Ministry of
Education and Science
Republic of Latvia

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

CfP/5-50037/23/NL/MH

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Riga, 12/09/2023

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Disclaimer

This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals **CfP/5-50037/23/NL/MH** and **CfP/5-50036/23/NL/MH**.

This presentation is just to help understand in a simplified manner some of the Rules and Procedures associated with ESA procurements, in particular of these tenders.

Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Call for Proposals CfP/5-50037/23/NL/MH and CfP/5-50036/23/NL/MH documentation** that will be published on esa-star Publication

Requesting Party Activity (RPA) Scheme

Latvia signed the Associate Member (AM) agreement on 30 June 2020 and went into force on 27 July 2020:

- The RPA scheme is part of the AM agreement and is a funding scheme with a minimum contribution of 500k EUR per year, to further develop the national space industry.
    - **Latvia is actually contributing more than this!**
- RPA aims at providing support to Latvian entities to overcome market entry barriers and reach a competitive level for successful participation in multinational ESA programmes.

The goals are:

- To prepare the industry to be competitive in ESA optional programmes Latvia subscribes to;
- To develop the competences that enable the country to contribute to new ESA optional programmes;
- To support space science activities (should the Latvian government wish);
- To ensure that a highly educated workforce is available in the country for space related activities.

Summary of the presentation

1. ESA Tools – Basics of ESA procurement
2. Overview Type of Activity with respective call
3. Tender Package for Fixed Call for Proposals
    a. Cover Letter
    b. Draft Contract
    c. Tendering Conditions
    d. Proposal Template
4. The Tender Evaluation
5. The Negotiation Period
6. Debriefing
7. Schedule
8. Questions?
9. How to write a good proposal (separate presentation)
10. OSIP (separate presentation)

! Section 3 to 8 will be shown in different presentations with the respective call

1. ESA Tools – Basics of ESA Procurement

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https://doing-business.sso.esa.int/

- Portal for access to the entire esa-star toolset, including associated ESA corporate applications like esa-p
- All applications are connected, making it easier for users to access the systems and retrieve information
- Optimised and supported for use with the Google Chrome browser

1. ESA Tools – Basics of ESA Procurement

esa-star Registration (https://esastar-emr.sso.esa.int/)

- Registration on ESA-STAR is a **pre-requisite** to do business with ESA

esa-star Publication (http://doing-business.sso.esa.int)

- All Tender related documents can be found in esa-star Publication. Here you request the system to create a **Bidder Restricted Area** in ESA-STAR Tendering

esa-star Tendering (http://doing-business.sso.esa.int)

- In the Bidder Restricted Area, you can request for clarifications and **submit the proposal**

esa-star esa-match (https://esastar-esamatch.sso.esa.int/)

- Competences & Capabilities, **find suitable tenders and entities for collaboration**

Instruction video

http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure

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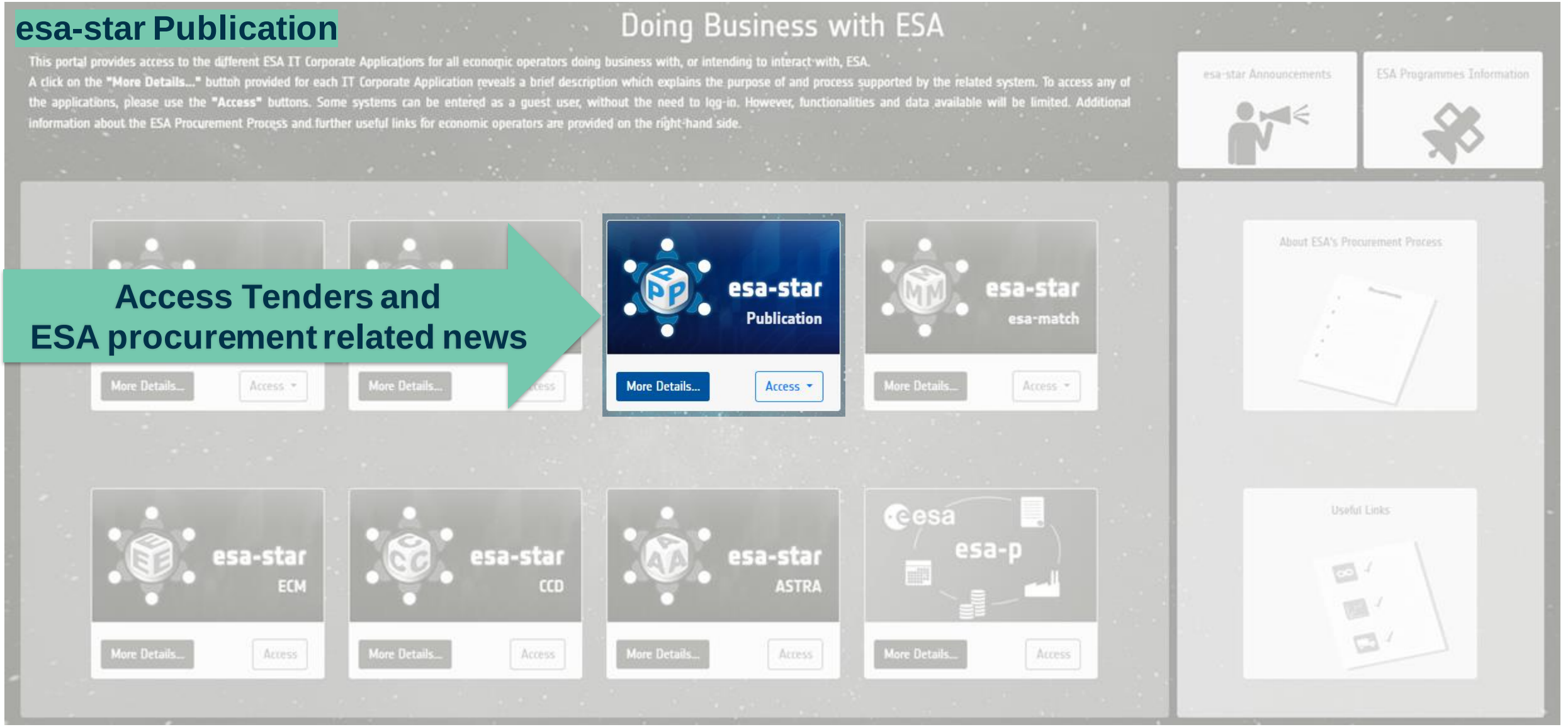

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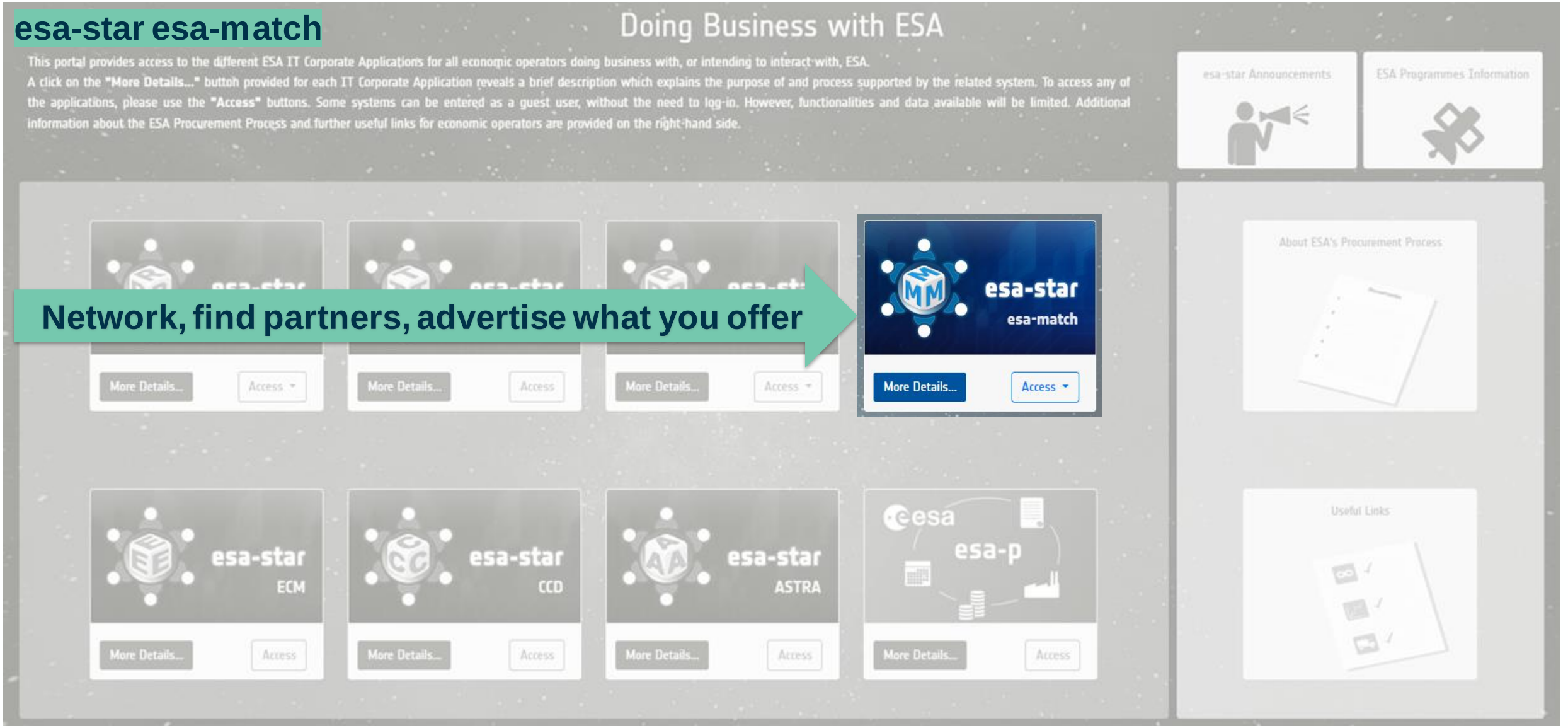
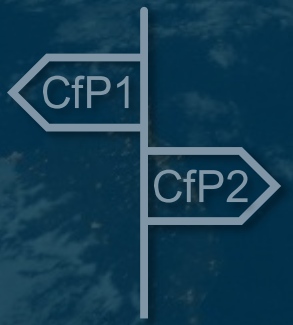


2. Overview Type of Activity and their respective call



2. Type of Activities and their respective call

The subject of the Calls for Proposals is exclusively for the following activity types:

Call: CfP/5-50037/23/NL/MH	**Call:** CfP/5-50036/23/NL/MH
Type A – Research and preparatory activity	**Type G2** - Education activities – PhD Theses
Type B – Flight and ground segment related research and development activities	
~~**Type C** - Flight Opportunities~~ N/A	
Type D - Space science activities	
~~**Type E** - Satellite development~~ N/A	
Type F - Space (downstream) Applications.	
Type G1 - Education activities – University courses	
Type H – Space related courses *Handled via OSIP (separate presentation)*	