

# 3<sup>rd</sup> call for outline proposals under the Requesting Party Activities for Latvia

## AO/1-11500/22/NL/SC

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12/09/2022

This presentation material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender) **AO/1-11500/22/NL/SC**.

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

Please ensure that your Outline Proposal is compliant with the requirements contained in the ITT **AO/1-11500/22/NL/SC** documentation that will be published on esa-star Publication.

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.

# Summary of the presentation

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

# 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.

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About ESA's Procurement Process



Useful Links



## **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 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](http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure)

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**Access Tenders and ESA procurement related news**

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**EMITS replacement**

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

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Submit your proposal

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## esa-star ESA Match

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**Network, find partners, advertise**

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# ITT Package – call overview



## ITT Reference: AO/1-11500/22/NL/SC

NB! Not a permanently open call!

### ITT/AO Cover Letter

Appendix 1	Appendix 2	Appendix 3	Appendix 4
Draft contract	EXPRO tender conditions	Proposal Template	ESA workplans

ITT published  
**19<sup>th</sup> September 2022**

Submission Deadline  
**31<sup>th</sup> October 2022**

Maximum budget  
**1500k Euros**

First contracts  
**Q2 2023**

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 (31<sup>st</sup> of October 2022) and time (13:00 hours CET)** by which proposals must be submitted.

The ITT/AO is expected to be published on the  
**19<sup>th</sup> of September 2022**

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:  
**1.500.000 Euro (One Million five hundred thousand 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 **350 000** euro (flight related)
- Price not higher than **300 000** 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.*

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

## Constraints:

- Must be led by Academia
- Must include non-Latvian entity with ESA core science team experience
- Price not higher than **100 000** euro
- Minimum mark for recommendation: **60**
- Duration: up to 48 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.*

**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 start TRL shall be at least 6 and the target end TRL shall be at least 8. The goal is to ensure the **introduction of a product to a first customer** and to enter into customers supply chain;

## Constraints:

- 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)

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

## Type G - Education activities

G1. **University courses** leading to a qualification (BSc or MSc) in space related topics that **correspond to the needs of Latvian space industry** and to encourage career in space and answer to national space industry needs. **(needs to use the proposal template described herein)**

G2: **PhD Theses** that correspond to a clear **need from the Latvian Space Industry** and would lead to a new product or service being able to be developed. **(see later slides on OSIP)**

**Note:** Tenderers are invited to refer to the campaign on co-funding opportunities for PhD Theses in Latvia, available at the Open Space Innovation Platform (OSIP) and accessible via the following <https://ideas.esa.int>.

### Constraints:

- Must be led by Academia,
- Industry must be involved as a partner in the definition of the courses, practical lessons and/or topics
- Price to ESA not higher than **50 000** euro (and 40 000 for G2 with a min contribution of 10 000 from industry)
- Minimum mark for recommendation: **60**
- Duration up to 36 months (for G1)
- Max number of proposals to be accepted per call **(2 for G1)**

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

See separate presentation on  
Activity Types G2 and H

**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
- Max number of proposals to be accepted per call -5

- *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>).

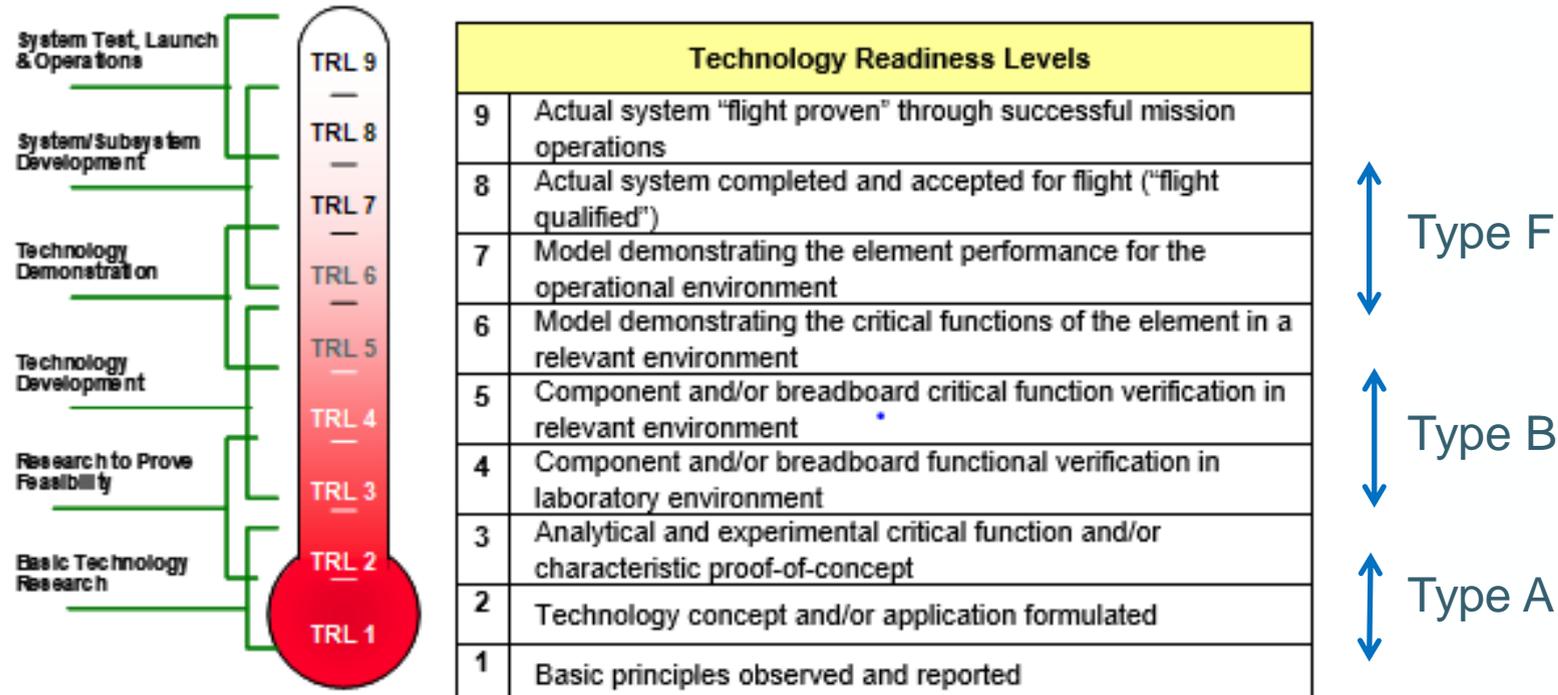


Figure 1 – Technology Readiness Levels adopted in ESA

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.

## Number of proposals for submission per Tenderer

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

*Note: this restriction only applies for Type A, B, D, F and G1.*

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

- You are required to clearly state that you **accept all terms and conditions of the Draft Contract** (see point 10 of the Cover Letter of the Proposal Template);
- Your tender is **valid during a period of fourteen (14) months** from the date of tender submission.
- **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).

- After the announced submission deadlines, there is a formal opening (Tender Opening Board) of the outline proposals that have been submitted. The compliant proposals will be accepted for evaluation by the **Tender Evaluation Board (TEB)**. Non-compliant proposals will be rejected and not evaluated.
- TEB is composed of ESA staff supported also by ESA experts in the specific area of the proposal.
- Statement of Non-Disclosure and Non-Interest Form 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.
- A summary of the TEB report with the technical evaluation, ranking of proposals and recommendations is submitted to RPA Board. **No detailed financial information (e.g. hourly rates) will be disclosed.** The RPA Board will make the final selection.

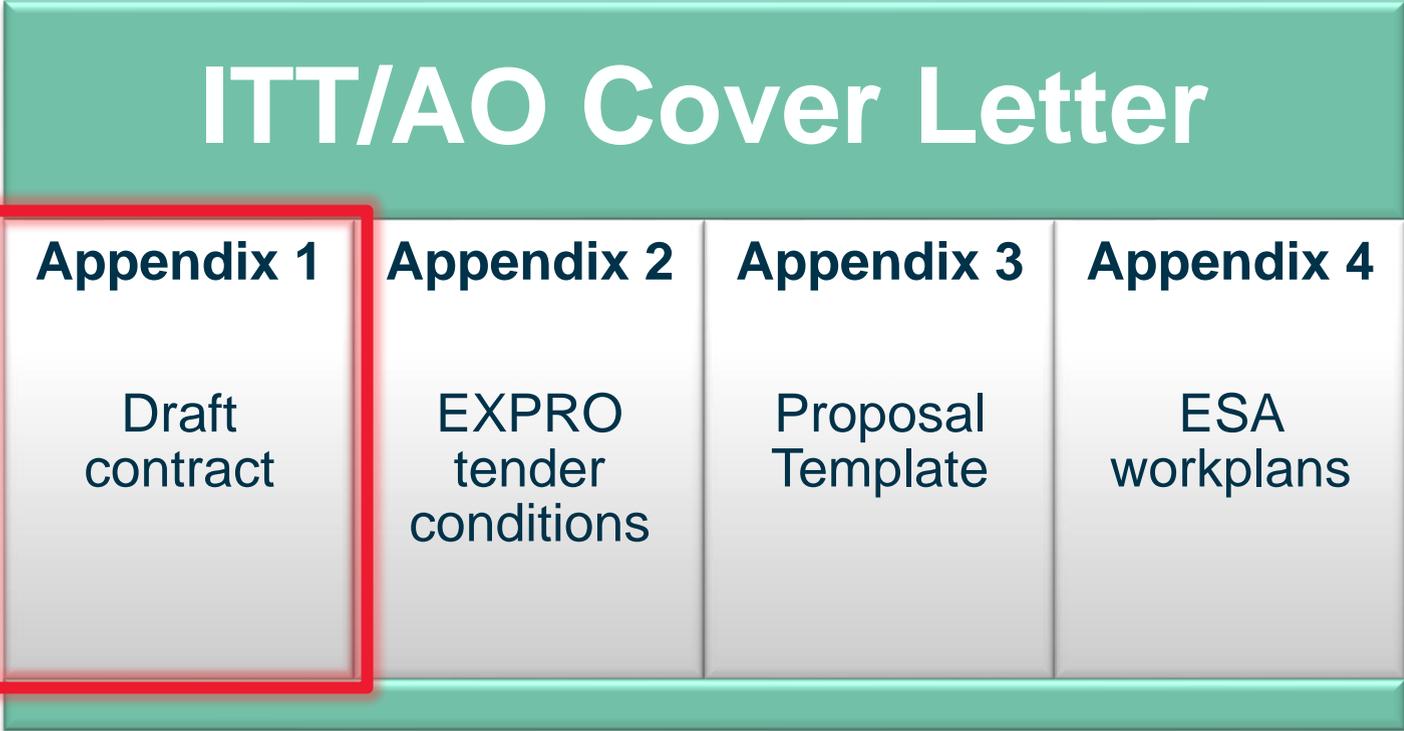
# The Tender Evaluation – Evaluation Criteria (Activity Types A, B, D, F and G1)

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. 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%

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

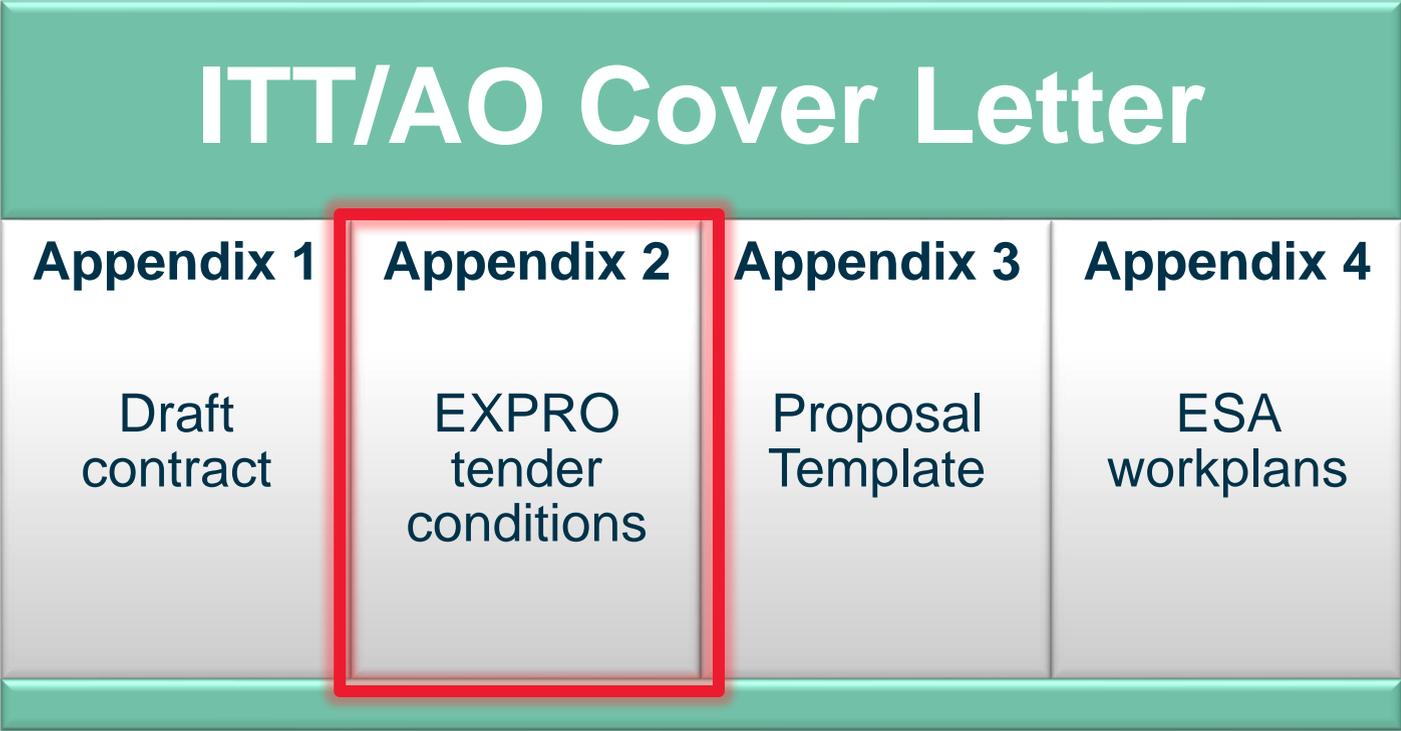
ESA with the RPA Board performs the programmatic evaluation of the proposals, **with an overall mark higher than 60 (50 for activity Type A):**

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 January 2023.



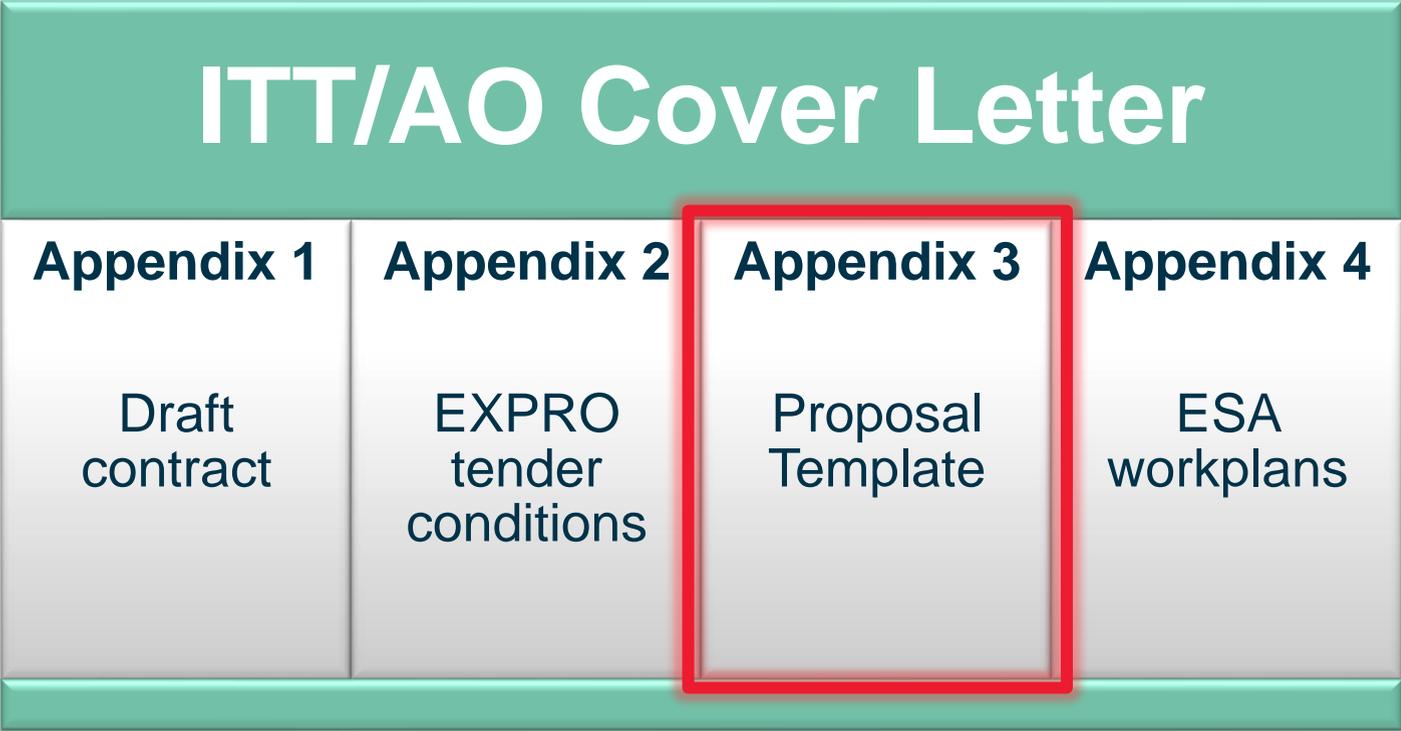
## Full compliance to terms and conditions are expected

- 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.
- WARNING ! New clauses and new details have been introduced since the last Call
  - Option for co-funded activities
  - Covid Clause has been removed
  - Termination in Special Cases in case of fraudulent practices (ex: nationality requirements)
- The wording in blue and the clauses with an "Option" indicated 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.



- 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** support the compliance with the Special Conditions of Tender.

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



ITT/AO Cover Letter			
<b>Appendix 1</b>	<b>Appendix 2</b>	<b>Appendix 3</b>	<b>Appendix 4</b>
Draft contract	EXPRO tender conditions	Proposal Template	ESA workplans

**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.**

- Publication in esa-star Publication
  - **19<sup>th</sup> of September 2022**
  
- Deadline for Submission of Outline Proposals
  - **31<sup>st</sup> of October 2022**
  
- Tender Evaluation Board (TEB)
  - **11<sup>th</sup> of January 2023**
  
- First communications to Bidders: 4 to 6 weeks after the meeting
  - positive outcomes will be conditional to approval by ESA IPC
  
- First contracts based on Outline Proposal
  - **May/June 2023**

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*