

Fixed Call for Proposals for Co-Sponsored Research Activities (PhD Theses) under the Requesting Party Activity (RPA) in Latvia

CfP/5-50036/23/NL/MH

Karol Brzostowski
Stephane Combes
Marco Peru

Riga, 12/09/2023

Summary of the presentation

1. Tender Package for Open 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/5-50036/23/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

- 120,000 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 type G2

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.

See Section 2 of the Cover Letter



The total maximum budget for this Call is

120,000 EUR (One Hundred and Twenty Thousand 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~~ NOT APPLICABLE TO THIS TENDER
- ~~Type B – Flight and Ground segment related research and development activities~~ N/A TO THIS TENDER
- ~~Type C – Flight Opportunities~~ N/A TO THIS TENDER
- ~~Type D – Space science activities~~ N/A TO THIS TENDER
- ~~Type E – Satellite development~~ N/A TO THIS TENDER
- ~~Type F – Space (downstream) Applications~~
- **Type G – Education activities**
 - ~~G1 – University courses~~ N/A TO THIS TENDER
 - **G2 – PhD Theses**
- ~~Type H – Space related courses~~ N/A TO THIS TENDER

1. Tender Package – Cover Letter

Type G - Education activities

G2 – PhD Theses

- Corresponding to a **clear need from the Latvian space industry** and would **lead to a new product or service** being able to be developed.

Constraints:

- TRL requirements not applicable
- Expected duration: **up to 36 months**
- Minimum mark for recommendation:
- **MUST be submitted in a co-funded** basis.
- The **price of ESA MUST not be higher than 40,000 EUR**. The industrial partner **MUST co-fund a minimum of 10,000 EUR**
- Prime contractorship **MUST be led by academia** and **industry MUST be involved** as a partner in the definition of the research topic
- A maximum of 3 type G2 activities will be funded out of all successful submitted proposals



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

1. Tender Package – Cover Letter



See Section 5 of the Cover Letter

PhD Theses proposals submitted under this CfP **must correspond to a clear need from the Latvian Space Industry and should potentially lead to a new product or service being able to be developed.**

See Section 5 of the Cover Letter

- The PhD is to be co-funded by the Latvian Requesting Party Activity Scheme and a Latvian industrial partner. As such, your idea **must fit the programmatic objectives of the Scheme** as described below:
 - potential benefit to Latvian industry with regard to their current and future space products and services;
 - potential to secure long term academic-industrial relations;
 - potential benefit to the Student for future employment in the space sector;
 - potential benefit to academia for continued research on space related topics;
 - credibility of the resulting work benefitting a Latvian industry's potential involvement in an ESA Programme;
 - in particular, the idea must come from a Latvian industry's need to conduct further research on potential future products and services before committing to their development or the need of Latvian industry to understand the physics, chemistry or behaviours of their existing space products and services in extreme conditions/durations more deeply, etc.

See Section 5 of the Cover Letter

- The research team shall be composed of:
 - University or Research Institute that will act as Legal Entity and Prime Contractor and provide the PhD supervisor;
 - industrial company that will co-fund the research, define the problem and act as the potential end-user of the Proposal with the prospect of a viable product, application or service that fits their business plan;
 - a PhD student who will conduct the research up to the delivery of a PhD Thesis in direct coordination with the PhD supervisor, their research group and industry.

See Section 9 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. paragraphs 5 and 6 of the Cover Letter of the Proposal Template*).
 - b) Your tender is **valid during a period of 10 (10) months** from the time limit for tender submission.
 - c) Your price quotation shall meet the following conditions:
 - ESA has defined a maximum budget of 40,000 Euro per Activity.
 - Consequently, please note that ESA will take your tender into consideration only if the total Firm Fixed Price in Euro as defined in Appendix 2 hereto (all in, with the exception of import duties and value added taxes in the ESA Member States) remains within this limit.

| 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*).

| 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.

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

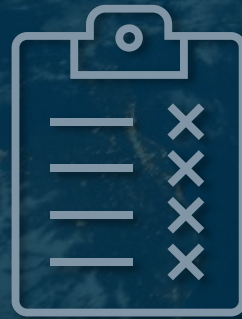
1. Tender Package – Proposal Template

Structure of the Proposal Template

- **Cover Letter**
 - **MUST** be signed.
- **Detailed Proposal Template**
 - Abstract
 - Objectives
 - Research Idea and Methodology
 - Justification of Need and Prospect for Exploitation/Use
 - Background of PhD Student and Adequacy of Research Partnership
 - CV of PhD Student and PhD Student's Supervisor
 - Commitment Letter from the Industrial Partner

- 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.
- Respect the given maximum number of words per section of the detailed proposal template

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 Criteria

See Section 6 of the Cover Letter

1. Technical (Weighting factor: 50%)

- **Clarity** of the objectives and of the Proposal
- Research methodology
- **Novelty** of the Proposal, stating what is new compared to published concepts, techniques or processes
- The proposed work needs to **address a not yet described or tested, but potentially feasible Proposal**
- Clear and potentially significant **benefit** with regard to the current state of the art
- **Background and experience** of the PhD Student and entities related to the particular field concerned, including adequacy of the proposed facilities
- **Adequacy of the proposed partnership** for the execution of the work

See Section 6 of the Cover Letter

2. Programmatic (Weighting factor: 50%)

- Potential benefit to the Latvian industry with regard to their current and future space products and services
- Potential to secure long-term academic / industrial relations
- Potential benefit to the Student for future employment in the space sector
- Potential benefit to academia for continued research on space-related topics
- Credibility of the resulting work benefiting a Latvian industry's potential involvement in an ESA Programme

2. The Tender Evaluation

Programmatic Review

For type G2 activities: only proposals with **an overall weighted mark equal to or above fair to good [60]** will be recommended to the RPA board composed of representatives of Latvia and ESA.

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 8 of the Cover Letter

For approved proposals, the Agency will start the negotiation process to place a Co-Sponsored Agreement with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the RPA Board.

4. Debriefing



See Section 8 of the Cover Letter

The contact person of the Prime Contractor mentioned in the proposal (*see point 4 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.

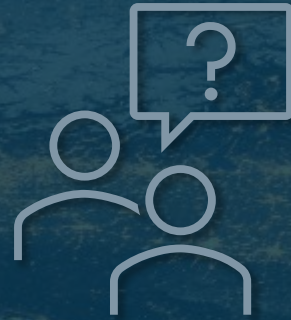
5. Schedule



| 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 <i>(positive outcomes will be conditional to approval by the ESA IPC)</i> |
| 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