditional to approval by the ESA IPC)*
First contracts based on Proposals	Q2 2024

Questions?

For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please **do not ask general questions** – they are very limited in time.



For issues **DIRECTLY** related to this Call, contact the **Contract Officer**:

Email: Marco.Peru@ext.esa.int **Phone:** +31 71 565 5374

For issues **NOT** related to this Call, feel free to contact:

Email: Karol.Brzostowski@ext.esa.int **Phone:** +31 6 4845 6263