

# 2<sup>nd</sup> call for outline proposals under the Requesting Party Activities for Latvia

## AO/1-11001/21/NL/SC/hm

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11/10/2021



Tenderers are requested to submit "nominal offers" i.e. without any reservations concerning the expected impacts of the COVID-19 pandemic.

The Contract eventually to be concluded with the recommended Tenderer will be based on the circumstances prevailing (i.e. related to COVID), to the best knowledge of both parties, at the time of the contract negotiations. This whilst preserving the principle of fair competition by ensuring that the basis for recommendation of the selected winner is not altered.

Latvia signed the Associate Member agreement on 27th of July 2020.

Requesting Party Activity Scheme is part of AM agreement with a minimum contribution of 500KEuro/year. (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. This is achieved by using RPA:

- to take actions to prepare industry to be competitive in ESA optional programmes they subscribe to;
- to develop competences that enable the country to eventually contribute to new ESA optional programmes;
- to support space science activities should Latvian government wish;
- to ensure a highly educated workforce is available in the country for space related activities.

1. ESA Tools – Basics of ESA procurement
2. ITT Package for Open Call for outline proposals
  - a. Cover Letter
  - b. Draft Contract
  - c. Tendering Conditions
  - d. Proposal Template
3. The Tender Evaluation
4. The negotiation period
5. Debriefing
6. Schedule
7. Questions?
8. How to write a good proposal (separate presentation)
9. OSIP (separate presentation)

# ESA Tools – Basics of ESA procurement

<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

DOING BUSINESS WITH ESA

## Doing Business with ESA

This portal provides access to the different ESA IT Corporate Applications for all economic operators doing business with, or intending to interact with, ESA.  
A click on the "More Details..." button provided for each IT Corporate Application reveals a brief description which explains the purpose of and process supported by the related system. To access any of the applications, please use the "Access" buttons. Some systems can be entered as a guest user, without the need to log-in. However, functionalities and data available will be limited. Additional information about the ESA Procurement Process and further useful links for economic operators are provided on the right-hand side.

|                                                                                                            |                                                                                                       |                                                                                                           |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p><b>esa-star</b><br/>Registration</p> <p><a href="#">More Details...</a>    <a href="#">Access ▾</a></p> | <p><b>esa-star</b><br/>Tendering</p> <p><a href="#">More Details...</a>    <a href="#">Access</a></p> | <p><b>esa-star</b><br/>Publication</p> <p><a href="#">More Details...</a>    <a href="#">Access ▾</a></p> |
| <p><b>esa-star</b><br/>esm-match</p> <p><a href="#">More Details...</a>    <a href="#">Access ▾</a></p>    | <p><b>esa-star</b><br/>ECM</p> <p><a href="#">More Details...</a>    <a href="#">Access</a></p>       | <p><b>esa-p</b></p> <p><a href="#">More Details...</a>    <a href="#">Access</a></p>                      |

About ESA's Procurement Process

Useful Links

→ THE EUROPEAN SPACE AGENCY

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

**ESA-STAR Publication** (<http://doing-business.sso.esa.int>)

All ITT 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-MATCH** (<https://esastar-esamatch.sso.esa.int/>)

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

## Video:

<http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder> Restricted Area creation and structure

## esa-star Registration

Register in esa-star Registration

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# Access Tenders and ESA procurement related news

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## esa-star Tendering (Activity types: A, B, D, F, G1)

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Submit your proposal

## esa-star ESA Match

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#### Useful Links



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Network, find partners, advertise

# ITT Package – call overview

**ITT Reference: AO/1-11001/21/NL/SC/hm**

**NB! Not a permanently open call!**

## ITT/AO Cover Letter

**Appendix 1**

Draft  
contract

**Appendix 2**

EXPRO  
tender  
conditions

**Appendix 3**

Proposal  
Template

**Appendix 4**

ESA  
workplans

**ITT published**  
**1<sup>st</sup> November 2021**

**Submission Deadline**  
**15<sup>th</sup> December 2021**

**Maximum budget**  
**1000k Euros**

**First contracts**  
**Q2 2022**

The Cover Letter contains a number of **essential features** regarding the ITT e.g.:

- The name of the responsible **Contracts Officer** (S. Courtois).
- **Submission deadlines** for evaluation.
- All **programmatic** and **price constraints**.
- Description of the **process of evaluation** and selection.
- **Evaluation criteria**.
- **Instructions and restrictions** for proposals submission.

**Read the Cover Letter carefully and be sure to comply**

The Cover Letter indicates the formal conditions of submission, i.e. the **exact duration of the tendering period and the exact date (15<sup>th</sup> of December 2021) and time (13:00 hours CET)** by which proposals must be submitted.

The ITT/AO is expected to be published on the  
**1<sup>st</sup> of November 2021**

ESA-star Tendering (<https://esastar.sso.esa.int/>) – activity types A, B, D, F and G1

OSIP (<https://ideas.esa.int/>) – activity types G2 and H

## See section 2 of the COVER LETTER:

The present Call for Outline Proposals is addressed only to Latvian companies (including SMEs) or academic and research organizations. Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from companies or organizations residing in Latvia. Tasks may be assigned to non-Latvian entities residing 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.

## Tips – when to include a sub-contractor:

⇒ If your company/institute has no expertise in space activities an European partner may be part of the team (as sub-contractor) but you have to ensure that you are doing the core activities.

*Example: a potential customer, defining requirements and/or specifications or performing tests and/or qualification.*

⇒ 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 an European partner within the ESA Member States (as sub-contractor or **external service** provider).

⇒ Be sure to **explain** clearly what the sub-contractor is doing and **why they are needed**.

⇒ **International sub-contractors** are **strongly encouraged** where it leads to a long term relationship (e.g. customer etc.).

See section 2 of the Cover Letter

The total maximum budget for this ITT is:  
**1.000.000 Euro (One Million Euro).**

**See section 4 of the Cover Letter**

The subject of this ITT 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 FOR THIS CALL**

Type D - Space science activities

Type E - Satellite development - **NOT APPLICABLE FOR THIS CALL**

Type F - Space (downstream) Applications.

Type G - Education activities - *Element G2 handled via OSIP, see later slides*

Type H – Space related courses – *Handled via OSIP, see later slides*

**Type A - Research and preparatory activities** (e.g. feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard based demonstrators) aimed at **preparation** for participation in ESA **optional programmes** or the initial steps of a **product development** for Space, with potential for use on future ESA missions or commercial missions.

## Constraints:

- All general constraints apply
- Min start TRL: 1
- Max end TRL: 3
- Price not higher than **100 000** euro
- Min mark for recommendation: **50**
- Expected duration: 9-15 months

- *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.*

**Type B - Flight and Ground segment related research and development 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
- Min start TRL: 3
- Max end TRL: 5
- Price not higher than **300 000** euro (flight related)
- Price not higher than **250 000** euro (ground related)
- Must be led by industry
- Academia cooperation is encouraged
- Must include a potential end customer
- Cannot overlap with ESA OP that Latvia subscribed to
- Minimum mark for recommendation: **60**
- Expected duration: 15-24 months
- *Preparation and support for future subscriptions to ESA programmes.*
- *Building a sustainable business based on products.*
- *Path to payloads on ESA missions.*

- *To provide a path to inclusion in ESA science core teams.*

- Must be led by Academia
- Must include non-Latvian entity with ESA core science team experience
- Price not higher than **75 000** euro
- Minimum mark for recommendation: **60**
- Duration: up to 36 months
- Max number of project to be accepted per call: **2**

- *To provide a path to inclusion in ESA science core teams.*
- *International collaboration is key.*

- *Enter the market with space technology based products, enable sustainable business.*

- General constraints apply
- Min start TRL: 6
- End TRL: 8
- Must be led by industry with the capability to commercialise the service, may include academia for technical support
- Must include an end customer
- Minimum mark for recommendation: **60**
- Price not higher than **120 000** euro
- Must be co-funded by at least 25% by industry (i.e. ESA pays 120K Euro but cost is at least 160K Euro)



**Type H - Space related courses.** Industry can apply to get cost reimbursement of participation of their employees in space related training courses, like e.g. soldering, inspections, etc. – **See later slides on OSIP**

**Note:** Tenderers are invited to refer to the campaign on Space Related Training Courses, available at the Open Space Innovation Platform (OSIP) and accessible via the following **<https://ideas.esa.int>**.

Constrains:

- Only for Industry
- Price not higher than **10 000** euro per company
- Limited to cost reimbursement of the course enrolment, travel and accommodation costs
- Must be demonstrated to be part of an industrial capability expansion plan for space

- *Development of key space competences in Latvia.*
- *Better implemented as separate call with 1-page application form?*

See separate presentation on  
Activity Types G2 and H

## ANNEX A of the Cover letter

- **Technology Readiness Levels (TRL)**
  - Outline Proposal requires that you identify the start and target TRL of the proposed activity.
  - Contains information to help you identify the start and target TRL.
  - TRL is given for Software, Applications and Services as well as Commonly Used Engineering Terms.

## ANNEX A

ESA has adopted the Technology Readiness Level (TRL) scale as a way to measure the maturity of a technology. It has now become a well-established standard. Indicate the TRL of the technology to be developed under the Contract using the classification given below (for additional information on definitions, please refer to footnote <sup>1</sup>).

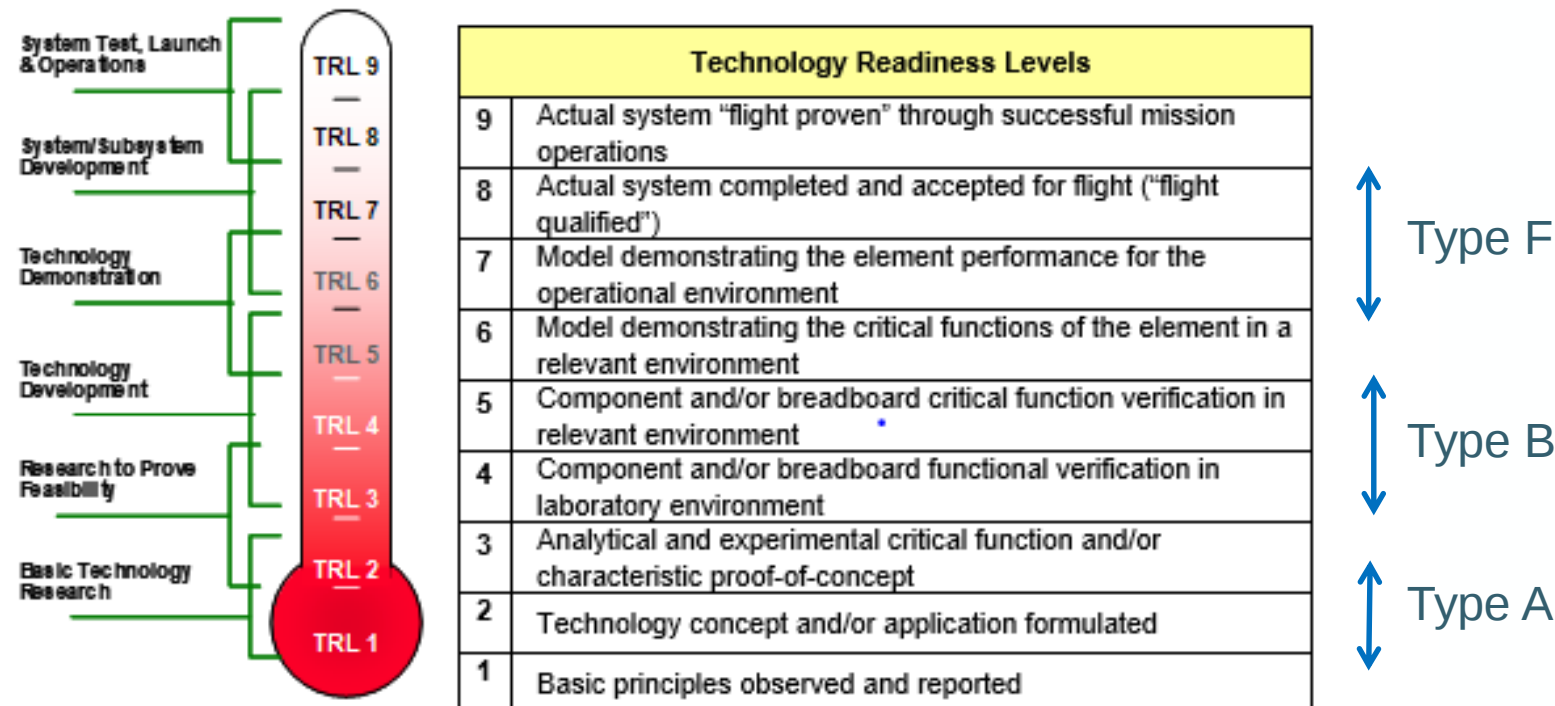


Figure 1 – Technology Readiness Levels adopted in ESA

See Section 6 of the Cover Letter

## 6. General programmatic objectives and constraints:

a) 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 in ESA Optional programmes that Latvia subscribe 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.

See Section 6 of the Cover Letter

**b) 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 the Republic of 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;

See Section 6 of the Cover Letter

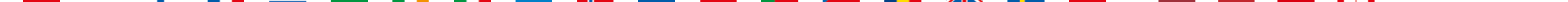
## e) Infrastructure and tools:

The procurement of infrastructure and generic tools (Hardware and software) is considered out of scope of the ITT.

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

*For G2 and H, please review the OSIP <https://ideas.esa.int/>.*

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- THE EUROPEAN SPACE AGENCY

# The Tender Evaluation – Evaluation Criteria (Activity Types A, B, D, F and G1)

| No. | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                  | Weighting Factors<br>% |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 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. Consistency of the IPR policy in regards to the role of the industrial partners.                                                                                          | 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 outline proposals and acceptance of the draft contract.                                                                                                                                                                                                                                                                                              | 5%                     |



1. Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
2. Considers the available budget, the programmatic priorities and national interests;
3. Recommends activities for implementation (subject to final approval by ESA programme boards);
4. This meeting is planned in March 2022.

## ITT/AO Cover Letter

### Appendix 1

Draft  
contract

### Appendix 2

EXPRO  
tender  
conditions

### Appendix 3

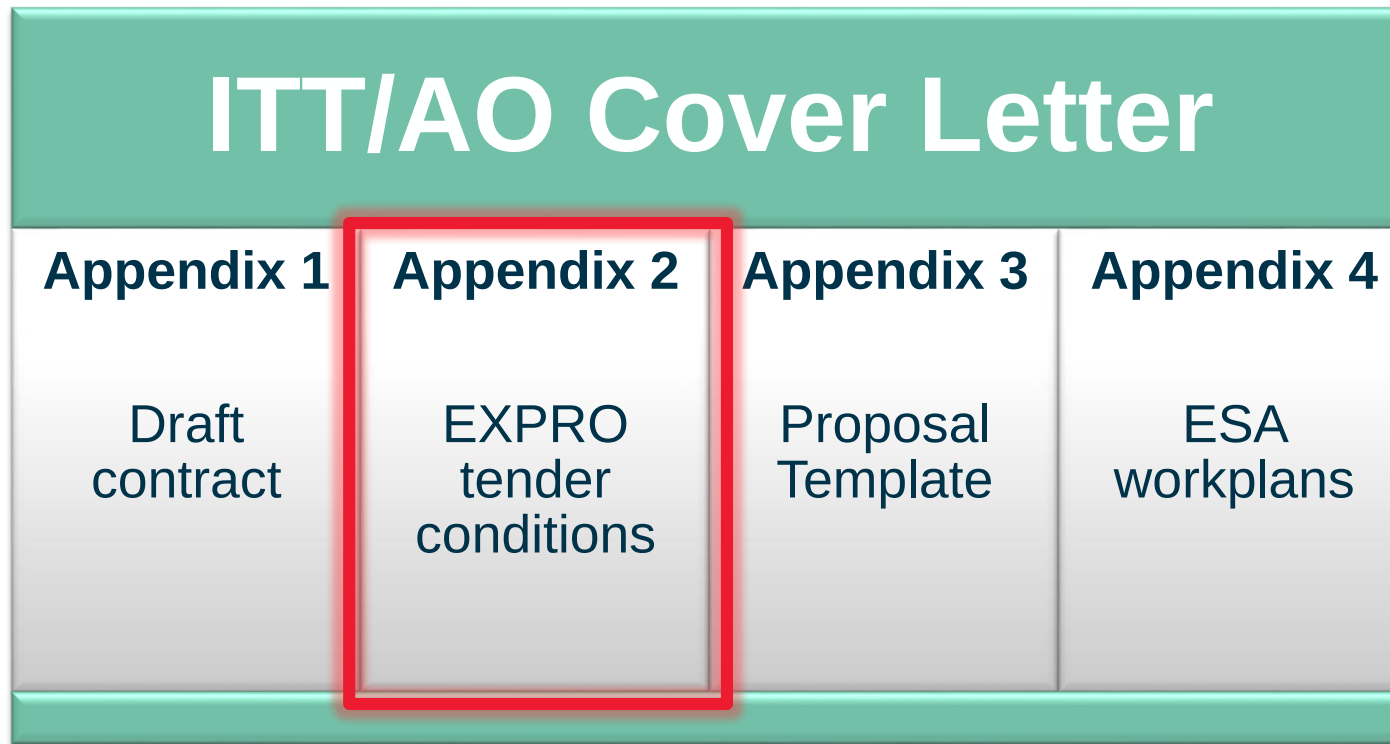
Proposal  
Template

### Appendix 4

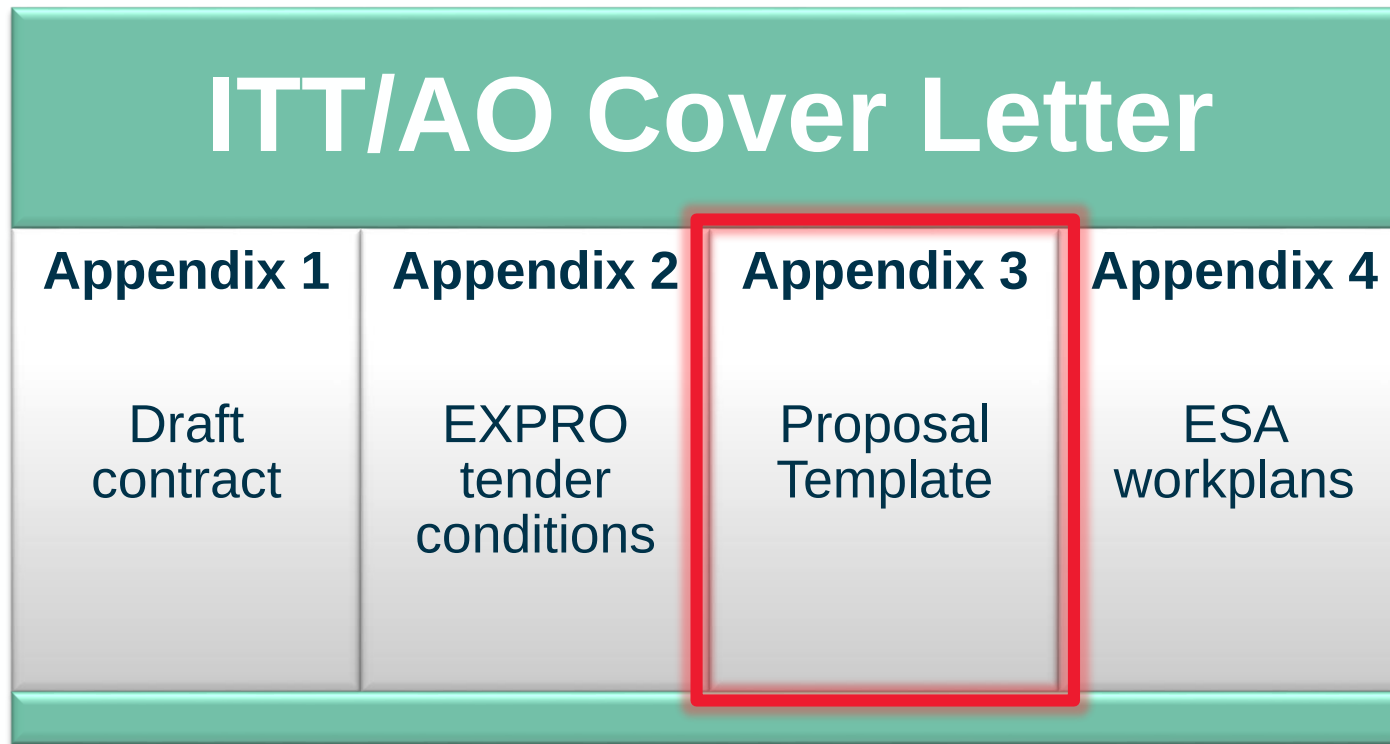
ESA  
workplans

**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, should the activity be more complex (e.g. flight hardware activities) the Contract will be adapted accordingly.



- Annex II to the Tendering Conditions contain important practical information for submitting proposals to ESA-STAR.**

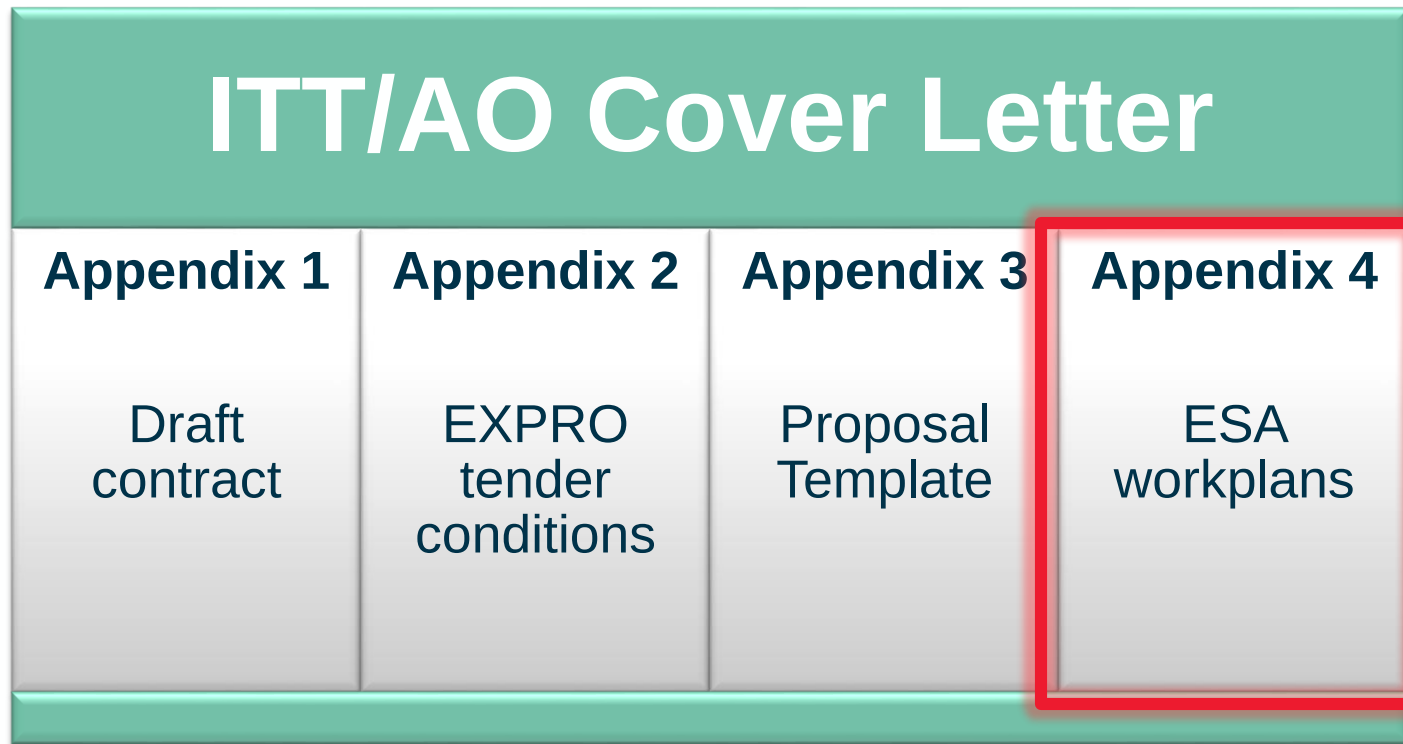


## Structure of the Proposal Template:

- ❑ **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

## IMPORTANT INFORMATION

- ❑ All **red font paragraphs** of the template are for your information Only.  
*The red font must be deleted.*
- ❑ **NO CHANGE** in the structure, title headings, margins, font are allowed.
- ❑ When submitting to ESA-STAR, two document 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 pages**. These 25 pages exclude the Cover Letter, the PSS forms and Annexes(if any).



**A potential Tenderer must check if their planned activity is already in ESA plans and Intended Invitations to Tender (ITT)**

Links to workplans for all relevant ESA programmes:

- ☐ Advanced Research in Telecommunication Systems (ARTES)
- ☐ Discovery, Preparation, Technology Development (DPTD)
  - Discovery and Preparation Programme
  - Technology Development Element (TDE)
- ☐ Earth Observation (EO)
- ☐ European Exploration Envelope Programme (E3P)
- ☐ General Support Technology Programme (GSTP)
- ☐ Global Navigation Satellite System (GNSS) / Positioning Navigation and Timing (PNT)
- ☐ Science Core Technology Programme (CTP)
- ☐ Space Safety (S2P)

**Intended** Invitations-to-Tender (esa-star Publication) covering all ESA Programmes

Currently **Open** Invitations to Tender (esa-star Publication) covering all ESA Programmes

## See section 11.f) of the COVER LETTER :

- f) 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 ITT 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 him 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.

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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 (**RPA Contract Officer**):

Email: [sandy.courtois@esa.int](mailto:sandy.courtois@esa.int) Phone: +31 71 565 8230

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

Email: [karol.brzostowski@ext.esa.int](mailto:karol.brzostowski@ext.esa.int) Phone: +31 71 565 6976

# How to write good proposal And OSIP Platform

*See next presentations*