

# Introduction: 4<sup>th</sup> Fixed Call for Proposals under the Requesting Party Activities (RPA) programme in Slovakia

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Bratislava, December 2, 2025

|               |                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 09:30 – 10:15 | <b>Briefing Part 1: 4<sup>th</sup> Fixed Call for Proposals under the Requesting Party Activities (RPA) programme in Slovakia</b> |
| 10:15 – 10:30 | <b>Briefing Part 2: Type G2 – PhD Theses Briefing</b>                                                                             |
| 10:45 – 12:45 | <b>The Proposal Template – Hints &amp; Tips</b>                                                                                   |
| 12:45 – 12:55 | <b>Overview on competences and capabilities in Croatia</b>                                                                        |
| 13:00 – 13:30 | <b>Lunch</b>                                                                                                                      |
| 13:30 – 17:30 | <b>1-2-1 Meetings</b>                                                                                                             |

This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals **CfP/5-50168/25/NL/MH/yd**

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.

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Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Call for Proposals CfP/5-50168/25/NL/MH/yd documentation** that will be published on esa-star Publication.

## Slovakia became an Associate Member on the 13<sup>th</sup> October 2022.

The RPA (Requesting Party Activities) is a part of the AM agreement and provides a funding scheme to further develop the national space industry of Slovakia.

RPA aims at providing support to Slovakian 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 Slovakia subscribes to;
- To develop the competences that enable the country to contribute to new ESA optional programmes;
- To support space science activities (should the Slovakian government wish);
- To ensure that a highly educated workforce is available in the country for space related activities.

1. ESA Tools – Basics of ESA procurement
2. Type of Activity Overview
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?

**Sections 3 to 8 (or equivalent) will be shown in two different presentations...**

1. For all Activity Types (excluding G2)
2. For Activity Type G2

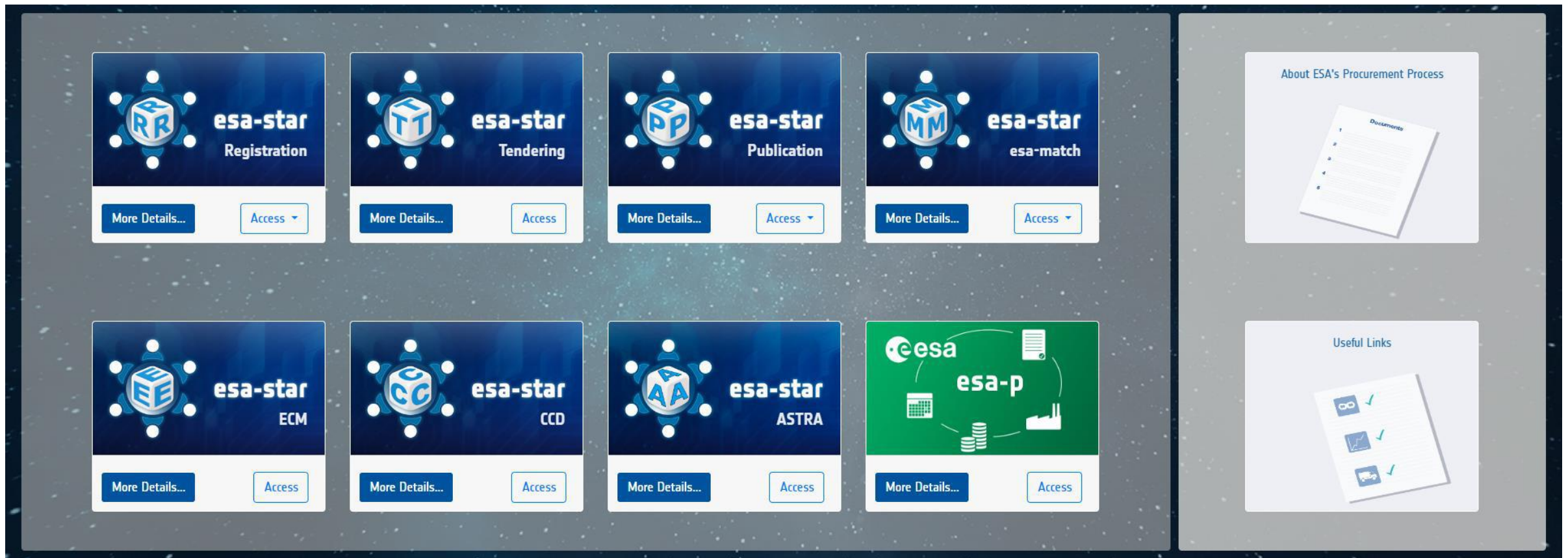
# 1. ESA Tools – Basics of ESA Procurement



# 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, which is a portal for accessing various ESA corporate applications. The main area features a grid of eight application tiles, each with a unique icon and name:

- esa-star Registration** (Icon: RR)
- esa-star Tendering** (Icon: TT)
- esa-star Publication** (Icon: PP)
- esa-star esa-match** (Icon: MM)
- esa-star ECM** (Icon: EE)
- esa-star CCD** (Icon: CC)
- esa-star ASTRA** (Icon: AA)
- esa-p** (Icon: ESA logo and document)

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

- About ESA's Procurement Process**: A document icon labeled "Documents".
- Useful Links**: A document icon with checkmarks and icons representing various links.

# 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**



### 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>



## 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



## Doing Business with ESA

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## Submit your proposal



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## 2. Type of Activity Overview





This briefing is exclusively for the following activity types, divided into the following presentations:

| <b>ESA-STAR</b><br><b>4th Fixed Call for Proposals under the RPA in Slovakia</b><br><b>CfP/5-50168/25/NL/MH/yd</b> |  | <b>ESA-STAR</b><br><b>Fixed Call for Proposals for Co-Sponsored Research Activities (PhD Theses) under the RPA in Slovakia</b><br><b>CfP/5-50167/25/NL/MH/yd</b> |  |
|--------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Type A</b> – Research and preparatory activity                                                                  |  | <b>Type G2</b> – Education activities – PhD Theses                                                                                                               |  |
| <b>Type B</b> – Product or Service Development (for Flight, Ground Segment or Downstream Applications)             |  | This Call for Proposals is handled separately on <b>ESA-STAR</b> .<br><br><b>Please see separate presentation on Type G2.</b>                                    |  |
| <del><b>Type C</b> – Flight Opportunities</del>                                                                    |  |                                                                                                                                                                  |  |
| <b>Type D</b> – Space science activities                                                                           |  |                                                                                                                                                                  |  |
| <del><b>Type E</b> – Satellite development</del>                                                                   |  |                                                                                                                                                                  |  |
| <b>Type F</b> – Space (downstream) Applications                                                                    |  |                                                                                                                                                                  |  |
| <b>Type G1</b> – Education activities – University courses                                                         |  |                                                                                                                                                                  |  |

# 4<sup>th</sup> Fixed Call for Proposals under the Requesting Party Activities (RPA) programme in Slovakia

CfP/5-50168/25/NL/MH/yd

Bratislava, December 2, 2025

# Summary of the presentation

1. Tender Package for Fixed Call for Proposals
  - a. Cover Letter
  - b. Draft Contract
  - c. Tendering Conditions
  - d. Proposal Template
2. The Tender Evaluation
3. The Negotiation Period
4. Debriefing
5. Schedule
6. Questions?



# 1. Tender Package for Fixed Call for Proposals



# 1. Tender Package – Call Overview



## Call overview

- Call for Proposal (CfP) reference is **CfP/5-50168/25/NL/MH/yd**
- This is NOT a permanently open call!

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
| Draft Contract | CfP Tender Conditions | Proposal Template |

**Call for Proposals (CfP) published**

- January 5, 2026

**Submission Deadline**

- February 13, 2026, 13:00 CET

**Maximum budget**

- 1,040,000 EUR

**First contracts**

- Q3 2026

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
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## This includes:

- 

# 1a. 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, **13 February 2026**;
- The exact time, **13:00 (CET / Amsterdam time zone)** by which proposals must be submitted.

The Call is expected to be published on:

**January 5<sup>th</sup>, 2026**

To be found on:

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

**See Section 2 of the Cover Letter**

- Such tasks shall in any case not constitute the core activities of the proposed study or development and, for sub-contracts, shall not exceed 20% of the total price.

# 1a. Tender Package – Cover Letter

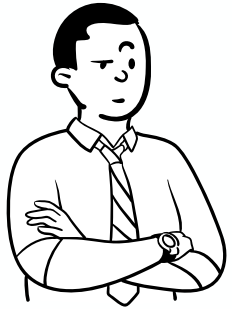
## Tips – when to include a sub-contractor:



- (Foreign) Sub-contractors are **highly encouraged** where it leads to a long-term relationship that may help establish supply chain partnerships
- Be sure to **explain clearly** what the sub-contractor / service provider / partner / customer is doing and **why they are needed in the proposal**
- The **rationale** of the proposed industrial organisation should be **well-justified**.

## Examples:

- A potential customer may help you with **defining technical requirements and/or specifications or performing tests and/or qualification** (*as sub-contractor or external service provider*).
- 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 a European partner within the ESA Member States** (*as sub-contractor or external service provider depending on scope*).
- If your company/institute has no or little expertise in space activities, a European partner may be part of the team (*as sub-contractor or external service*), but **you MUST ensure that Slovak entities are doing the core activities** (*Intellectual Property MUST remain within Slovakia and minimum 80% budget MUST go to Slovak entities*).



## 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:

**1,040,000 EUR**

(One Million and Forty Thousand Euro)

*(maximum sum total of all contracts awarded)*

## See Section 3 of the Cover Letter

The subject of this Call is exclusively for the following activity types:

- **Type A** – Research and Preparatory Activities
- **Type B** – Product or Service Development (for Flight, Ground Segment or Downstream Applications)
- ~~**Type C** – Flight Opportunities~~
- **Type D** – Space Science Activities
- ~~**Type E** – Satellite Development~~
- **Type F** – Space (downstream) Applications
- **Type G** – Education Activities
  - **G1** – University Courses
  - **G2** – PhD Theses
- ~~**Type H** – Space-related Courses\*~~

**HANDLED VIA SEPARATE CALL**

(\*See separate presentation)

# Type A: Preparatory Activities

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

## Constraints:

- All general constraints apply
- TRL requirements: min start TRL: 1, max end TRL: 3
- Expected duration: 9-15 months
- Maximum price for ESA: 150K€
- Minimum mark for recommendation: 55
- Prime Contractor restrictions: all types of entities eligible
- Inclusion of an end-user is mandatory – either as a subcontractor or as an external service
- Limit on the number of projects to be accepted per call: no restriction
- No restriction to EO downstream topics

## Primary Uses:

- Preparation and support for future subscriptions to ESA programmes
- Capability building to support existing ESA programme subscriptions
- Bringing new companies to space (inc. First contract for BIC companies)
- Preparation for commercial space activities

# Type B: Flight segment R&D

**Flight segment** related research and development activities in the form of equipment (including 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 (EGSE, ground stations or test equipment related) may also be considered but with a lower ceiling price.

## Constraints:

- All general constraints apply
- TRL requirements: min start TRL: 4, max end TRL: 6
- Expected duration: 15-24 months
- Maximum price for ESA: 400K€ (flight) and 350K€ (ground)
- Minimum mark for recommendation: 60
- Prime Contractor restrictions: must be led by Industry
- MUST include a potential customer as a subcontractor
- Limit on the number of projects to be accepted per call: no restriction
- No restriction to EO downstream topics

## Primary Uses:

- Preparation and support for future subscriptions to ESA programmes
- Start of path to payloads on ESA missions

**Space Science activities:** Supporting the involvement of national researchers leading to potential of future involvement in ESA science mission core team and publication of peer reviewed scientific papers.

## Constraints:

- General constraints apply
- TRL requirements: not applicable
- Expected duration: up to 48 months (for compatibility with PhD duration)
- Maximum price for ESA: 80K€
- Minimum mark for recommendation: 65
- Prime Contractor restrictions: must be led by Academia
- Subcontractors: must include an international partner with ESA core science team experience as subcontractor
- Limit on the number of projects to be accepted per call: maximum of 2 projects
- Must be in line with the national Space strategy
- Must use ESA Science Mission data

### Primary Uses:

- To provide a path to inclusion in ESA science core teams and science payloads.
- Prequel to PRODEX work

## Constraints:

- ## Primary Uses:

- To get a first customer and enter the market with space technology based products, enable sustainable business
- To bring Downstream Applications into operational use inside the government

## Constraints:

- ## Primary Uses:

-





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## See Section 6 of the Cover Letter

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 ESA Optional programmes **that Slovakia subscribes 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 Associate States and European Cooperating 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

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 Slovakia in ESA Mandatory activities or in ESA Optional programmes **that Country subscribes to or intends to subscribe to;**
- activities having the **potential to increase competitiveness and bring long-term benefits** to National industry and to Slovakia in its participation in space activities;
- activities having the potential to **stimulate economic growth or other societal benefits within Slovakia** 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 Slovakia** (*e.g., contributing to the scientific and technological development and strengthening academia-industry cooperation*).

## See Section 6 of the Cover Letter

### Duplication

- Tenderers shall avoid duplication of ongoing and intended activities in ESA activities. Such duplication and overlap may lead to rejection of the proposal. Duplication of activities carried out in EU (or public) programmes may also lead to rejection. However, complementarity to these activities is allowed.

### Infrastructure and tools

- The procurement of infrastructure and generic tools (Hardware and Software) is considered out of scope of the CfP.



✓ Request a one-to-one meeting after this meeting if you would like to discuss your idea

## See Section 8 of the Cover Letter

Please ensure that your tender **complies with the following essential requirements**:

- a) You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract.
- b) Your tender is **valid during a period of fourteen (14) months** from the time limit for tender submission.
- c) 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).
- d) In “esa-star”, the submission shall contain three 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, in PDF format.**
  - Document 3: CVs

## See Section 9 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.

The number of proposals per Activity Type per entity as prime **shall be restricted to a maximum of 1 (one)**.



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        |
| Draft Contract | CfP Tender Conditions | Proposal Template |

## 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.

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
| Draft Contract | CfP Tender Conditions | Proposal Template |

# 1c. Tender Package – Tender Conditions

- 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.**

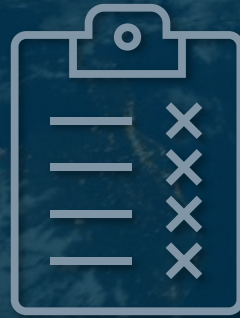
| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
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## Structure of the Full Proposal Template

- **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

- 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, **three 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, as a PDF**
  - CV's shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
- 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).

## 2. The Tender Evaluation



## 2. 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, then the board convenes to discuss comments and mark the proposals. A TEB report is written containing all details of the collective evaluation.
- The national delegation is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations.

## 2. The Tender Evaluation

### Evaluation Criteria

| 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 Slovakia. Consistency with programmatic objectives and constraints as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.                                                                                                                                                                         | 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 Proposals and acceptance of the draft contract. Consistency of the IPR policy with regard to the role of the industrial partners.                                                                                                                                                                                                                    | 5%                |

## 2. The Tender Evaluation

# Evaluation Marking

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

## <40 – Unacceptable

## 40 – Acceptable

## 50 – Fair

## 60 – Good

## 75 – Very Good

## 90 – Excellent

## 100 – Perfect

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 (24)     | 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% | 59          | -          | 50.5            |
| Type A Threshold | 55   | Recommended | Rejected   | Not Recommended |

## Programmatic Review

ESA with the RPA Board (composed of representatives of Slovakia and ESA) performs the programmatic evaluation of the proposals. For the activity types indicated below, only proposals with an overall marking equal to or above the threshold shown will be recommended to the national delegation for review and approval.

| Type      | A  | B  | C   | D  | E   | F  | G1 | G2 | H   |
|-----------|----|----|-----|----|-----|----|----|----|-----|
| Threshold | 55 | 60 | n/a | 65 | n/a | 70 | 60 | -  | n/a |

The programmatic evaluation of the proposals:

- Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
- Considers the available budget, the programmatic priorities and national interests;
- Recommends activities for implementation;
- This meeting is planned in **April 2026**.

### 3. The Negotiation Period



**For approved proposals, the Agency will either:**

- 
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## 4. Debriefing



### See Section 7 of the Cover Letter

- The contact person of the Prime Contractor mentioned in the proposal (*see point 7 in the Cover Letter of the Full 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**.
- 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.

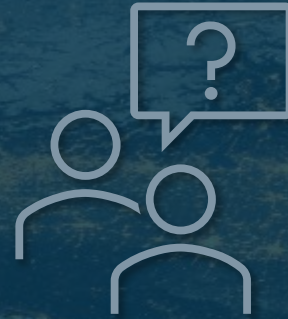
## 5. Schedule



| What                                  | When                                                              |
|---------------------------------------|-------------------------------------------------------------------|
| Publication in esa-star Publication   | 5 <sup>th</sup> January 2026                                      |
| Deadline for submission of Proposals  | 13 <sup>th</sup> February 2026, 13:00 hours (Amsterdam time zone) |
| Tender Evaluation Board (TEB) meeting | April 2026                                                        |
| Programmatic review                   | April / May 2026                                                  |
| Industrial Policy Committee (IPC)     | May 2026                                                          |
| First communication to Bidders        | 4-6 weeks after IPC approval                                      |
| First contracts based on Proposals    | Q3 2026                                                           |

## 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:** [Ysee.Douenne@ext.esa.int](mailto:Ysee.Douenne@ext.esa.int)

**Phone:** +31715658861

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

**Email:** [Jennifer.Ngo-Anh@esa.int](mailto:Jennifer.Ngo-Anh@esa.int)

**Phone:** +31715658609

# Fixed Call for Proposals for Co-Sponsored Research Activities (G2 - PhD Theses) under the Requesting Party Activities (RPA) programme in Slovakia

CfP/5-50167/25/NL/MH/yd

Bratislava, December 2, 2025

# Summary of the presentation

1. Tender Package for Fixed Call for Proposals
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  - d. Proposal Template
2. The Tender Evaluation
3. The Negotiation Period
4. Debriefing
5. Schedule
6. Questions?



# 1. Tender Package for Call for Proposals



# 1. Tender Package – Call Overview



## Call overview

- Call for Proposal (CfP) reference is **CfP/5-50167/25/NL/MH/yd**
- This is NOT a permanently open call!

| Cover Letter    |                       |                   |
|-----------------|-----------------------|-------------------|
| Appendix 1      | Appendix 2            | Appendix 3        |
| Draft Agreement | CfP Tender Conditions | Proposal Template |

**Call for Proposals (CfP) published**

- January 5, 2026

**Submission Deadline**

- February 13, 2026, 13:00 CET

**Maximum budget**

- 160,000 EUR

**First contracts**

- Q3 2026

| Cover Letter    |                       |                   |
|-----------------|-----------------------|-------------------|
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# 1a. 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, **Ysee Douenne**.
- **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**



## See Section 2 of the Cover Letter

- The present Call for Proposals is addressed **only to legal entities of Slovakia** registered in ESA-STAR.
- Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities **residing Slovakia**, which operate in accordance with the **laws of Slovakia**.

**See Section 2 of the Cover Letter**



# 160,000 EUR

(One Hundred and Sixty Thousand Euro)

## See Section 3 of the Cover Letter

The subject of this Call is exclusively for the following activity types:

- ~~Type A – Research and preparatory Activity~~ NOT APPLICABLE TO THIS TENDER
- ~~Type B – Flight and Ground segment related R&D activities~~ NOT APPLICABLE TO THIS TENDER
- ~~Type C – Flight Opportunities~~ NOT APPLICABLE TO THIS TENDER
- ~~Type D – Space science activities~~ NOT APPLICABLE TO THIS TENDER
- ~~Type E – Satellite development~~ NOT APPLICABLE TO THIS TENDER
- ~~Type F – Space (downstream) Applications~~ NOT APPLICABLE TO THIS TENDER
- **Type G – Education activities**
- ~~G1 – University courses~~ NOT APPLICABLE TO THIS TENDER
  - **G2 – PhD Theses**
- ~~Type H – Space related courses~~ NOT APPLICABLE TO THIS TENDER

**G2 – PhD Theses** corresponding to a **clear need from the Slovak space industry** and would **lead to a new product or service** being able to be developed.

## Constraints:

- General constraints apply
- Expected duration: up to 48 months
- Maximum price for ESA: 80K€
- Co-fund: the industrial partner **MUST** co-fund a minimum of 10,000 EUR
- Minimum mark for recommendation: 60
- Prime Contractor restrictions: must be led by Academia
- Subcontractors: must include industry as a subcontractor in the definition of the research topic.
- Number of Type G2 activities to be funded: Maximum of 2 (two)

## Primary Uses:

- Development of key space competences in the country
- Development of a qualified workforce
- Improving cooperation of Academia and Industry

See Section 4 of the Cover Letter

PhD Theses proposals submitted under this CfP **must correspond to a clear need from the national space industry and should potentially lead to a new product or service being able to be developed.**

**See Section 4 of the Cover Letter**

The PhD is to be co-funded by the national RPA programme and a national industrial partner. As such, your idea **must fit the programmatic objectives of the scheme** as described below:

- potential benefit to the national industry with regard to their current and future space products and services;
- potential to secure long term academic-industrial relations;
- potential benefit to the student for future employment in the space sector;
- potential benefit to academia for continued research on space related topics;
- credibility of the resulting work benefitting the national industry's potential involvement in an ESA Programme;
- in particular, the idea must come from the national industry's need to conduct further research on potential future products and services before committing to their development or the need of national industry to understand the physics, chemistry or behaviours of their existing space products and services in extreme conditions/durations more deeply, etc.

**See Section 4 of the Cover Letter**

The research team shall be composed of:

- University or Research Institute that will act as Legal Entity and Prime Contractor and provide the PhD supervisor;
- Industrial company that will co-fund the research, define the problem and act as the potential end-user of the Proposal with the prospect of a viable product, application or service that fits their business plan;
- PhD student who will conduct the research up to the delivery of a PhD Thesis in direct coordination with the PhD supervisor, their research group and industry.

**See Section 6 of the Cover Letter**

Please ensure that your tender complies with the following essential requirements:

- a) You are required to clearly state that you accept all terms and conditions stated in the documents expected to form the Contract (ref. paragraphs 5 and 6 of the Cover Letter of the Proposal Template).
- b) ESA has defined a maximum budget as defined under section 3 of the present Cover Letter. Consequently, please note that ESA will take your Proposal into consideration only if the total Firm Fixed Price in Euro as defined in Appendix 3 hereto remains within this limit.
- c) Your tender is valid during a period of fourteen (14) months from the time limit for tender submission.
- d) You (and your subcontractor(s)) completed at least the “Light Registration” in esa-star Registration.
- e) The “consortium structure” in esa-star mirrors the Proposed Team in your tender.

| Cover Letter                             |                                                |                                            |
|------------------------------------------|------------------------------------------------|--------------------------------------------|
| <b>Appendix 1</b><br><br>Draft Agreement | <b>Appendix 2</b><br><br>CfP Tender Conditions | <b>Appendix 3</b><br><br>Proposal Template |

# 1b. Tender Package – Draft Agreement

## Full compliance to terms and conditions are expected

- The draft cosponsored agreement includes the following:
  - Subject Of The Co-sponsored Research Agreement; General Terms Of Execution
  - Delivery Requirements; Place And Date Of Delivery
  - Price
  - Payments And Invoicing
  - Specific Provisions
  - Intellectual Property Rights
  - Undertaking Of The Contractor
  - Rights And Undertakings Of The Agency
- The Clauses with an "Option" will be finalised at the negotiation stage.

| Cover Letter    |                       |                   |
|-----------------|-----------------------|-------------------|
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# 1c. Tender Package – Tender Conditions

- 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.**

| Cover Letter    |                       |                   |
|-----------------|-----------------------|-------------------|
| Appendix 1      | Appendix 2            | Appendix 3        |
| Draft Agreement | CfP Tender Conditions | Proposal Template |

## Structure of the Full Proposal Template

**Cover Letter:** **MUST** be signed.

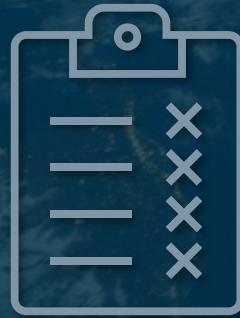
### Full Proposal Template

1. Abstract
2. Objective
3. Research Idea and Methodology
4. Justification of Need and Prospect for Exploitation/Use
5. Technical Programme of Work (WBS and WPDs)
6. Background of PhD Student and Adequacy of Research Partnership
7. CV of PhD Student and PhD Student's Supervisor
8. Planning (Gantt Chart and Meeting and Travel Plan)
9. Deliverable Items
10. Price Quotation
11. Detailed Price Breakdown (PSS forms and Milestone Payment Plan)
12. Compliance with the Contract Conditions
13. Commitment Letter from the Industrial Partner

## 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, **three documents shall be submitted:**
  - The signed Cover Letter
  - **One single file collating the signed Cover Letter, the proposal / letter of acceptance, the signed PSS forms and Annexes, if any, in PDF format.**
  - CV's shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
- **Respect the given maximum number of words** per section of the detailed proposal template

## 2. The Tender Evaluation



## 2. The Tender – Evaluation Criteria

### 1. Technical (Weighting factor: 50%)

- **Clarity** of the objectives and of the Proposal
- Research methodology
- **Novelty** of the Proposal, stating what is new compared to published concepts, techniques or processes
- The proposed work needs to **address a not yet described or tested, but potentially feasible Proposal**
- Clear and potentially significant **benefit** with regard to the current state of the art
- **Background and experience** of the PhD Student and entities related to the particular field concerned, including adequacy of the proposed facilities
- **Adequacy of the proposed partnership** for the execution of the work

## 2. Programmatic (Weighting factor: 50%)

- Potential **benefit to the national industry** with regard to their current and future space products and services
- Potential to secure long-term academic / industrial **relations**
- Potential **benefit to the Student** for future employment in the space sector
- Potential **benefit to academia** for continued research on space-related topics
- **Credibility of the resulting work** benefiting the national industry's potential involvement in an ESA Programme

# 2. The Tender Evaluation

## Programmatic Review

**For type G2 activities:** only proposals with an overall weighted mark equal to or above **good [60]** will be recommended to the National Delegation.

The programmatic evaluation of the proposals:

- Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
- Considers the available budget, the programmatic priorities and national interests;
- Recommends activities for implementation (subject to final approval by ESA boards);
- This meeting is planned in **April 2026**.

### 3. The Negotiation Period



**See Section 5 of the Cover Letter**

For approved proposals, the Agency will start the negotiation process to place a Co-Sponsored Agreement with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the National Delegation.

## 4. Debriefing



## 4. Debriefing

### See Section 5 of the Cover Letter

The contact person of the Prime Contractor mentioned in the proposal (*see point 4 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 the Agency's Contracts Officer to advise them 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.

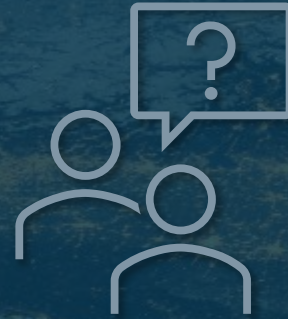
## 5. Schedule



| What                                  | When                                                              |
|---------------------------------------|-------------------------------------------------------------------|
| Publication in esa-star Publication   | 5 <sup>th</sup> January 2026                                      |
| Deadline for submission of Proposals  | 13 <sup>th</sup> February 2026, 13:00 hours (Amsterdam time zone) |
| Tender Evaluation Board (TEB) meeting | April 2026                                                        |
| Programmatic review                   | April / May 2026                                                  |
| Industrial Policy Committee (IPC)     | May 2026                                                          |
| First communication to Bidders        | 4-6 weeks after IPC approval                                      |
| First contracts based on Proposals    | Q3 2026                                                           |

## 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:** [Ysee.Douenne@ext.esa.int](mailto:Ysee.Douenne@ext.esa.int)

**Phone:** +31715658861

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

**Email:** [Jennifer.Ngo-Anh@esa.int](mailto:Jennifer.Ngo-Anh@esa.int)

**Phone:** +31715658609