4th Call for Outline Proposals under the Plan for European Cooperating States (PECS) in Slovakia

HANDBOOK
BASICS OF ESA PROCUREMENT

AO/1-9588/18/NL/SC

8 November 2018

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DISCLAIMER

This handbook material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender) AO/1-9588/18/NL/SC.

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

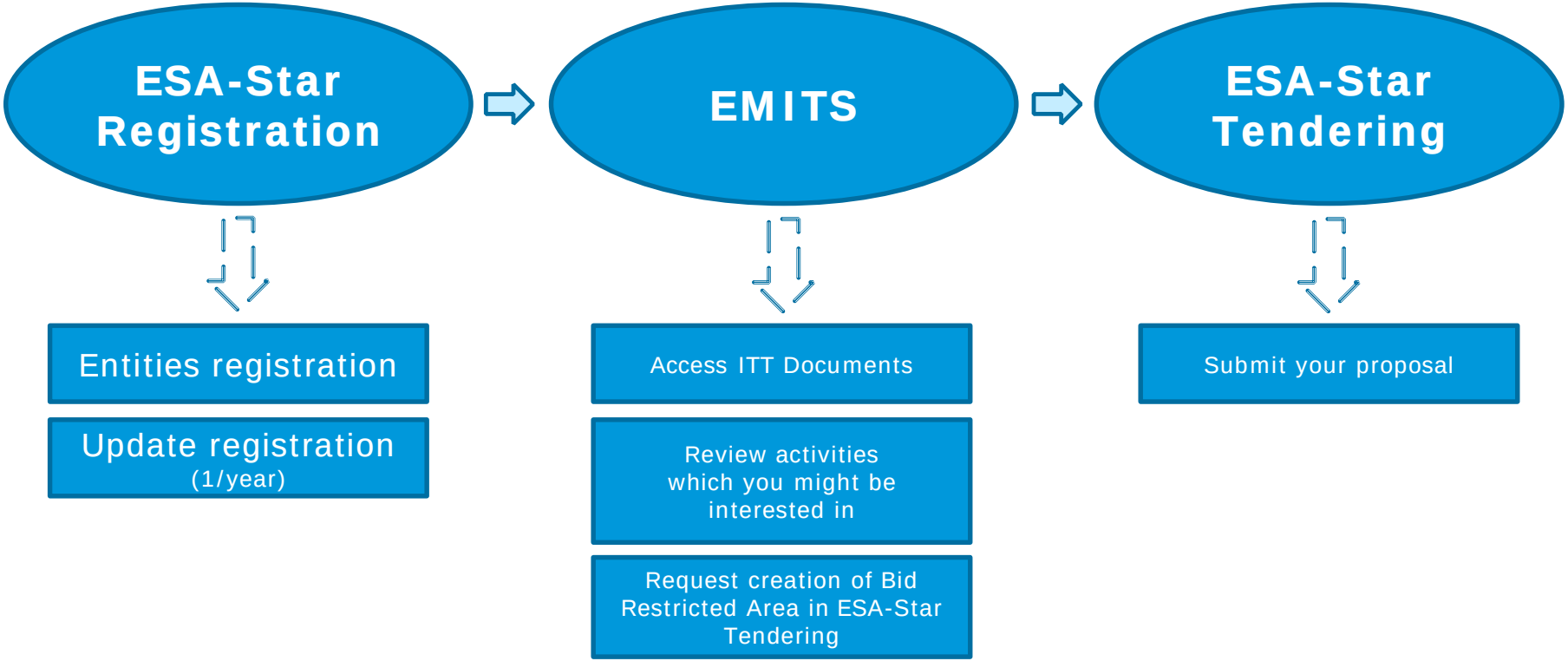
Please ensure that your Outline Proposal is compliant with the requirements contained in the ITT AO/1-9588/18/NL/SC documentation.

HANDBOOK – BASIC OF ESA PROCUREMENT
ESA electronic procurement tools

Main ESA Corporate Applications which are supporting the procurement process:

- **ESA-STAR**: ESA's online System for **Tendering** and **Registration** – is the electronic Tendering interface for ESA and its external partners.
- **EMITS :** ESA's web-based system for publishing Invitation-to-Tenders (ITT).
- **ESA-P:** ESA's portal for the supplier once a Contract is signed with ESA. It covers all financial aspects (invoicing/payments) => **access ONLY when you have a contract with ESA.**

HANDBOOK – BASIC OF ESA PROCUREMENT
ESA electronic procurement tools



HANDBOOK – BASIC OF ESA PROCUREMENT
ESA - STAR Registration

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

Registration on **ESA-STAR** is a pre-requisite for all entities wishing to do business with ESA.

Without an **ESA-STAR** registration (ESA Entity Code) there is **NO** access to the ITT documents in **EMITS**.

User ID and password will be given to you after the **ESA-STAR** registration is validated by ESA.

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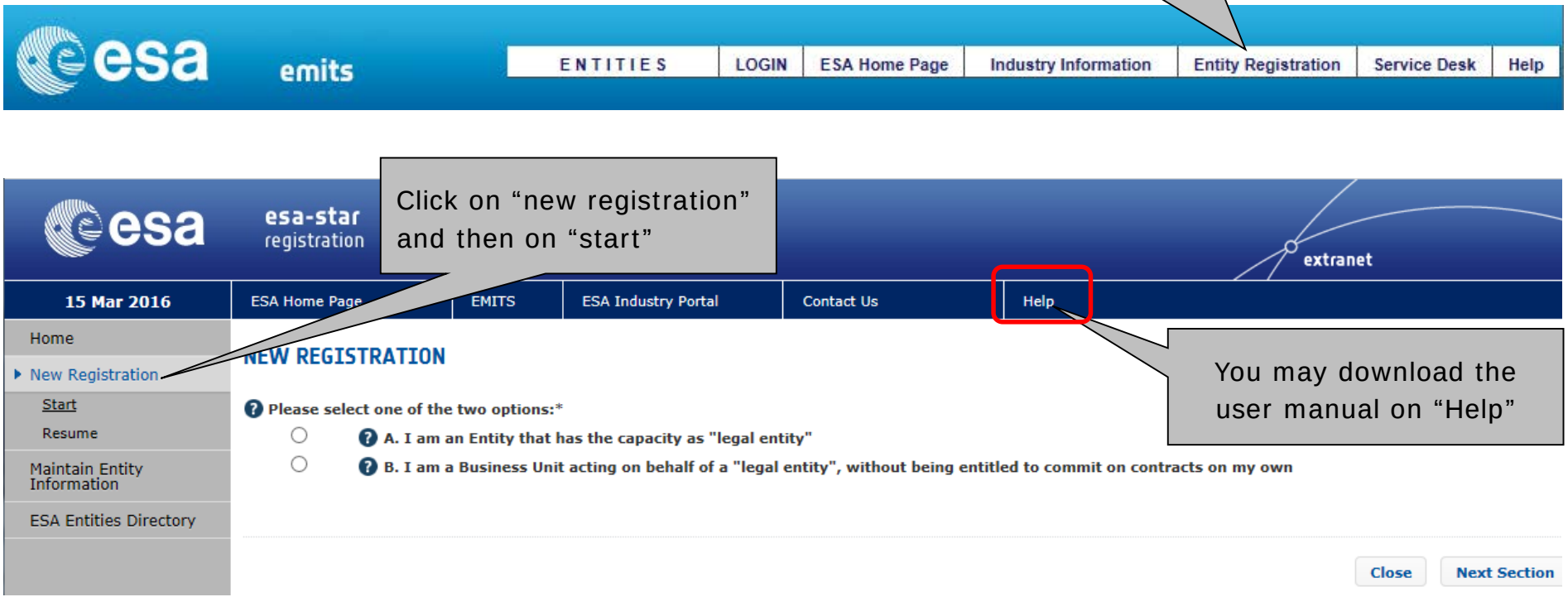
ESA – STAR Registration



HANDBOOK – BASIC OF ESA PROCUREMENT
ESA – STAR Registration

To become a "Registered Entity" with ESA (1/2):

1. The first step is to check whether your organization is currently registered as an "Entity" and/or a "Business Unit" belonging to an existing Entity .

   A Business Unit shares the same VAT number with the main Legal Entity.

2. If not, you can register your entity by completing the ESA on-line questionnaire and submitting your entry for validation.

   Please mention if you have SME Status (Small and Medium sized Enterprises, definition from the EC). The status gives you access to certain procurement conditions.

HANDBOOK – BASIC OF ESA PROCUREMENT
ESA – STAR Registration

To become a "Registered Entity" with ESA (2/2):

3. You may carry out your registration in 2 steps:
   - **"Light" registration** awarded after entity nationality verification.

     Will grant access to all ESA-STAR and EMITS services (i.e. Access ITT, upload offers you are allowed to bid for in relation to your entity nationality).
   - **"Full" registration:**

     The award of ESA contracts requires a **"Full"** registration.

4. Once registration is validated, IDHelp will provide you details for accessing EMITS.

Registration in ESA-STAR is essential!

To register in ESA-STAR:

Go to https://esastar-emr.sso.esa.int/

Detailed information in:
https://esastar-emr.sso.esa.int/Account/Register

Support information in ESA-STAR Registration User Manual:
https://esastar-emr.sso.esa.int/Account/DownloadFile

HANDBOOK – BASIC OF ESA PROCUREMENT

EMITS - Electronic Mail Invitation to Tender System

ESA's web-based system for publishing Invitation-to-Tenders (ITT). It includes:

- A list of intended ITTs for Open Competitions: potential Tenderers may declare their interest and see which companies did the same.
- Many technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA GCC, engineering standards etc.).
- Open Competitive ITTs, Direct Negotiation and Restricted Competition
- Competitive ITTs published by other entities under ESA Best Practices scheme
- NEWS – Consultations to industry, Announcements, etc.
- Companies can see the tender documents in case :
  - Participating country in open competition,
  - Direct negotiation with the company,
  - For restricted tenders, if they are a company addressed by ESA.

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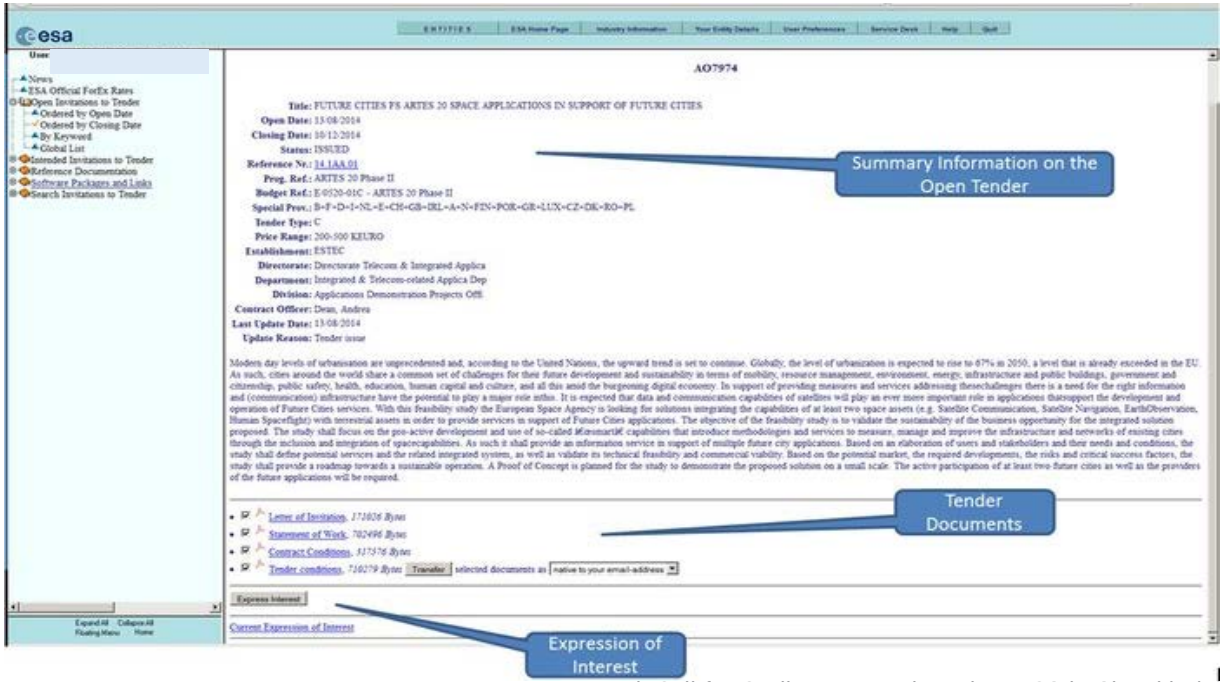
EMITS – Expression of Interest

To be notified of changes, updates and clarifications of the call, you MUST express your interest by ticking the appropriate box.

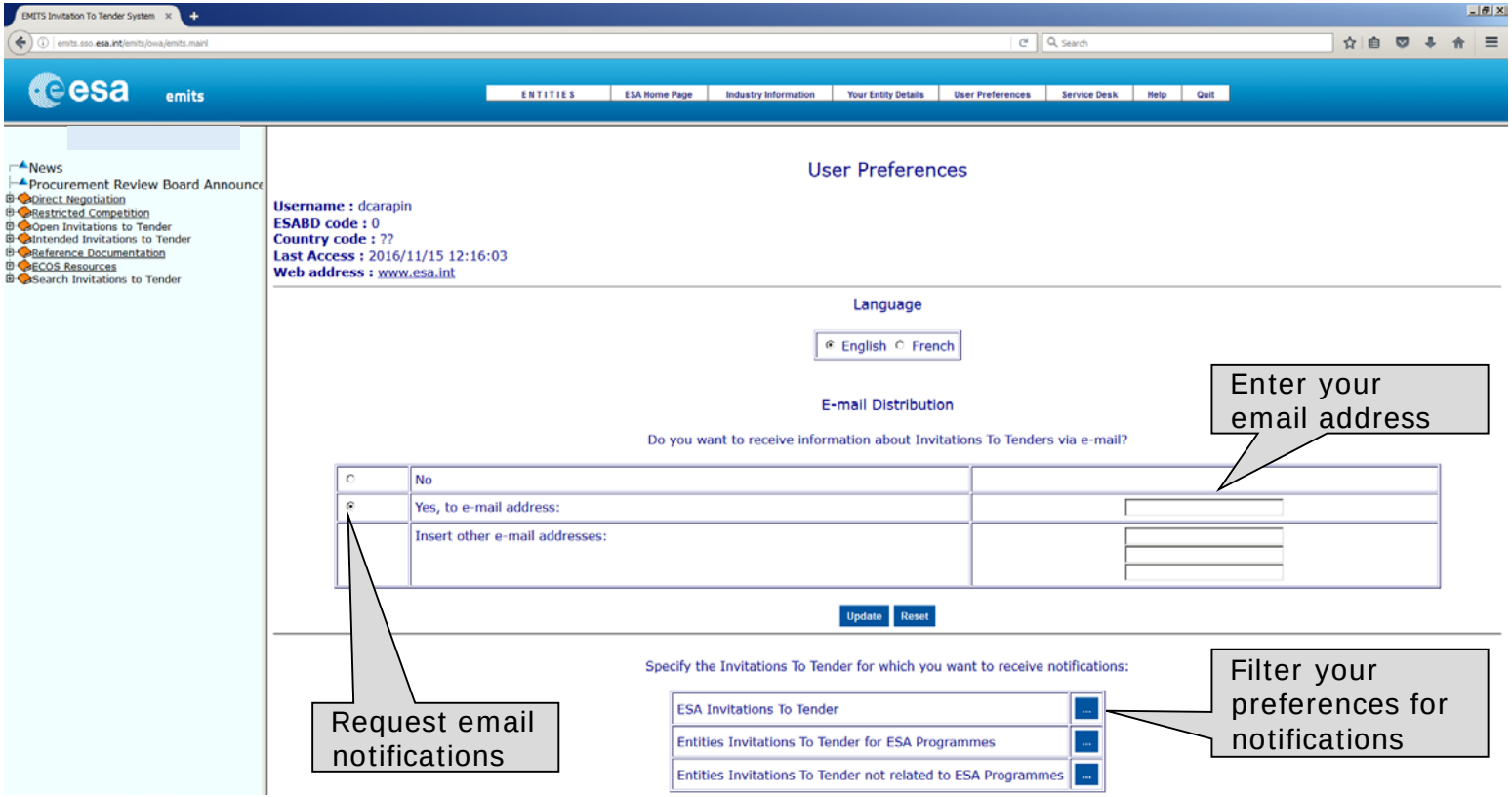


HANDBOOK – BASIC OF ESA PROCUREMENT
EMITS – User Preferences

We advise you to set up your preferences regarding which ITT's you would like to be notified of:

HANDBOOK – BASIC OF ESA PROCUREMENT

EMITS – User Preferences



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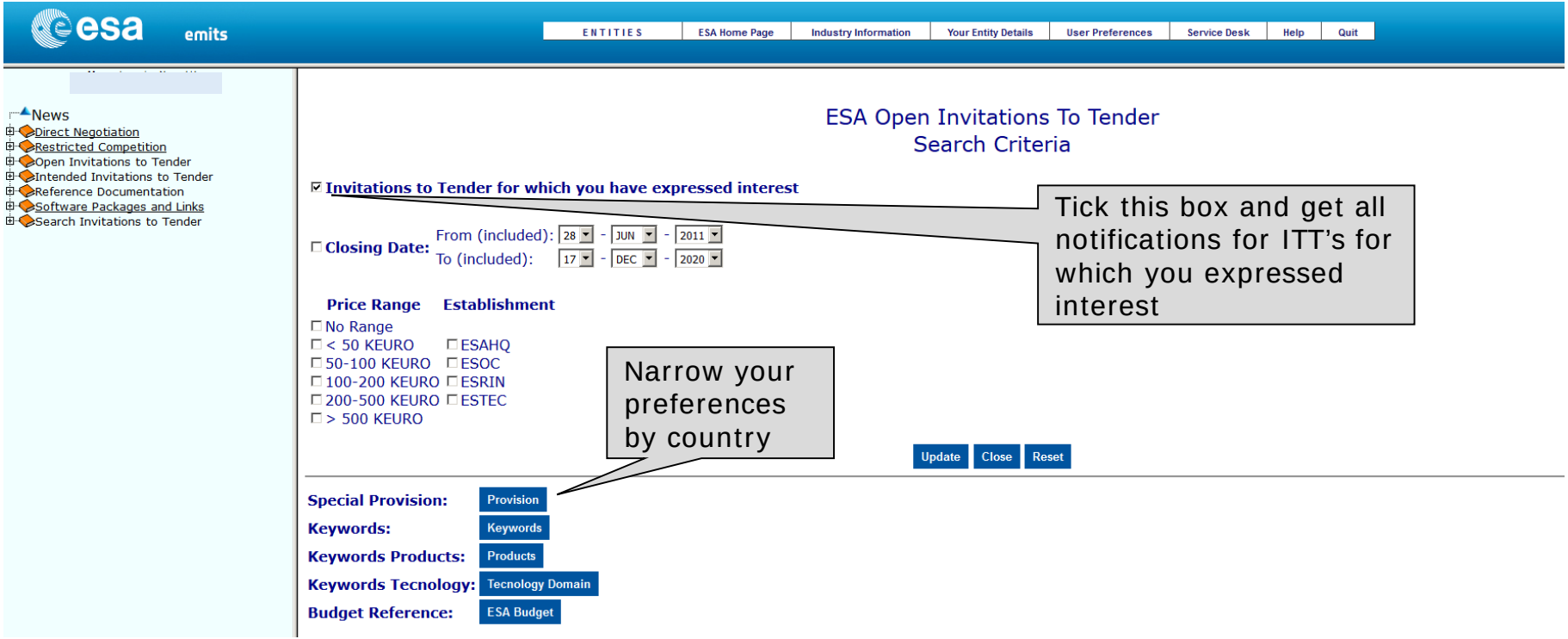
EMITS – User Preferences



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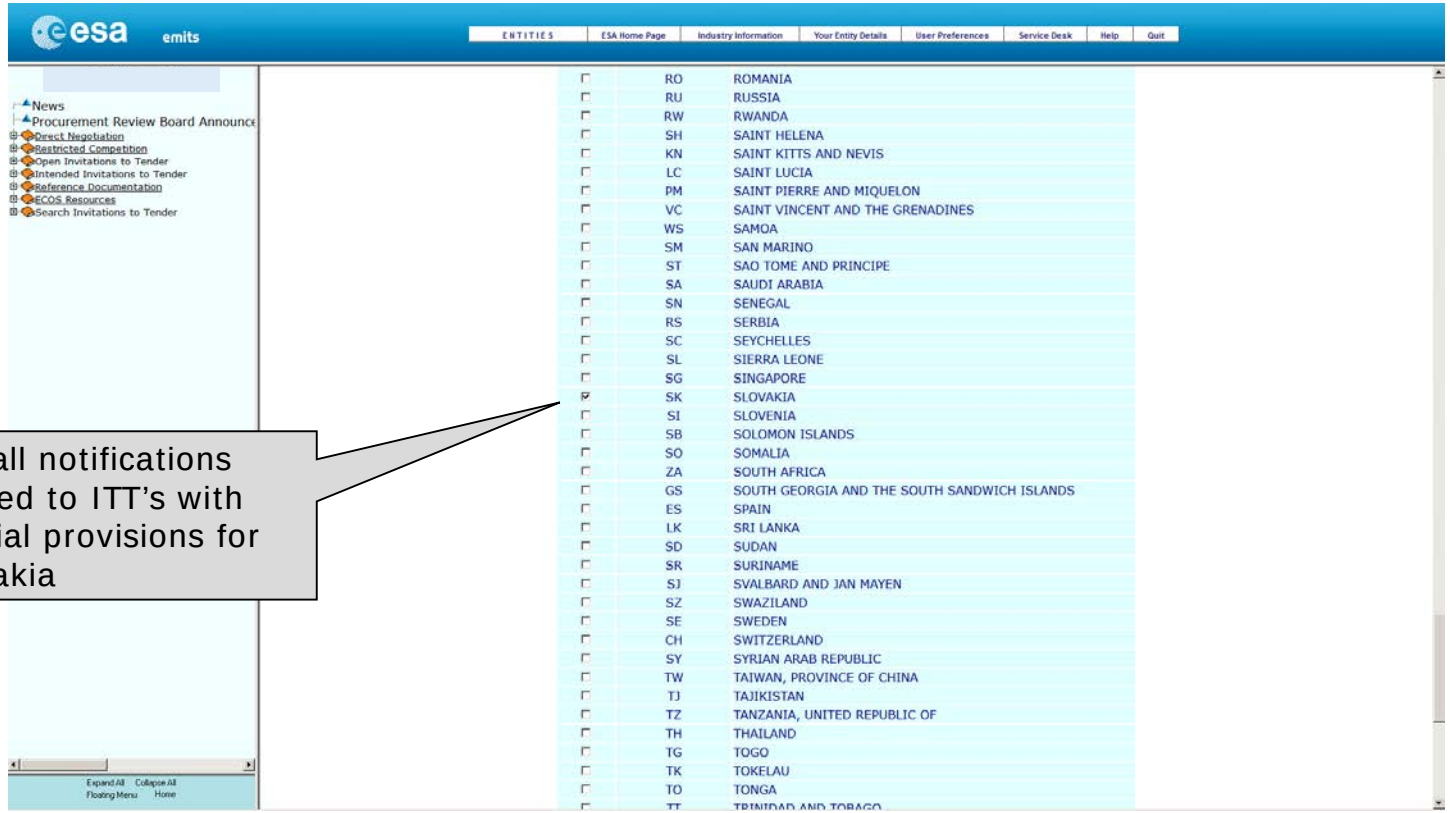
EMITS – User Preferences



Get all notifications related to ITT's with special provisions for Slovakia

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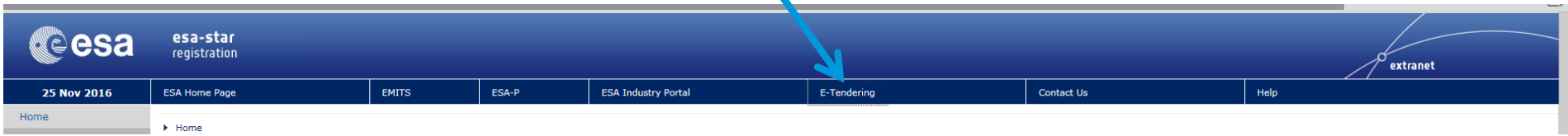
ESA – STAR Tendering

ESA-STAR Tendering (https://esastar.sso.esa.int/)



Once you are registered in **ESA-STAR Registration**, you can access **EMITS**.

When you find an ITT in **EMITS** for which you want to bid, you need **ESA-STAR Tendering**

In **EMITS** you request the system to create a dedicated work area (the Bidder's Restricted Area in ESA-STAR) where you can:

1. submit clarification and extension requests up to the deadlines set by ESA.
2. upload and submit offers to ESA.
3. recall your proposal at any time before the closing date.

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

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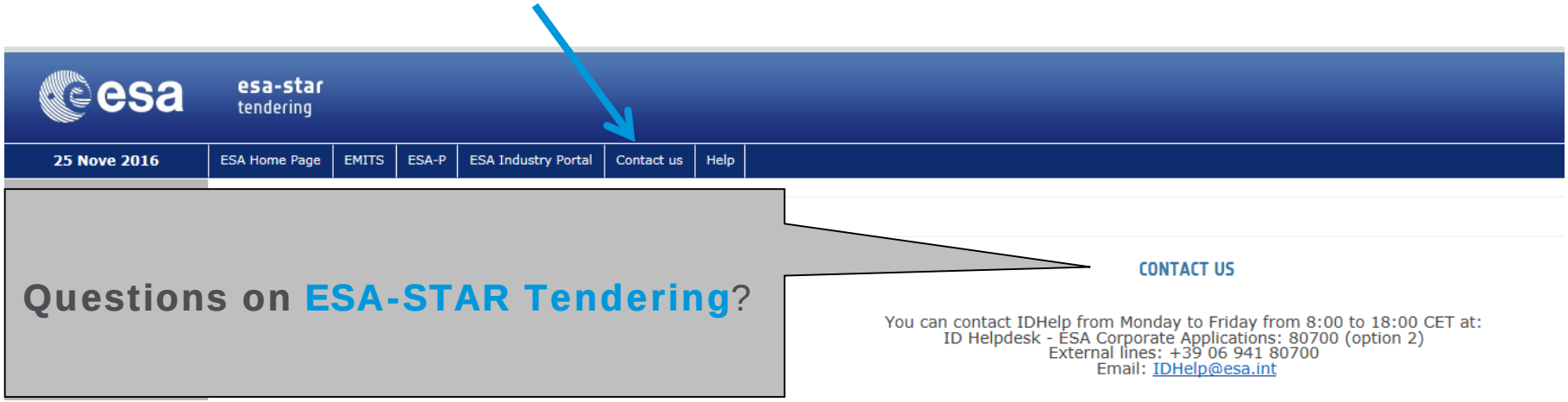
ESA – STAR Tendering



Video: http://www.esa.int/spaceinvideos/Videos/2016/03/Offer_Preparation_and_Submission

HANDBOOK – BASIC OF ESA PROCUREMENT
ESA-P - ESA Portal for suppliers

You won't need to access ESA-P until you have a contract with ESA

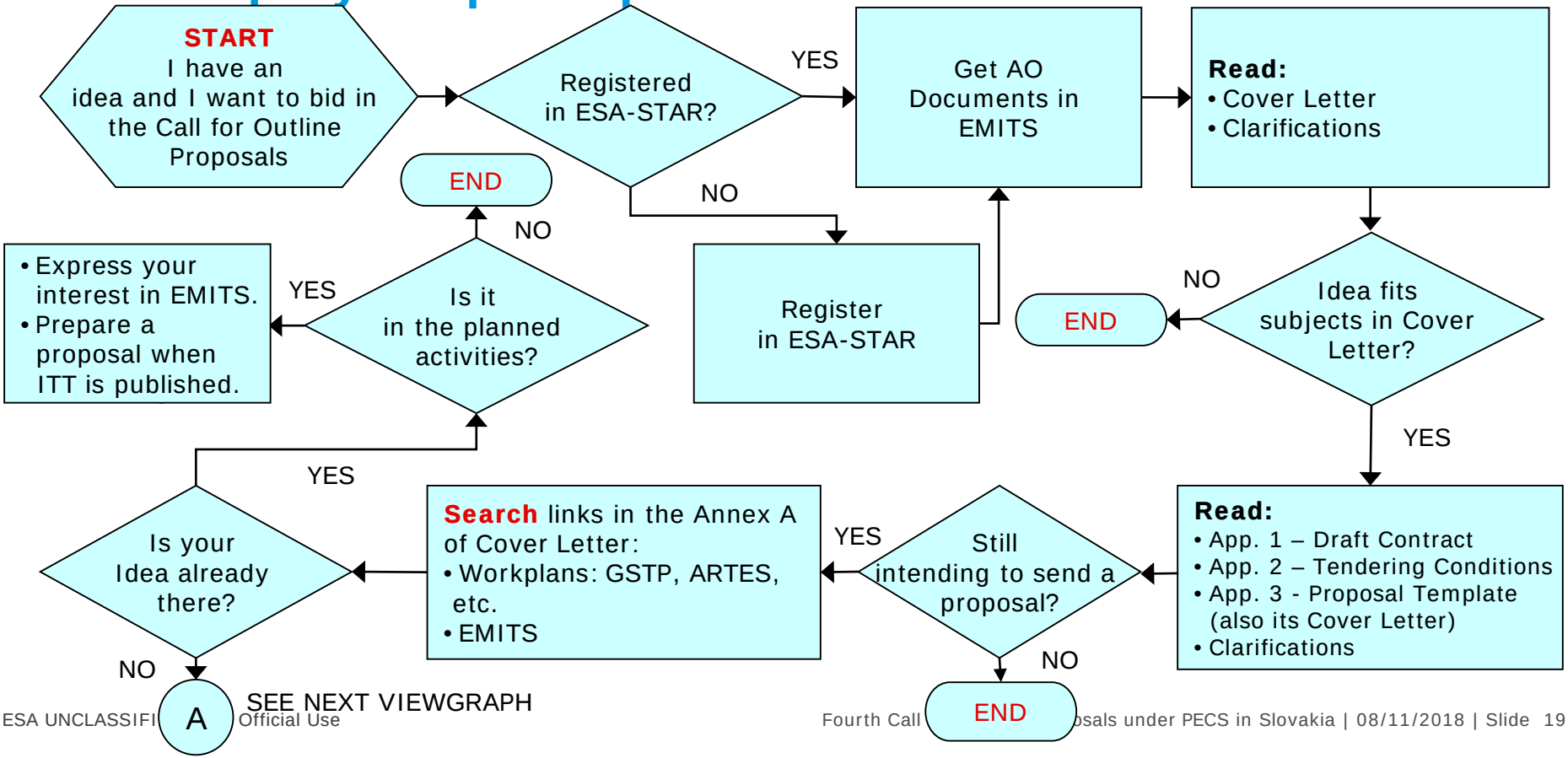
1. All financial aspects, like advance payments, milestones achievements with deliverables and invoicing/payments are dealt with using ESA-P, ESA's financial tool based on SAP
2. You can request a username and password to our helpdesk:

   IDHelp@esa.int or +39 06 941 80700, option 2

3. Tutorials on how to use ESA-P are available on the supplier's portal:

http://esa-p-help.sso.esa.int/QUICK_GUIDE_How_to_SUBMIT_a_MAC_or_INV_or_ADV.pdf

HANDBOOK – BASIC OF ESA PROCUREMENT
Basic Step-by-Step Recipe



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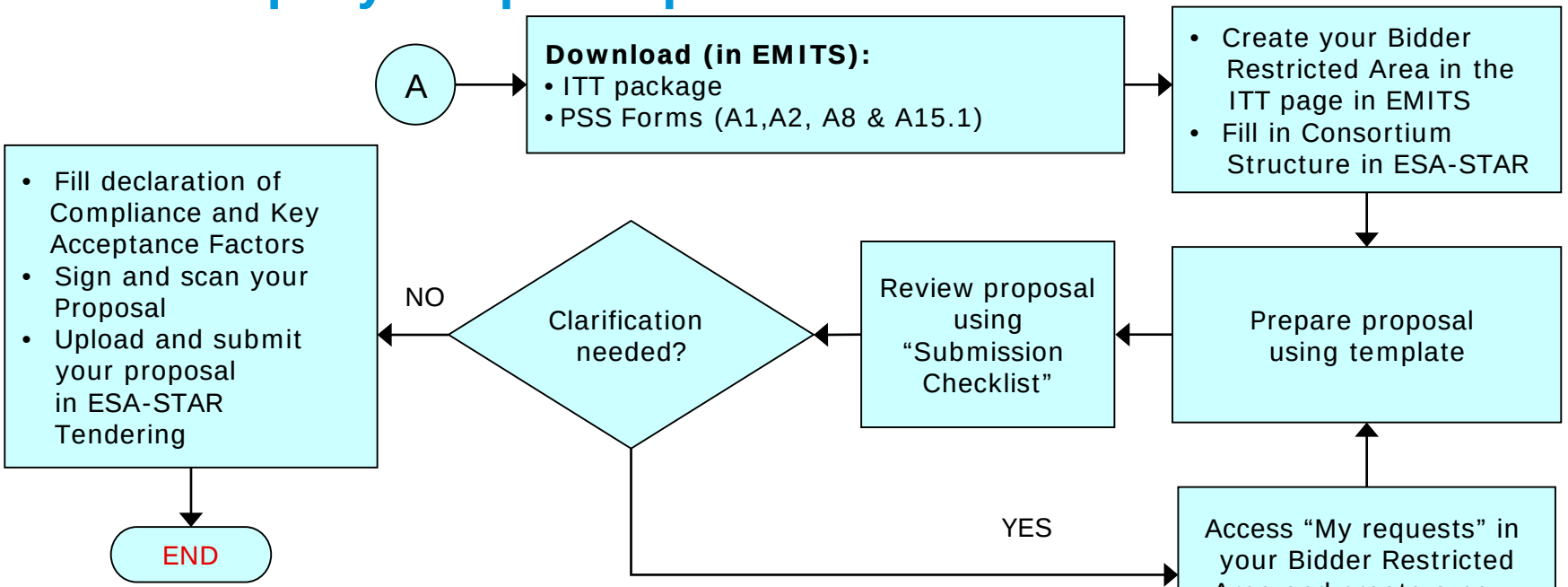
Basic Step-by-Step Recipe



Notes:

- Maximum length of a proposal is 25 pages (without PSS forms)
- Maximum of 2 independent and unrelated proposals

HANDBOOK – BASIC OF ESA PROCUREMENT
Basic Step-by-Step Recipe

- **ALL** questions related to this Invitation to Tender must be submitted via **ESA-STAR Tendering** in your Bidder Restricted Area. ******
- Those Questions and Answers that are of relevance to all Tenderers, will be published on EMITS as a clarification for the benefit of all Tenderers.

**** With the exception of questions relating to EMITS and ESA-STAR which should be addressed to IDHelp@esa.int**