

Introduction: Fixed Call for Proposals for Czech ISS Experiments

Prague, 09/09/2024

- 09:00 Introduction (CZ Delegation to ESA, Ministry of Transport)
- 09:05 Introduction and overview of the Call for Proposals, the astronaut mission

- 09:15 CfP Briefing part 1 – Tender package, evaluation process, schedule
- 10:40 Coffee break
- 11:00 CfP Briefing part 2 – The proposal template, How to write a good proposal?
- 12:30 Q&A

- 13:00 Lunch break

- 14:00 Group A/B 1to1 consultations
- 14:30 Break
- 14:40 Group A/B 1to1 consultations
- 15:30 Break
- 16:00 Group A/B 1to1 consultations
- 17:00 end

This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals **CfP/5-50100**.

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

Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Call for Proposals CfP/5-50100 documentation** that will be published on esa-star Publication.

1 - The Czech Framework Project and overview of the Call for Proposals

2 - ESA Tools – Basics of ESA procurement

3 - Tender Package for CfP on ISS Experiments

- Cover Letter
- Activity Description (generic SoW)
- Draft Contract
- Tendering Conditions
- Proposal Template

4 - The Tender Evaluation, Selection, Debriefing, Negotiations

5 - Schedule

6 - Questions?

Next presentation - How to write a good proposal

1 - The Czech Framework Project

In March 2017, ESA and the Czech Republic established a “**Project Arrangement for a Framework project implementing ESA’s support of space-related activities in the Czech Republic**” for implementation of Space related activities in the Czech Republic with the following objectives:

- Development of Czech industry, universities and research centres and ensuring they work together, cooperate and build supply chains
- Alignment of space-related activities carried out in the Czech Republic with the programmes carried out by ESA
- Complement the Czech Republic's participation in the ESA optional programmes,
- Support the implementation of the new National Space Plan 2020-2025 of the Czech government

ESA role

Management of the technical and contractual aspects of the Framework project, according to ESA internal practices ensuring that, as far as possible, the results obtained by the activities are suitable to be integrated in ESA's future missions.

Czech Republic role

Programmatic and Financial responsibility over the programme, consequently taking all decisions on programmatic and financial questions taking into account recommendations from ESA.

1 - ISS experiment CFI overall timeline

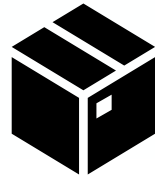
- 2024 national Call for Ideas



- 2024 ESA-CZ Call for Proposals



- End 2027: Payload deliveries



- 2028: Intended astronaut flight



1 - Role of ESA / NASA / Axiom

- An Axiom mission is Private Astronaut Mission (PAM) consisting of 4 crew, of which one is usually a professional astronaut from Axiom/NASA.
- The ESA project astronaut is considered as an IP astronaut (not as a “tourist”)
- Upload on an Axiom is very limited, each customer can use up to 10 kg/35 litres. Conditioned Stowage and download is even more rare.
- The mission duration depends on general vehicle traffic, but it is expected to be between 8 to 15 days. In the first 2 days of the stay on the ISS, availability for utilisation (= experiments) is very limited.
- ESA/National Agency can use all the crew time from the project astronaut (but not from other crew members without further agreements). Expected crew time that is available to be dedicated to science in the range of 60 to 80 hours.
- ESA is handling the integration towards NASA and Axiom if ESA is contractually involved.
- There are very strict processes and deadlines from NASA and Axiom. The ESA teams will support the National teams to meet all deadlines, but there is little flexibility in case they are not met.



Ax-3 crew including Swedish ESA reserve astronaut Markus Wandt (credits: Axiom)

2. ESA Tools – Basics of ESA Procurement



2. 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 a grid of application cards for the esa-star toolset. Each card features a specific icon (e.g., 'RR' for Registration, 'TT' for Tendering, 'PP' for Publication, 'MM' for esa-match, 'ECM' for esa-star ECM, 'CCD' for esa-star CCD, 'AA' for esa-star ASTRA) and the application name. Below each card are two buttons: 'More Details...' and 'Access'. A larger green card for 'esa-p' is also present. To the right, there are two informational panels: 'About ESA's Procurement Process' with a document icon and 'Useful Links' with a document icon containing checkmarks.

2. 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**



Further Instructions

[ESA - esa-star: open for business](https://esastar.sso.esa.int/Lists/List%20Training/Forms/AllItems.aspx)

<https://esastar.sso.esa.int/Lists/List%20Training/Forms/AllItems.aspx>

2. ESA Tools – Basics of ESA Procurement



esa-star Registration

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.

esa-star Announcements

ESA Programmes Information

About ESA's Procurement Process

Useful Links

Register in ESA-STAR Registration

esa-star
Registration

More Details... Access

esa-star

More Details... Access

esa-star

More Details... Access

esa-star

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

2. ESA Tools – Basics of ESA Procurement

esa-star Publication

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esa-star Announcements

ESA Programmes Information

**Access Tenders and
ESA procurement related news**

esa-star
Publication

[More Details...](#) [Access](#)

esa-star
esa-match

[More Details...](#) [Access](#)

esa-star

[More Details...](#) [Access](#)

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[More Details...](#) [Access](#)

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ECM

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CCD

[More Details...](#) [Access](#)

esa-star
ASTRA

[More Details...](#) [Access](#)

esa-p

[More Details...](#) [Access](#)

About ESA's Procurement Process

Useful Links

2. ESA Tools – Basics of ESA Procurement

esa-star Tendering

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esa-star Announcements

ESA Programmes Information

esa-star
Registration

More Details... Access

esa-star
Tendering

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esa-star
ECM

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esa-star
ASTRA

More Details... Access

esa-p

More Details... Access

About ESA's Procurement Process

Useful Links

2. ESA Tools – Basics of ESA Procurement

esa-star esa-match

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esa-star Announcements

ESA Programmes Information

Network, find partners, advertise what you offer

esa-star

More Details... Access

esa-star

More Details... Access

esa-star

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

About ESA's Procurement Process

Useful Links

Keep in mind:

- ✓ Submit BEFORE the deadline, SIGN the cover letter
- ✓ Collate cover letter + proposal + PSS forms (please!)

3. Tender Package for CfP on CZ ISS Experiments



3. Tender Package – Call Overview

Call overview

- Call for Proposal (CfP) reference is **CfP/5-50100**
- This is NOT a permanently open call!

Call for Proposals (CfP) published

- 16th September 2024

Submission Deadline

- 11th November 2024, 13:00 CET

Maximum budget

- 4,000,000 EUR (+ 6,000,000 TBC)

First contracts

- April 2025

Cover Letter

Appendix 1

Activity
Description

Appendix 2

EXPRO
Draft
Contract

Appendix 3

Standard
Draft
Contract

Appendix 4

Tendering
Conditions
for EXPRO

Appendix 5

Proposal
Template

Cover Letter				
Appendix 1	Appendix 2	Appendix 3	Appendix 4	Appendix 5
Activity Description	EXPRO Draft Contract	Standard Draft Contract	Tendering Conditions for EXPRO	Proposal Template

3a. Tender Package – Cover Letter

The Cover Letter contains a number of essential features regarding the Call.

This includes:

- The name of the responsible Contracts Officer, **Emilienne Hepp**.
- **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

3a. Tender Package – Cover Letter

The Cover Letter indicates the formal conditions of submission.

This includes:

- The exact duration of the tendering period;
- The exact date, **11th November 2024**;
- The exact time, **13:00 (CET / Amsterdam time zone)** by which proposals must be submitted.

The Call is expected to be published on:

16th September 2024

To be found on:

ESA-star Tendering (<https://esastar.sso.esa.int/>)

See Section 2 of the Cover Letter

- The present Call for Proposals is addressed **only to Czech** companies (including SMEs) or academic and research organizations.
- Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities **registered in Czech Republic**, which operate in accordance with the **laws of Czech Republic**.
- Tasks may be assigned to **non-Czech entities** within other ESA Member States, Associate Members and European Cooperating States as sub-contracts (or services).
 - Co-investigators or co-participants to the proposal do not necessarily need to be based in the Czech Republic but it is expected that **most of the work is done in the Czech Republic**. All work performed by non-Czech entities, whether subcontract or external service, shall be highlighted and fully described in the proposal.



What is the difference between a Subcontractor and External Services?

External services cover recurring services that need no development effort: e.g. hire of facilities, standard tests, computer services, manpower services (*e.g. consultancy*), plating of parts, services for procurement of HIREL parts, etc. The costs for these should be shown on the **PSS A2 form of the Prime Contractor** under Other Cost Elements Point 3.7 and further detailed on Exhibit A.

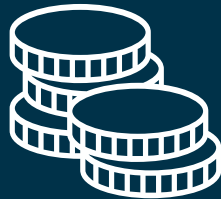
A Third Party should be involved as **subcontractor** (*not as external services*) when they are contributing to the development work of the project, when they are **responsible for the realisation of specific work packages**. To include a Third Party as Subcontractor also involves a **firm commitment** by the Third Party (*contract between Prime contractor and Subcontractor*) and is especially recommended when this Third Party is essential to carry out the activity and there are not multiple alternatives.

See Section 2 of the Cover Letter

The total maximum budget for this Call is:

4,000,000 EUR

(Four Million Euro)



(maximum sum total of all contracts awarded)

There is a possible additional budget of **6,000,000 EUR** (six million Euro), which is dependant of additional funding to be provided by the time of projects selection.

The final selected activities, after successful negotiation, will result in Firm Fixed Price contracts that are **100%** funded by the Czech Third-Party Framework Project.

3a. Key assumptions/requirements

The **TRL** of the proposed experiment shall be **at least 5**.

Each proposed experiment is expected to weigh **less than 2 kg** and have a volume of **less than 7 litres**. Larger could be exceptionally accepted if they still allow all other constraints to be met (budget and mass and number and volume) and if they can be delivered at least 9 months earlier and have exceptional relevance to the public.

Experiments needing cargo upload must be delivered before EOY 2027. Other packages shall be delivered during 2027. **The flight is foreseen in 2028, but not confirmed by the flight provider yet.**

It shall be noted that: -

- the total experimentation time of the astronaut for all implemented projects is expected to be **80 hours**.
- The total experiment package, including all selected experiments, shall not weight more than a total of **15 kg**: 10 kg to be transported with the astronaut, 5 kg on an earlier cargo flight.
- The total experiment volume shall not be more than **50 litres**: 35 litres to be transported with the astronaut, 15 litres of on an earlier cargo flight.

ECCS-E-AS-11C Space Engineering:

- 1 Basic principles observed and reported
- 2 Technology concept and/or application formulated
- 3 Analytical and experimental critical function and/or characteristic proof-of-concept
- 4 Component and/or breadboard functional verification in laboratory environment
- 5 Component and/or breadboard critical function verification in a relevant environment
- 6 Model demonstrating the critical functions of the element in a relevant environment
- 7 Model demonstrating the element performance for the operational environment
- 8 Actual system completed and accepted for flight (“flight qualified”)
- 9 Actual system “flight proven” through successful mission operations

For micro-g Experiments:

- Theoretical, numerical model
- Experiment concept formulated
- Experiment concept demonstrated by e.g. analytical model
- Demonstration of critical elements of the experiment in e.g. laboratory model
- Demonstration of critical elements of the experiment in e.g. Parabolic Flight
- Demonstration of the functioning of a model of the experiment in e.g. Parabolic Flight
- Demonstration of the performance of a model of the experiment in e.g. Parabolic Flight
- Payload/experiment has been designed and built, design has successfully undergone qualification campaign
- Reflight or similar. Payload/experiment has already successfully flown on similar missions

3a. Key assumptions/requirements

The selection of a project does not guarantee a flight, only readiness for a flight. A final selection for flight will be made close to flight time and will depend on the actual astronaut flight organisation, the final mass and volume budgets available to that astronaut and the finances available at that time. Your proposal shall nevertheless **include the delivery of a flight ready experiment and the definition and costing for the execution of the experiment and any 'post launch' work.**

Only one experiment package shall be included in a single proposal. The proposed experiment shall fall in either of the two categories:

- **Education and Outreach:** Education and outreach activities use the fascination and the incredible knowledge generated by Europe's unique space programme for the education and the benefit of the younger generation - from early age to early professional levels - and for the growth of society at large. Education activities are an integral and highly inspirational part of ESA astronaut missions to the International Space Station, previously including experiments with dedicated payloads, demonstrations, scripted videos, and imagery.
- and **Science and Technology:** Investigations that align with ESA's exploration programme in the area of exploration focused or exploration enabling science (e.g. Human Research, Biology and Astrobiology, Physical Sciences) or with exploration preparation research and technology (life support systems in isolated environments, waste & recycling, energy efficiency, mobility and transport, AI applied to challenging environments).

See Section 4 of the Cover Letter

Please ensure that your tender **complies with the following essential requirements**: You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract (*ref. paragraph 9 of the Cover Letter of the Proposal Template*).

- Your tender is **valid during a period of six (6) months** from the time limit for tender submission.
- The total number of **pages for the proposal shall not exceed 40**. These 40 pages exclude the Cover Letter, the PSS forms and Annexes (if any).
- In “esa-star”, the submission shall contain four separate documents:
 - Document 1: The signed Cover Letter;
 - Document 2: **One single file** collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.
 - Document 3: CVs
 - Documents 4: Completed Draft Contract

See Section 4 of the Cover Letter

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



Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer.

In the case of a university or research organisation, the faculties, departments or institutes can be considered as separate tendering entities (Business Unit).

Cover Letter				
Appendix 1	Appendix 2	Appendix 3	Appendix 4	Appendix 5
Activity Description	EXPRO Draft Contract	Standard Draft Contract	Tendering Conditions for EXPRO	Proposal Template

1.4 Background and Objective(s)

1.4.1 Background

The scope of this document is to define the tasks, responsibilities, and deliverables that the Contractor shall undertake to perform requirement assessment, design elaboration up to the Qualification & Acceptance Review (QAR) of the proposed payload.

The Contractor is fully responsible for the implementation of a programme of work that ensures compliance of all contract deliverables with the contract baseline requirements.

The Contractor shall ensure the delivery of all deliverable items to ESA in accordance with the contractual milestone dates. ESA will monitor the progress of this work, principally through the review of Contractor's documents, the holding of meetings and reviews.

1.4.2 Objective(s) of the Activity

The activity shall develop an ISS experiment payload.

The payload shall be developed, designed, manufactured, tested and up to flight readiness. It is intended to be accommodated aboard ISS in Columbus for the on-board operation.

1.4.3 PA Grade Definition

The Payload, including all additional deliverable items, such as spares and on-orbit support equipment, shall be regarded as Grade B, as defined in [AD05] Section 1.2.

[AD05] Product Assurance and Safety Requirements for ISS Pressurized Payloads

2. WORK TO BE PERFORMED

2.1. Work Logic

The work shall be organized in 4 technical tasks as follows:

- **Task 1:** conduct a requirements analysis and design the experiment accordingly considering the [AD01] and Interfaces as for [AD02, AD04] as part of the **System Requirements Review (SRR)**.
- **Task 2:** Manufacturing and testing of subsystem hardware/software as Engineering Model (EM) to support the **Manufacturing Readiness Review (MRR)** and representative of the Proto-Flight Model (PFM) for the relevant subsystem qualification as need. Procurement of the Commercial off the shelf (COTS) components.
- **Task 3:** Manufacture the PFM hardware for the environment, performance, and interface tests. Complete all tests on the flight equipment. Make availability of all deliverable items including software products, required Data Package elements and transport containments (ground and flight). Support the **Qualification Acceptance Review (QAR)**.
- **Task 4:** Support to **Operations Preparation and Execution**. Support the activities related to the Operations Preparation and Execution. These activities run mainly in parallel with the development but are not necessarily included in the development tasks. The activities will be carried out in collaboration with the ESA's entities responsible for the Operations (Columbus Control Centre, USOCs, Columbus Flight control team, etc.)

[AD01] Application Requirements Document (ARD) or System Requirements Document (SRD)

[AD02] COLUMBUS Pressurised Payload Interface Requirements Document + IRNs

[AD04] Pressurized Payloads Interface Requirements Document

3b. Tender Package – Activity Description

The **Application Requirements Document (ARD)** typically contains a description of the experiment to be executed and the scientific requirements and objectives.

The corresponding **System Requirements Document (SRD)** is only developed for more complex payloads, and would contain a definition of the equipment or experiment payload that is needed to execute the experiment and which capabilities and performances the experiment payload needs to have to be suitable for the experiment.

It shall be noted that, depending on the proposed payload complexity, the need for a payload specification may be waived.

The **SRR** shall confirm the correct understanding and elaboration of the requirements applicable to the flight and ground configuration of the facility, and its GSE.

The **MRR** shall confirm that the hardware and integrated software fulfils the engineering, PA and safety requirements and release the PFM manufacturing.

The **QAR** shall confirm the completion of the qualification and verification against the requirements, and the readiness of the payload for operational use.

3.4. DELIVERABLE ITEMS

3.4.1. Model philosophy

The following shall be delivered:

- one **Proto- Flight Model (PFM) / Flight Model (FM)**,
- one **Ground Model (GM)**,
- one **Training Model (TrM)**, only if required by ESA Training Team, as the Ground Model could also be used as TrM in some cases
- and relevant **Ground Support Equipment (GSE)**, if required as per SRD.

In support of the FM development, the Contractor shall consider the development of an Engineering Model (EM), which is not a deliverable but may be upgraded/refurbished up to the Proto-Flight Model level.

The EM will be built by the contractor to support the MRR and can be used as an Engineering Qualification Model (EQM) to qualify critical part of the design which could experience destructive or degradation performances after testing. The EM will be refurbished as GM.

Alternatively, the qualification can be done directly on the PFM, which is then refurbished into FM, if needed. The chosen approach is to be selected depending on the payload complexity. The Contractor can propose Qualification Models, Structural and Thermal Models for each of the Subsystems and Equipment that may be considered critical. Formal acceptance shall be performed and achieved on the PFM.

The proposed models shall be provided with functionality and timeliness to reduce programmatic risks in the construction of the FM.

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Full compliance to terms and conditions are expected

→ **Appendix 1 – EXPRO draft contract:**

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.

→ **Appendix 2 – Standard draft contract:**

Depending on the nature and/or value ($\geq 2\,000\,000$ Eur) of **Type A activities**, in case of Contract award, the Agency shall apply a **Standard ESA Contract** based on the General Clauses and Conditions (GCC ESA/REG/002, rev. 3) instead of an EXPRO Contract.

- › 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.

3c. Tender Package – Draft Contract



By **DEFAULT**

ONLY IF requested by ESA
at negotiation stage

EXPRO Draft Contract

- **Tendering Conditions for Express Procurement Procedure (EXPRO) apply**

Standard Draft Contract

- **General Clauses and Conditions (GCC) for ESA contracts apply**
- Retrieve it in esa-star
Publication: <https://esastar-publication.sso.esa.int/supportingDocumentation/details/5>

Many technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA GCC, engineering standards etc)

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3d. Tender Package – Tender Conditions

- **FOR EXPRO ONLY:** The Call for Proposals Tendering Conditions (“CfP/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.



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

Tenderers SHALL use this template, nothing else !

Cover Letter				
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Structure of the Proposal Template

- **Cover Letter**

- **MUST** be signed.

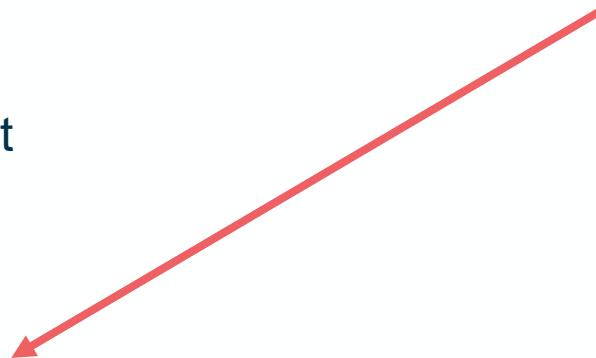
- **Proposal Template:**

- Technical and Application Part
- Management Part
- 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.

- Contract Conditions Part

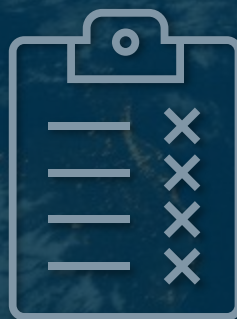
Latest PSS version shall be used
(currently Issue 5)



IMPORTANT INFORMATION

- 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, **four 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.
 - CVs shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
 - Completed Draft Contract shall not be attached to the proposal but shall be uploaded under the “Other” section of proposal elements on esa-star Tendering.
- The total **number of pages** for the proposal **shall not exceed 40**.
 - These 40 pages exclude the Cover Letter, the PSS forms and Annexes (if any).

4. The Tender Evaluation



4. 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, and then the board convenes to discuss comments and mark the proposals. A TEB report is written containing all details of the collective evaluation

4. The Tender Evaluation

Evaluation Criteria

No.	Criteria	Weighting Factors
1	Background and experience (related to the particular field concerned) of the company(ies) and staff, including adequacy of proposed facilities.	10
2	Completeness and clarity of the scope of work (including testing). Quality of engineering approach and discussion of problem areas. Quality and suitability of proposed programme of work. Compliance with flight experiment requirements, required tasks and deliverables. Credibility and compliance with the individual mass and volume targets.	30
3	Impact and Relevance (to the public) – especially in demonstrating the needs the public would have of space. Ease of understanding of the impact and relevance to the Public. Quality of the communication and outreach plan. International attention and building of Czech international reputation. Quality and novelty of the science (no repeat work).	40
4	Adequacy and credibility of the management approach, in particular the time dedication, planning and costing. Compliance with administrative tender conditions and acceptance of the contract conditions.	20

4. The Tender Evaluation

Evaluation Marking

Each criteria is marked 0-100, then weighting factors are applied to get a final mark.

- 100 – **Perfect**
- 90 – **Excellent**
- 75 – **Very Good**
- 60 – **Good**
- 50 – **Fair**
- 40 – **Barely acceptable**
- 30 – **Below acceptability**
- 0 – **Worthless**

If any criteria scored below 40, the proposal is rejected and no overall mark calculated.

Examples:

Criteria	WF	Proposal 1	Proposal 2	Proposal 3
1	40%	60 (28)	60	50 (20)
2	30%	50 (15)	75	50 (15)
3	25%	60 (15)	30 (!)	50 (12.5)
4	5%	100 (5)	90	60 (3)
TOTAL	100%	63	-	50.5
		Recommended	Rejected	Not Recommended

4. The Tender Evaluation – Programmatic Review

- › A summary of the TEB report with the technical evaluation, ranking of proposals and recommendations is submitted to Czech Framework Project Committee. **No detailed financial information (e.g. hourly rates) will be disclosed.**
- › The Czech Framework Project Committee performs the programmatic review:
 - › Takes into account ESA summary TEB,
 - › Considers programmatic priorities and national interests,
 - › Decides activities for implementation.
- › For the selected proposals, the Agency will :
 - › Start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments of the TEB;

See Section 11 of the Cover Letter

- 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 CfP after a decision has been taken.
- If the proposal has been unsuccessful, the Tenderer may request the nominated Agency's Contracts Officer to advise them of the reasons why the proposal has not been retained in a **verbal debriefing (no written report)**.
- 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

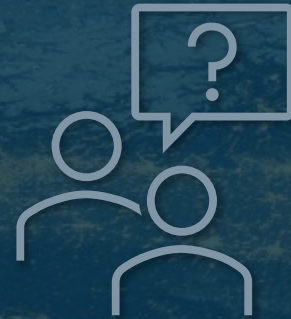


5. Schedule

What	When
Publication in esa-star Publication	16th September 2024
Deadline for submission of Proposals	11th November 2024, 13:00 hours (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	Mid January 2024
Programmatic review	Mid February 2024
First communication to Bidders	4 weeks after the programmatic review
First contracts based on Proposals	April 2025

6. 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: Emilienne.Hepp@esa.int

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

Email: Stephane.Combes@esa.int