

# Introduction to 4<sup>th</sup> Fixed Call for Proposals under the Requesting Party Activity (RPA) in Latvia

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**CfP/5-50037/23/NL/MH**

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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.

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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



**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





# 1. 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



The screenshot displays the ESA Star toolset interface. It features a grid of application tiles, each with a logo and name:

- esa-star Registration** (RR logo)
- esa-star Tendering** (TT logo)
- esa-star Publication** (PP logo)
- esa-star esa-match** (MM logo)
- esa-star ECM** (EE logo)
- esa-star CCD** (CC logo)
- esa-star ASTRA** (AA logo)
- esa-p** (Green tile with ESA logo and icons)

Each tile includes a "More Details..." button and an "Access" button. To the right, there are two sidebars:

- About ESA's Procurement Process**: Includes a "Documents" section with a list of numbered items.
- Useful Links**: Includes a list of links with checkmarks.

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



## Doing Business 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.



## Register in ESA-STAR Registration



# 1. ESA Tools – Basics of ESA Procurement



## esa-star Publication

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.

## Doing Business with ESA

esa-star Announcements

ESA Programmes Information

About ESA's Procurement Process

Useful Links

Access Tenders and  
ESA procurement related news

esa-star  
Publication

More Details...

Access

esa-star  
esa-match

More Details...

Access

esa-star  
ECM

More Details...

Access

esa-star  
CCD

More Details...

Access

esa-star  
ASTRA

More Details...

Access

esa-p

More Details...

Access



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## Submit your proposal

# 1. ESA Tools – Basics of ESA Procurement



## esa-star esa-match

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Network, find partners, advertise what you offer

esa-star Announcements

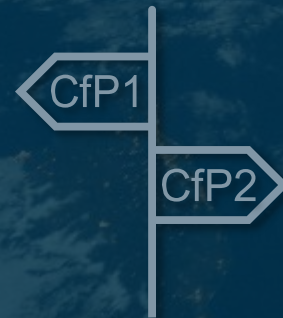
ESA Programmes Information

About ESA's Procurement Process

Useful Links



## 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<br><i>Handled via OSIP (separate presentation)</i> |                                             |