

Call for Proposals under the Slovakia PECS Programme

HANDBOOK

BASIC OF ESA PROCUREMENT

03/05/2021

IPL-IPS

This handbook material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender)

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

Please ensure that your Outline Proposal is compliant with the requirements contained in the **official** ITT [AO/1-xx/21/NL/xx] documentation found on esa-star.

Registration in esa-star is an essential pre-requisite to bid!

To register in esa-star:

<https://esastar-emr.sso.esa.int/>

HANDBOOK – BASIC OF ESA PROCUREMENT

ESA electronic procurement tools



<https://doing-business.sso.esa.int/>



- Portal for access to the entire esa-star toolset, including associated ESA corporate applications like esa-p
- All applications are connected, making it easier for users to access the systems and retrieve information
- Optimised and supported for use with the Google Chrome browser

DOING BUSINESS WITH ESA



Doing Business with ESA

This portal provides access to the different ESA IT Corporate Applications for all economic operators doing business with, or intending to interact with, ESA.

A click on the "More Details..." button provided for each IT Corporate Application reveals a brief description which explains the purpose of and process supported by the related system. To access any of the applications, please use the "Access" buttons. Some systems can be entered as a guest user, without the need to log-in. However, functionalities and data available will be limited. Additional information about the ESA Procurement Process and further useful links for economic operators are provided on the right-hand side.



→ THE EUROPEAN SPACE AGENCY

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration

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Additional information about the ESA Procurement Process and other useful links for economic operators are provided on the right-hand side.

Register in esa-star Registration

esa-star Registration
More Details... Access
Login
Register your entity

esa-star Publication
More Details... Access

esa-star esa-match
More Details... Access

esa-star ECM
More Details... Access

esa-p
More Details... Access

About ESA's Procurement Process

Useful Links

Doing Business with ESA v 1.0

Contact Us

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HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration



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

esa-star Registration supports the following processes:

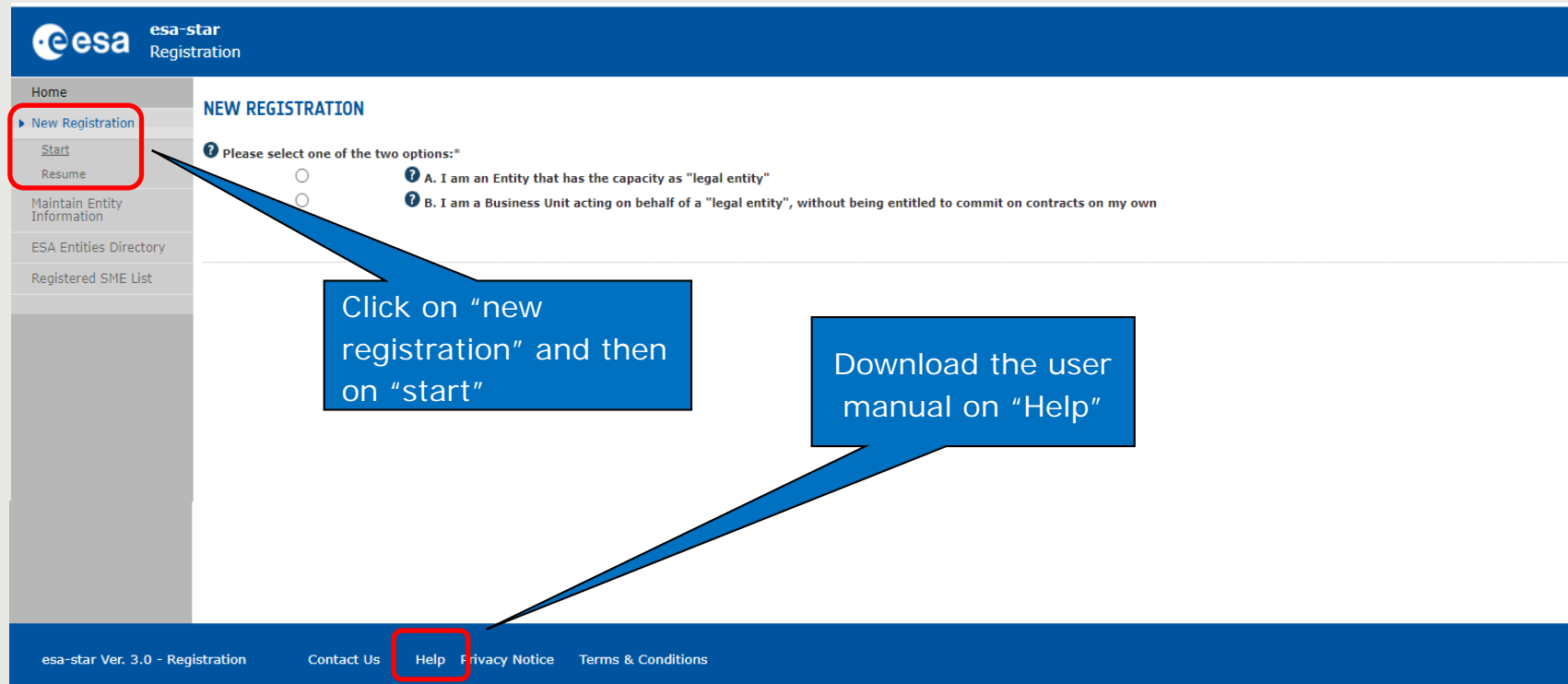
- Registration of Legal Entities in the ESA corporate systems for tendering, purchase and financial tasks
- Collection and regular update of data provided by the registered entities used by ESA procurement, industrial policy and finance processes
- Registration and maintenance of entities' user information, in order to grant them access to the **esa-star Registration**, **esa-star Publication**, **esa-star Tendering**, **esa-match**, **esastar ECM** and **esa-p systems**.

esa-star Registration is made up of the two principal components:

- **esa-star Registration Public Web Site**: this application allows registration of a new entity in the ESA corporate tools.
- **esa-star Registration Internal Web Site**: this application allows updating of entity information as required and maintenance of entities' user account information, i.e. in order to grant entity users access to the **esa-star Tendering**, **esa-star Publication**, **esa-match**, **ECM** and **esa-p systems**.

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration



The screenshot shows the 'esa-star Registration' interface. On the left, a vertical menu contains links: Home, New Registration (highlighted with a red box), Start (highlighted with a red box), Resume, Maintain Entity Information, ESA Entities Directory, and Registered SME List. The main content area is titled 'NEW REGISTRATION' and includes a question mark icon followed by the text 'Please select one of the two options:'. Below this are two radio button options: 'A. I am an Entity that has the capacity as "legal entity"' and 'B. I am a Business Unit acting on behalf of a "legal entity", without being entitled to commit on contracts on my own'. A blue callout box points to the 'New Registration' and 'Start' links, containing the text: 'Click on "new registration" and then on "start"'. Another blue callout box points to the 'Help' link in the footer, containing the text: 'Download the user manual on "Help"'. The footer is a dark blue bar with the text 'esa-star Ver. 3.0 - Registration' on the left, and a row of links: 'Contact Us', 'Help' (highlighted with a red box), 'Privacy Notice', and 'Terms & Conditions' on the right.

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

1. The first step is to check whether your organisation 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 SME status can be claimed. Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).

3. You may carry out your registration in 2 steps:

- Will grant access to esa-star services (i.e Access ITT, upload offers you are allowed to bid for in relation to your entity nationality).

- The award of ESA contracts requires a **“Full”** registration.

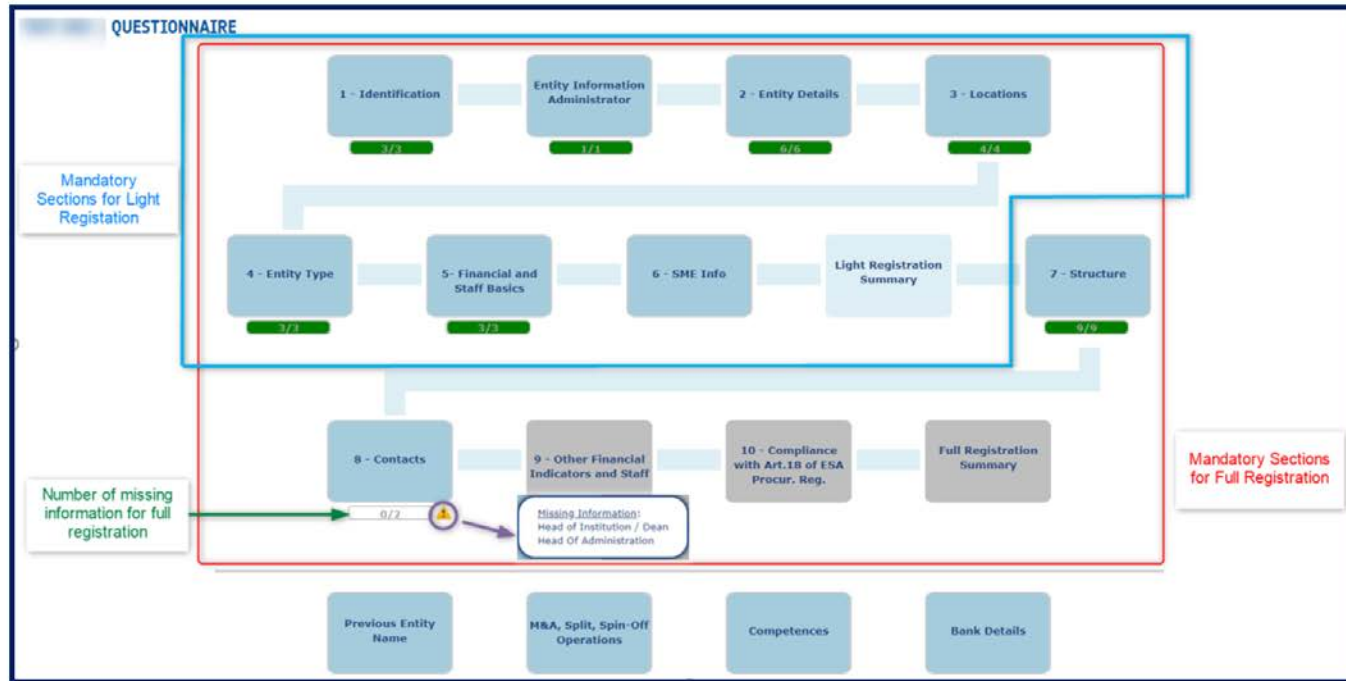
5. If you need help:

- Email esait.Service.Desk@esa.int
- Phone +39 06 941 80700

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration

The following image shows what information to provide for both a *Light Registration* and *Full Registration*.



Registration in esa-star is essential!

To register in esa-star:

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

Support information in esa-star Registration User Manual:
<https://esastar-emr.sso.esa.int/Account/DownloadFile>

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication

DOING BUSINESS WITH ESA

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Access Tenders and ESA procurement related news

EMITS replacement

esa-star Publication

More Details... Access

esa-match

More Details... Access

esa-ECM

More Details... Access

esa-p

More Details... Access

About ESA's Procurement Process

Useful Links

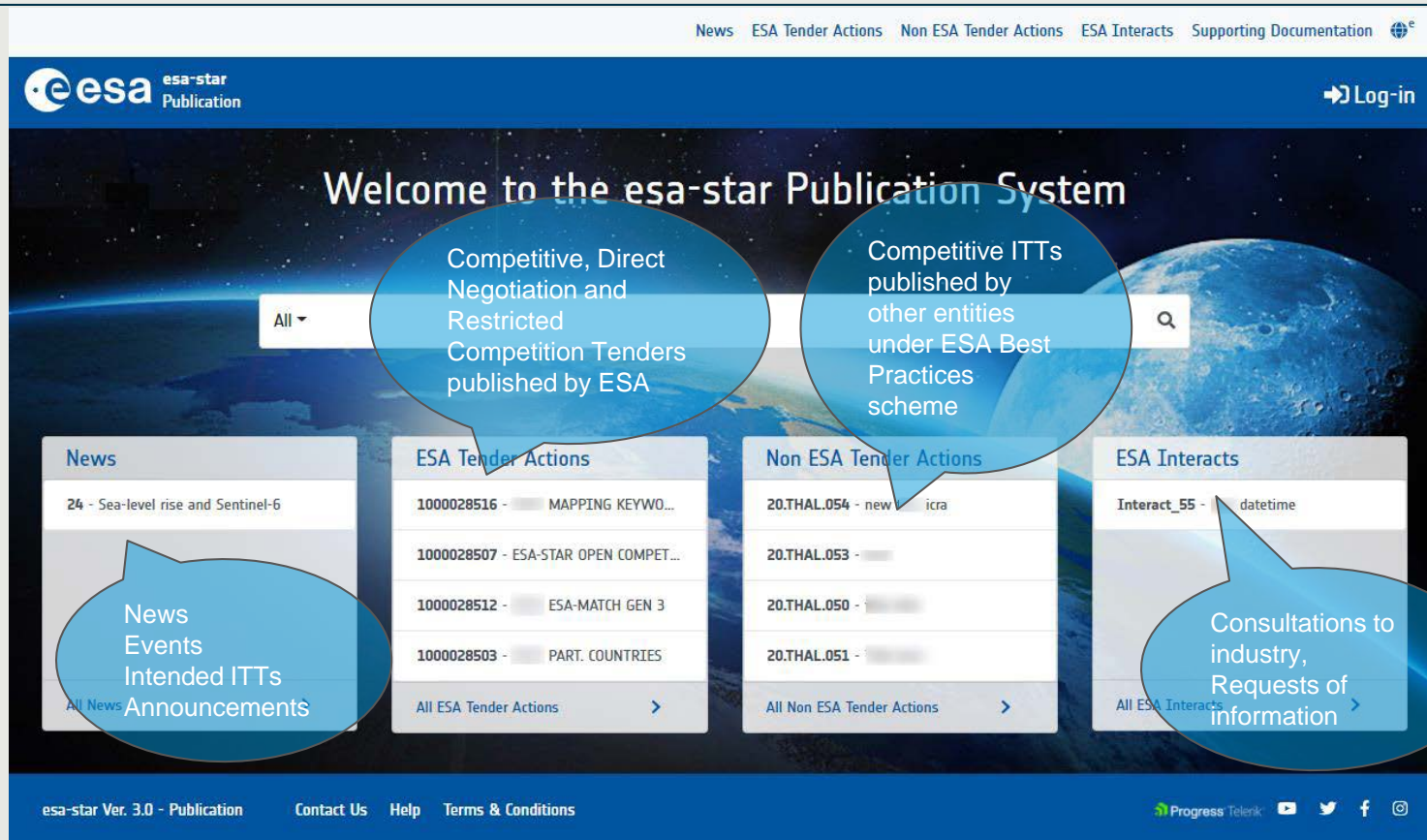
Doing Business with ESA v. 1.0

Contact Us

YouTube Twitter Facebook Instagram

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



The screenshot shows the 'esa-star Publication' website. At the top, a navigation bar includes links for News, ESA Tender Actions, Non ESA Tender Actions, ESA Interacts, and Supporting Documentation, along with a globe icon. The main header features the ESA logo and 'esa-star Publication' text, with a 'Log-in' button on the right. The central area is titled 'Welcome to the esa-star Publication System' and includes a search bar and a filter dropdown set to 'All'. Below this, four columns of content are displayed, each with a callout bubble:

- News:** A callout bubble explains that this section includes 'News Events Intended ITTs Announcements'. The main content shows a list of news items, with the first one being '24 - Sea-level rise and Sentinel-6'.
- ESA Tender Actions:** A callout bubble explains that this section includes 'Competitive, Direct Negotiation and Restricted Competition Tenders published by ESA'. The main content shows a list of tender actions, with the first one being '1000028516 - MAPPING KEYWO...'.
- Non ESA Tender Actions:** A callout bubble explains that this section includes 'Competitive ITTs published by other entities under ESA Best Practices scheme'. The main content shows a list of tender actions, with the first one being '20.THAL.054 - new icra'.
- ESA Interacts:** A callout bubble explains that this section includes 'Consultations to industry, Requests of information'. The main content shows a list of interact items, with the first one being 'Interact_55 - datetime'.

At the bottom of the page, there is a footer with the text 'esa-star Ver. 3.0 - Publication', links for 'Contact Us', 'Help', and 'Terms & Conditions', and social media icons for YouTube, Twitter, Facebook, and Instagram.

esa-star Publication

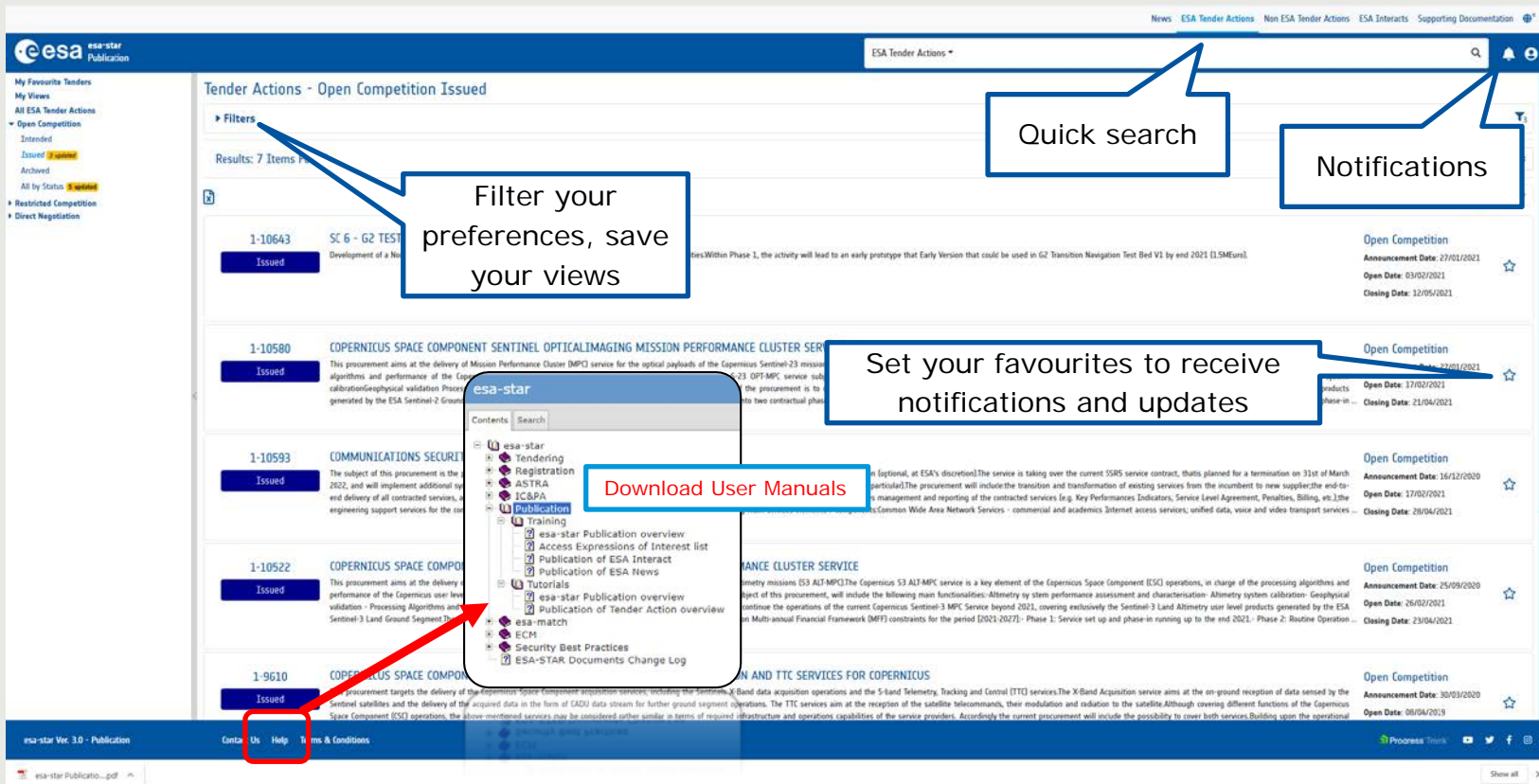
is the starting point for participating in Tender Actions

All registered users have access to esa-star Publication and, depending on their role, are able to:

- View news published by ESA
- Access information on ongoing and planned procurement actions, including ITT documents (ESA and non-ESA)
- Express interest in specific procurement projects
- Initiate proposal preparation by creating a bidder restricted area
- Access ESA interacts and submit a reply to ESA accordingly

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



The screenshot displays the ESA STAR Publication website interface. The top navigation bar includes links for News, ESA Tender Actions, Non ESA Tender Actions, ESA Interacts, and Supporting Documentation. A search bar is located in the top right corner. The main content area is titled "Tender Actions - Open Competition Issued" and shows a list of tender actions with filters and results. A sidebar on the left contains a "My Views" section and a "Restricted Competition" section. A "Quick search" callout points to the search bar. A "Notifications" callout points to a notification icon in the top right. A "Filter your preferences, save your views" callout points to the "Filters" button. A "Set your favourites to receive notifications and updates" callout points to a star icon next to a tender action. A "Download User Manuals" callout points to a "Publication" link in the "esa-star" menu. A red box highlights the "Contact Us" link in the bottom navigation bar.

esa-star Publication

My Favourite Tenders
My Views
All ESA Tender Actions
Open Competition
Intended
Issued
Archived
All by Status
Restricted Competition
Direct Negotiation

ESA Tender Actions

Quick search

Notifications

Filter your preferences, save your views

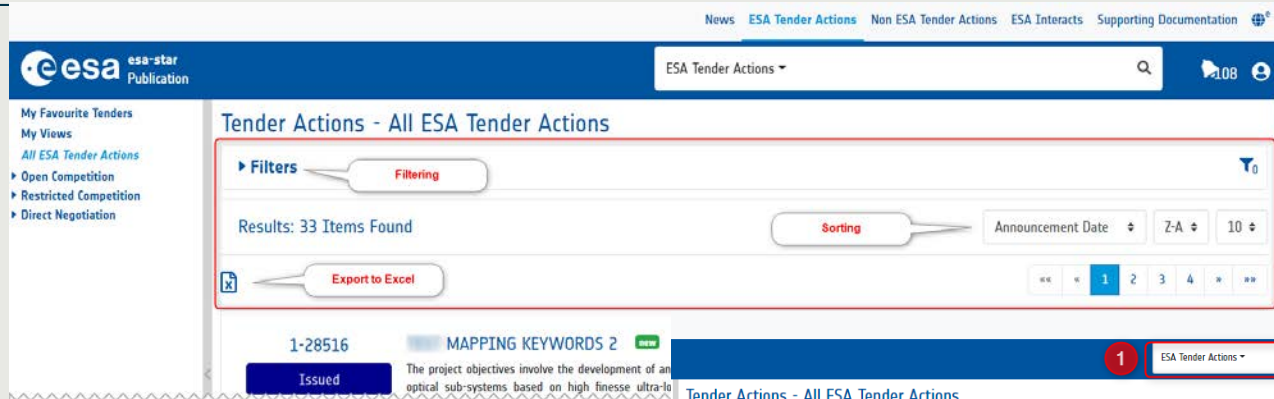
Set your favourites to receive notifications and updates

Download User Manuals

esa-star Ver. 3.0 - Publication
Contact Us Help Terms & Conditions

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



News ESA Tender Actions Non ESA Tender Actions ESA Interacts Supporting Documentation

esa-star Publication

ESA Tender Actions

My Favourite Tenders
My Views
All ESA Tender Actions
Open Competition
Restricted Competition
Direct Negotiation

Tender Actions - All ESA Tender Actions

Filters Filtering

Results: 33 Items Found

Sorting Announcement Date Z-A 10

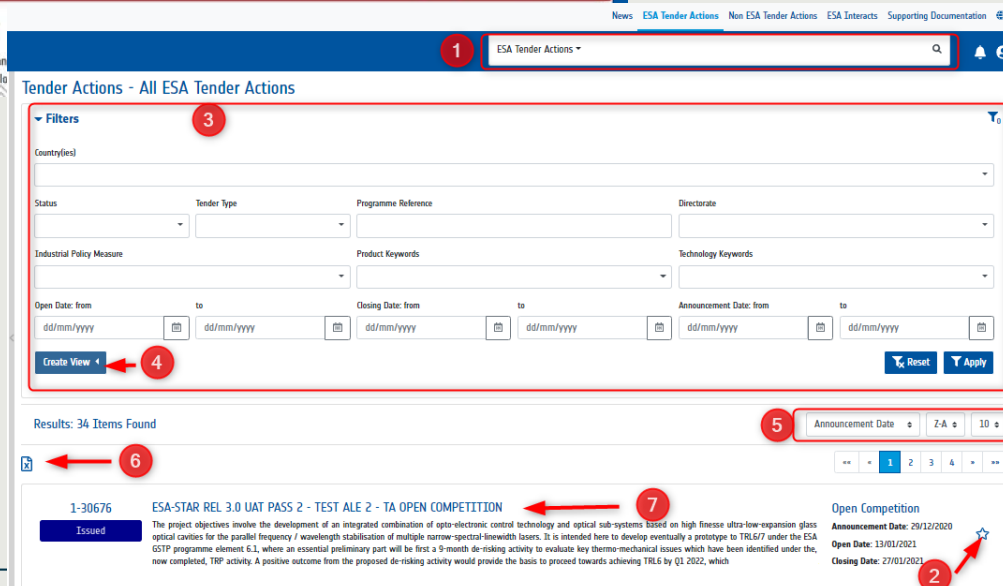
Export to Excel

1-28516

MAPPING KEYWORDS 2

Issued

The project objectives involve the development of an optical sub-systems based on high finesse ultra-



News ESA Tender Actions Non ESA Tender Actions ESA Interacts Supporting Documentation

1 ESA Tender Actions

Tender Actions - All ESA Tender Actions

3 Filters

Country(ies)

Status Tender Type Programme Reference Directorate

Industrial Policy Measure Product Keywords Technology Keywords

Open Date: from to Closing Date: from to Announcement Date: from to

Create View 4 Reset Apply

Results: 34 Items Found

5 Announcement Date Z-A 10

6

1-30676

Issued

ESA-STAR REL 3.0 UAT PASS 2 - TEST ALE 2 - TA OPEN COMPETITION

The project objectives involve the development of an integrated combination of opto-electronic control technology and optical sub-systems based on high finesse ultra-low-expansion glass optical cavities for the parallel frequency / wavelength stabilisation of multiple narrow-spectral-line-width lasers. It is intended here to develop eventually a prototype to TRL6/7 under the ESA GSP programme element 6.1, where an essential preliminary part will be first a 9-month de-risking activity to evaluate key thermo-mechanical issues which have been identified under the, now completed, TRP activity. A positive outcome from the proposed de-risking activity would provide the basis to proceed towards achieving TRL6 by Q1 2022, which

Open Competition
Announcement Date: 29/12/2020
Open Date: 13/01/2021
Closing Date: 27/01/2021

7

- 1 Full text search
- 2 Mark favourites
- 3 Available filters
- 4 Create a personal view
- 5 Sort your lists
- 6 Export to Excel
- 7 Access details of a tender by clicking its title

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication

Be notified
of tenders of
your interest

Do you wish to receive notifications from esa-star Publication?

No Yes, as alerts in Publication Yes, via email and alerts in Publication

News ☒ YES

Tender Actions (In Open Competition) ☐ NO

ESA Interact ☒ YES

Save



Tender Actions (In Open Competition)

YES

Update for which types of Tender Actions

Issued By

ESA ☒ YES

Non ESA ☒ YES

Directorate

Tender Actions opened to Economic Operators in my Country

YES ☒

Tender Actions opened to Economic Operators from other Countries

Only for the Tenders for which my entity has expressed interest

YES ☒

2

Receive notifications for

Tender Action Information
Updates

YES ☒

Tender Action Package
Publication, at Opening Date

YES ☒

Clarifications 

YES ☒

Cancellation or Re-issuing

YES ☒

Extension of Closing Date

YES ☒

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication

Detail of a Tender Action

- 1 Go to esa-match module to find a potential consortium
- 2 Displays the list of submitted Expressions of Interest
- 3 Allows you to express interest
* See esa-star Publication Help - manual "Expression of Interest"
- 4 If you wish to submit an offer you have to create a Bidder Restricted Area in esa-star Tendering module
- 5 Allows you to create an ad in esa-match Marketplace (open competition only)

MAPPING KEYWORDS 2
1-28516

Status

Title and TA number

Publication/Update date

Description

TA Package

Clarifications

TA Information

Download

Find Business Partners in esa-match

Other Interested Entities

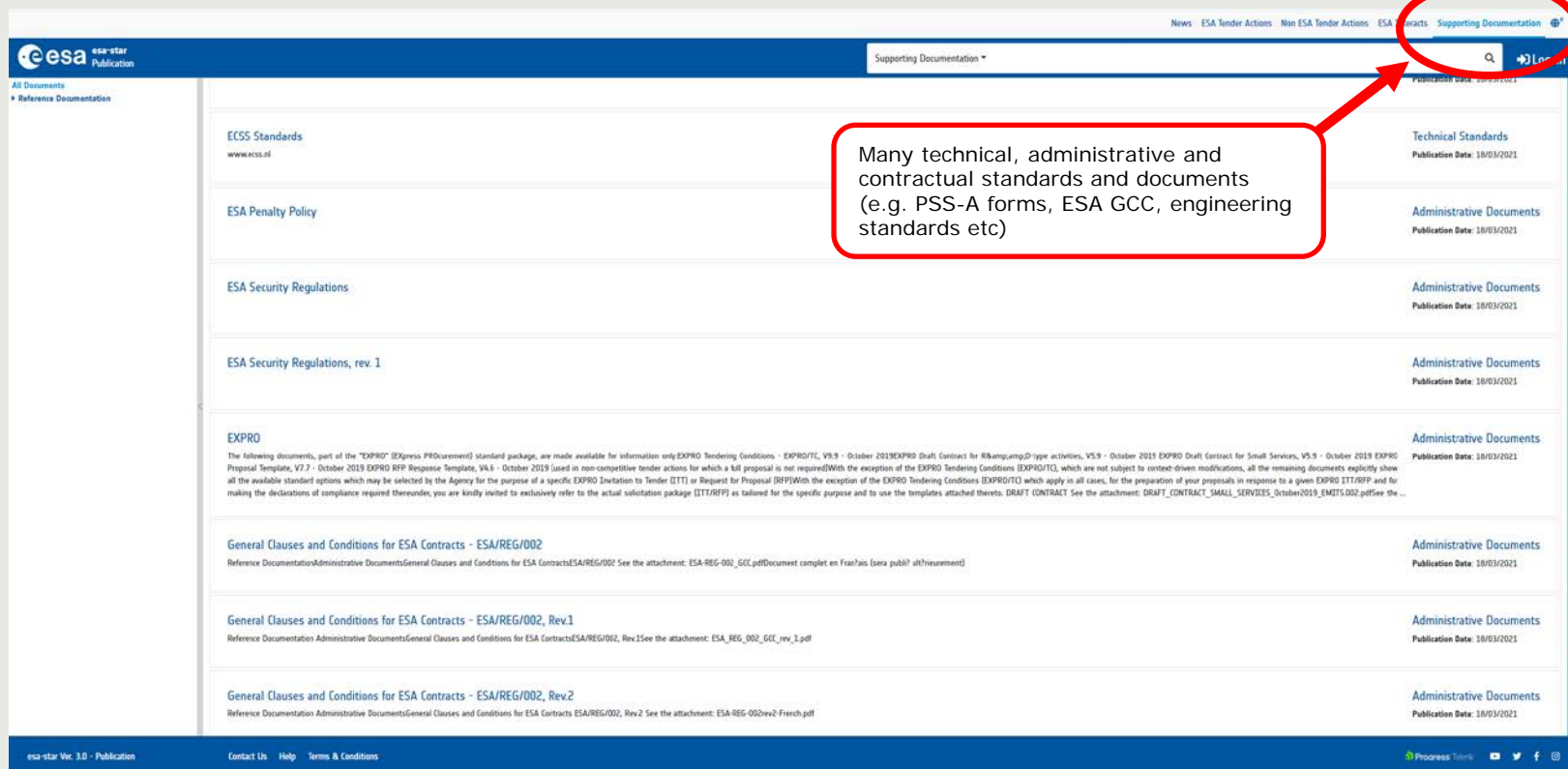
Express Interest

Create Bidder Restricted Area

Create AD in esa-match

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



Supporting Documentation

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

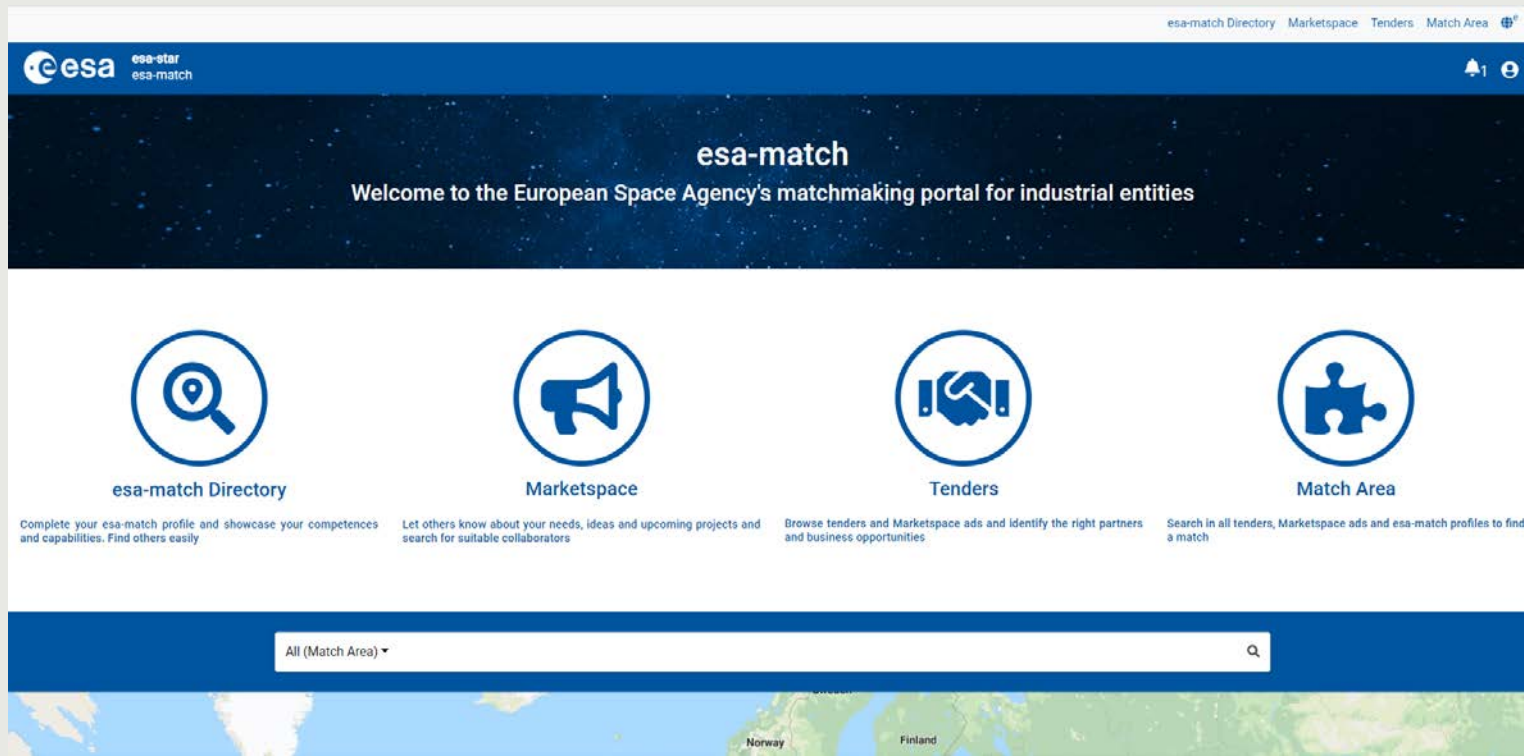
Document Title	Publication Date
ECSS Standards	18/03/2021
ESA Penalty Policy	18/03/2021
ESA Security Regulations	18/03/2021
ESA Security Regulations, rev. 1	18/03/2021
EXPRO	18/03/2021
General Clauses and Conditions for ESA Contracts - ESA/REG/002	18/03/2021
General Clauses and Conditions for ESA Contracts - ESA/REG/002, Rev.1	18/03/2021
General Clauses and Conditions for ESA Contracts - ESA/REG/002, Rev.2	18/03/2021

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 slide.



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



esa-match profile pages for each Business Unit + Legal Entity

- Competences & Capabilities
- Experience (ESA contracts, other projects and studies [non-ESA]); Certifications)



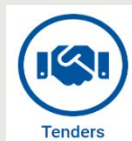
esa-match Directory

- find entities. Option to filter, display them on a map, etc



Marketspace

- place “ads” (and link them to tenders)
- “I’m looking for” + “I offer”



Tenders area

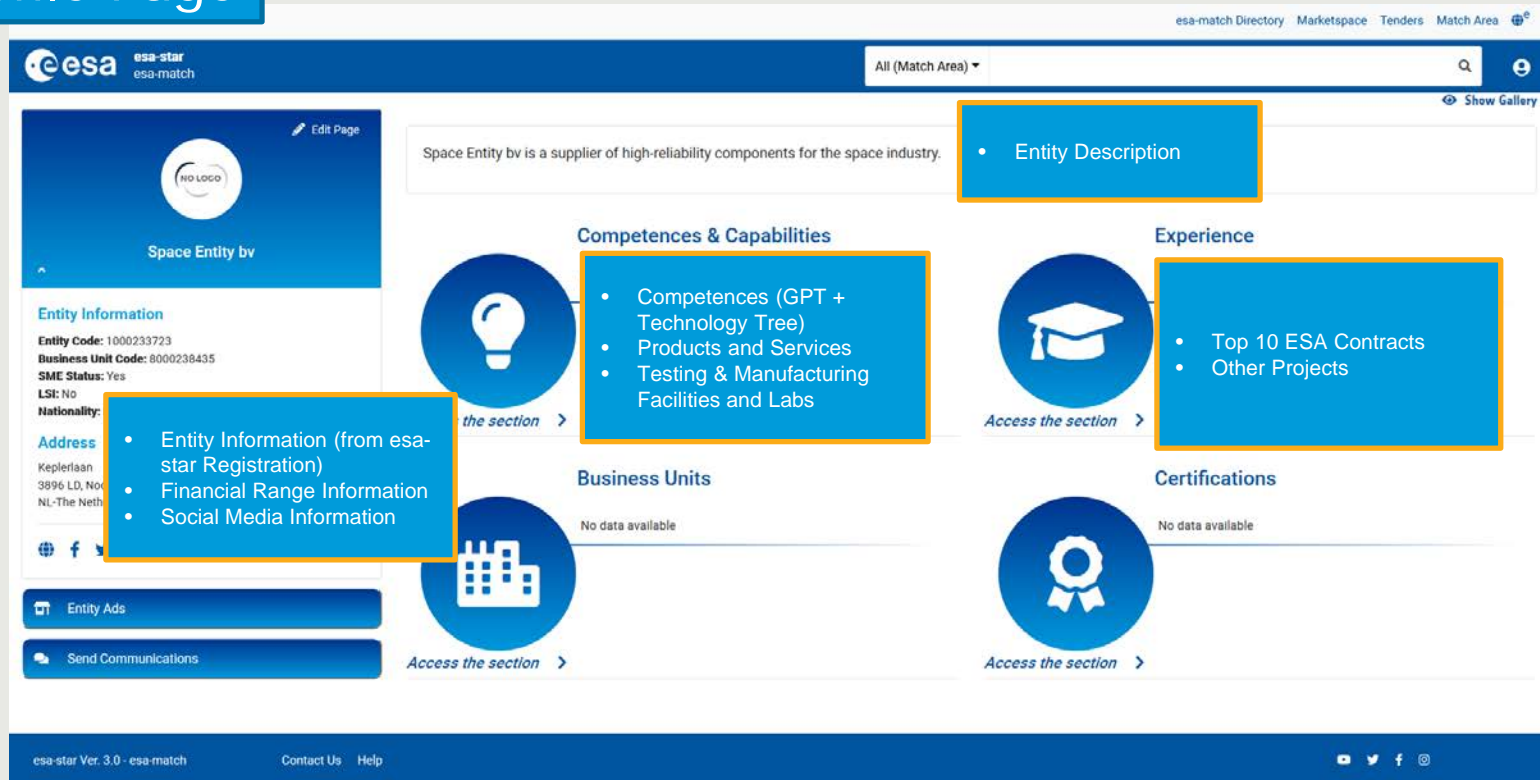
- search Tenders and ESA Interacts (new ESA Publication feature)
- area to find suitable “matches” (depending on competences set, country, etc)



“Lounge area” (communications area)

- for messages between industrial entities

Entity Profile Page



esa-match Directory Marketplace Tenders Match Area

esa-match

All (Match Area)

Show Gallery

Space Entity bv

Entity Information

- Entity Code: 1000233723
- Business Unit Code: 8000238435
- SME Status: Yes
- LSI: No
- Nationality:

Address

- Keplerlaan
- 3896 LD, No
- NL-The Neth

Entity Ads

Send Communications

Space Entity bv is a supplier of high-reliability components for the space industry.

Entity Description

Competences & Capabilities

- Competences (GPT + Technology Tree)
- Products and Services
- Testing & Manufacturing Facilities and Labs

Experience

- Top 10 ESA Contracts
- Other Projects

Business Units

No data available

Certifications

No data available

esa-star Ver. 3.0 - esa-match

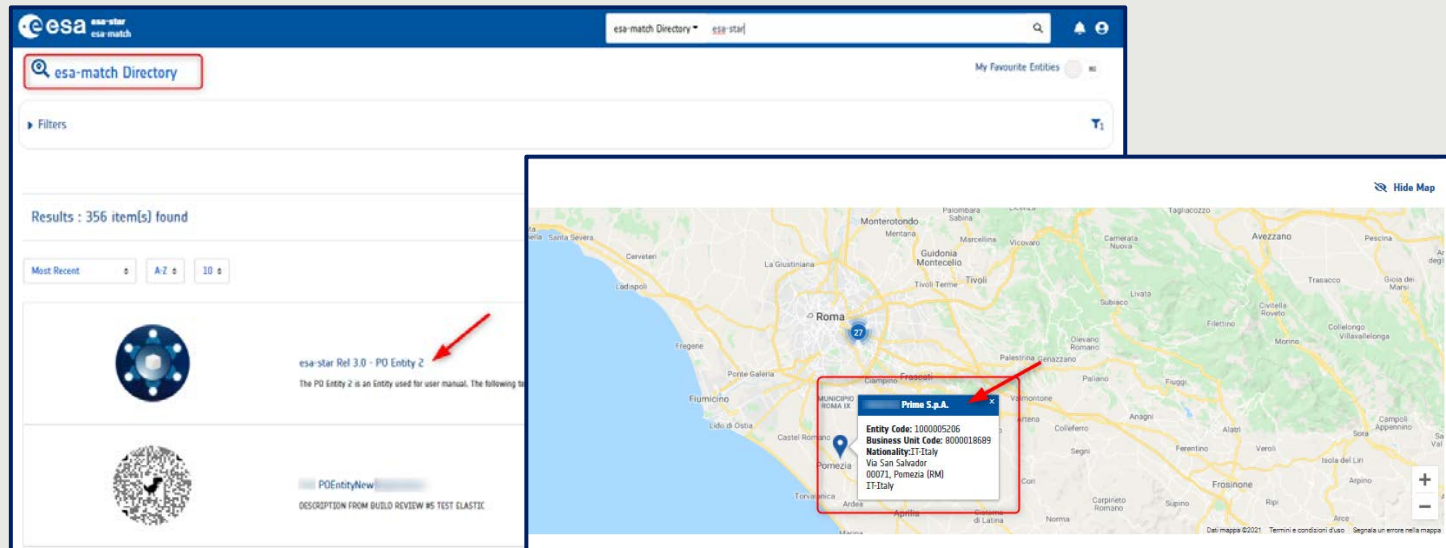
Contact Us Help

esa-match directory

- To display, search and browse the list of entities in esa-match
- Entities are displayed in 2 different views:
 - As a list (by default)
 - As an interactive map (by clicking on “**Show Map**”)

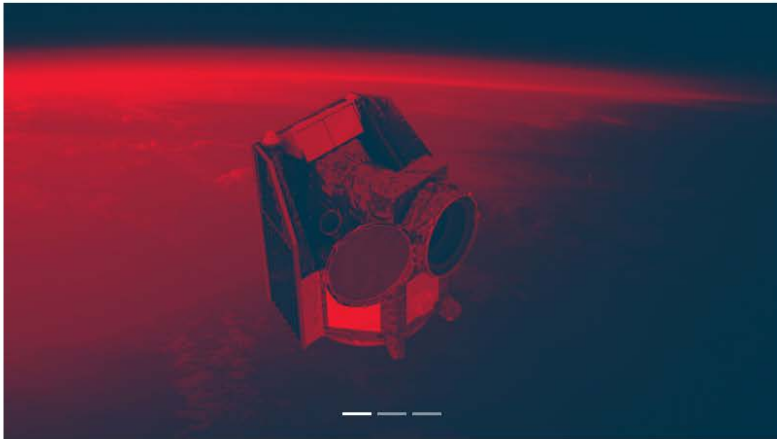


- List of entity profiles
- Map view of entities. A click reveals additional information and links to an entity's profile page



esa-match
marketplace

Ad Details



My Sentinel-5 Ad

We are looking for a consortium member

My text for the abstract

Published on: 23/09/2020

Expiration Date: 04/09/2022

Looking for Entities In: IT-Italy


Type of Entity Wanted: Any

Status: Published

Link at the Tender Action: [🔗](#)

DESCRIPTION FROM BUILD REVIEW #5 TEST ELASTIC

Entity Information

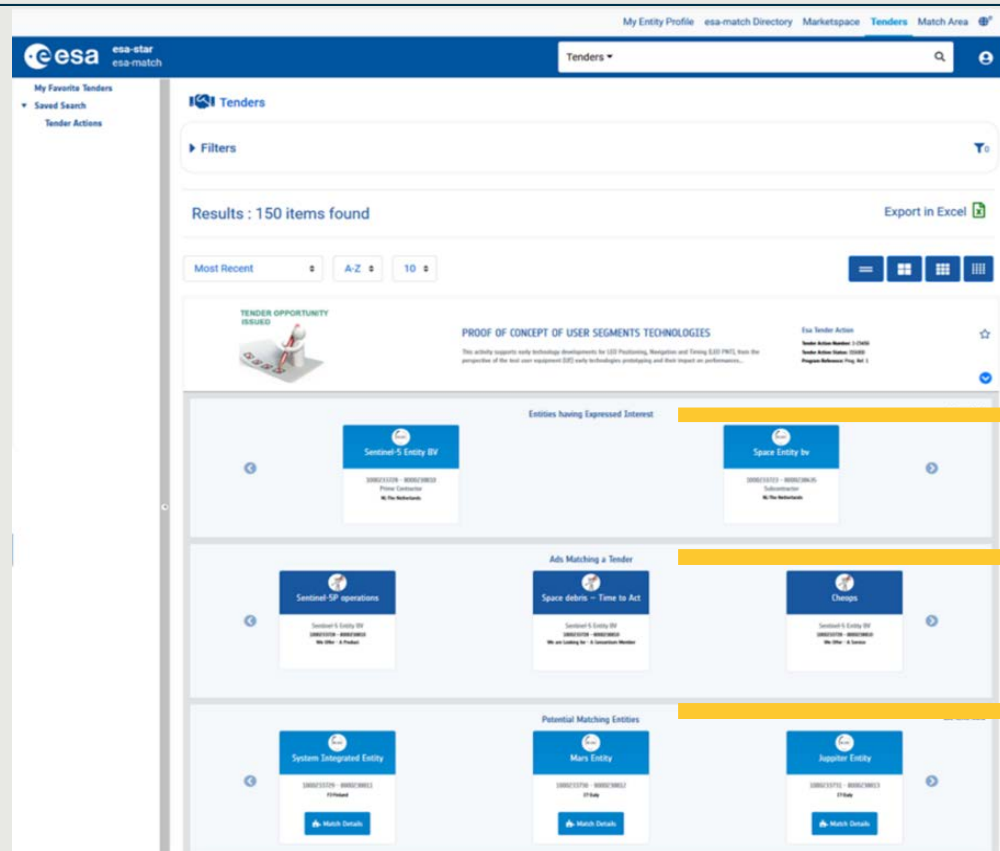
**Test POEntityNewRegistration**
1000033634 - 8000038670
IT-Italy

[CONTACT ENTITY](#) [REPORT AN ISSUE TO ESA](#) [CLOSE](#)

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match

esa-match Tenders



The screenshot displays the ESA Match Tenders interface. At the top, there's a navigation bar with 'My Entity Profile', 'esa-match Directory', 'Marketspace', 'Tenders', and 'Match Area'. Below this, the 'Tenders' section is active, showing a search bar and a 'Filters' button. The results section indicates 'Results : 150 items found' and includes an 'Export in Excel' button. A 'TENDER OPPORTUNITY RESULT' card is visible, titled 'PROOF OF CONCEPT OF USER SEGMENTS TECHNOLOGIES'. Below this, three sections are highlighted with yellow arrows: 'Entities having Expressed Interest' (showing entities like Sentinel 5 Entity BV and Space Entity BV), 'Ads Matching a Tender' (showing ads like Sentinel 5P operations and Space debris - Time to Act), and 'Potential Matching Entities' (showing entities like System Integrated Entity, Mars Entity, and Jupiter Entity).

Expressions of Interest

This section shows all entities that have expressed interest in this particular tender (via esa-star Publication, the new EMITS)

Ads linked to the tender

This section shows all ads in the Marketspace linked to the tender which were placed by entities

Other Matching Entities

This section shows entities with matching Product and Technology keywords, identified automatically by the system


HANDBOOK – BASIC OF ESA PROCUREMENT

ESA – STAR Tendering

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

- covers the end-to-end tendering process
- supports offer preparation and submission to ESA for evaluation,
- management of clarifications and extension requests for Tender Actions

When you find an ITT in **in esa-star publication** for which you want to bid, you choose



Create Bidder Restricted Area

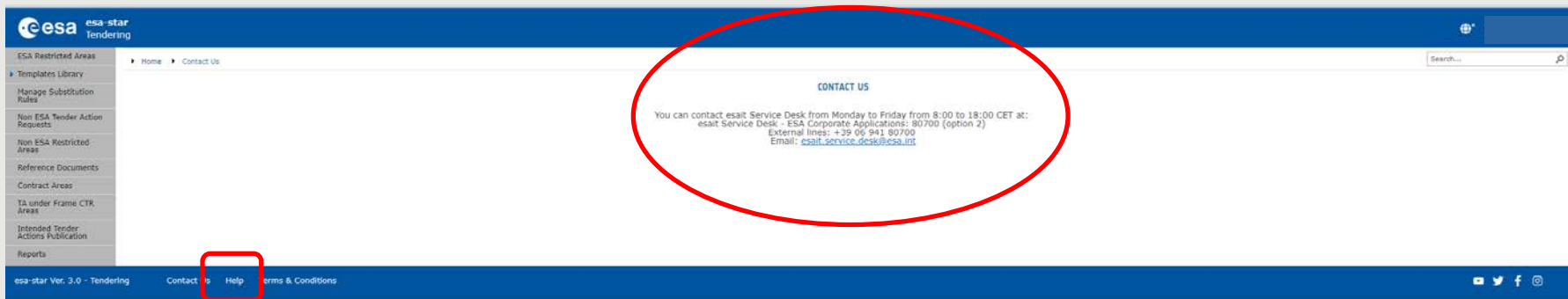
You will be re-directed you to **esa-star Tendering** where you create your dedicated work area (the Bidder's Restricted Area). Here you may:

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

HANDBOOK – BASIC OF ESA PROCUREMENT

ESA – STAR Tendering



Questions on
esa-star Tendering?

Download User Manuals

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

Additional information about the ESA Procurement Process and further useful links for economic operators are provided on the right-hand slide.





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:

esait.Service.Desk@esa.int or +39 06 941 80700, option 2

From 08:00 to 18:00 CET/CEST, Monday to Friday

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

<http://esa-p-help.sso.esa.int>



1) Advance payment is transferred after the signature of contract and submission of Advance Payment Request (APR) in esa-p: http://esa-p-help.sso.esa.int/Extended_Guide_How_to_submit_and_approve_an_Advance_Payment_Request.pdf

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

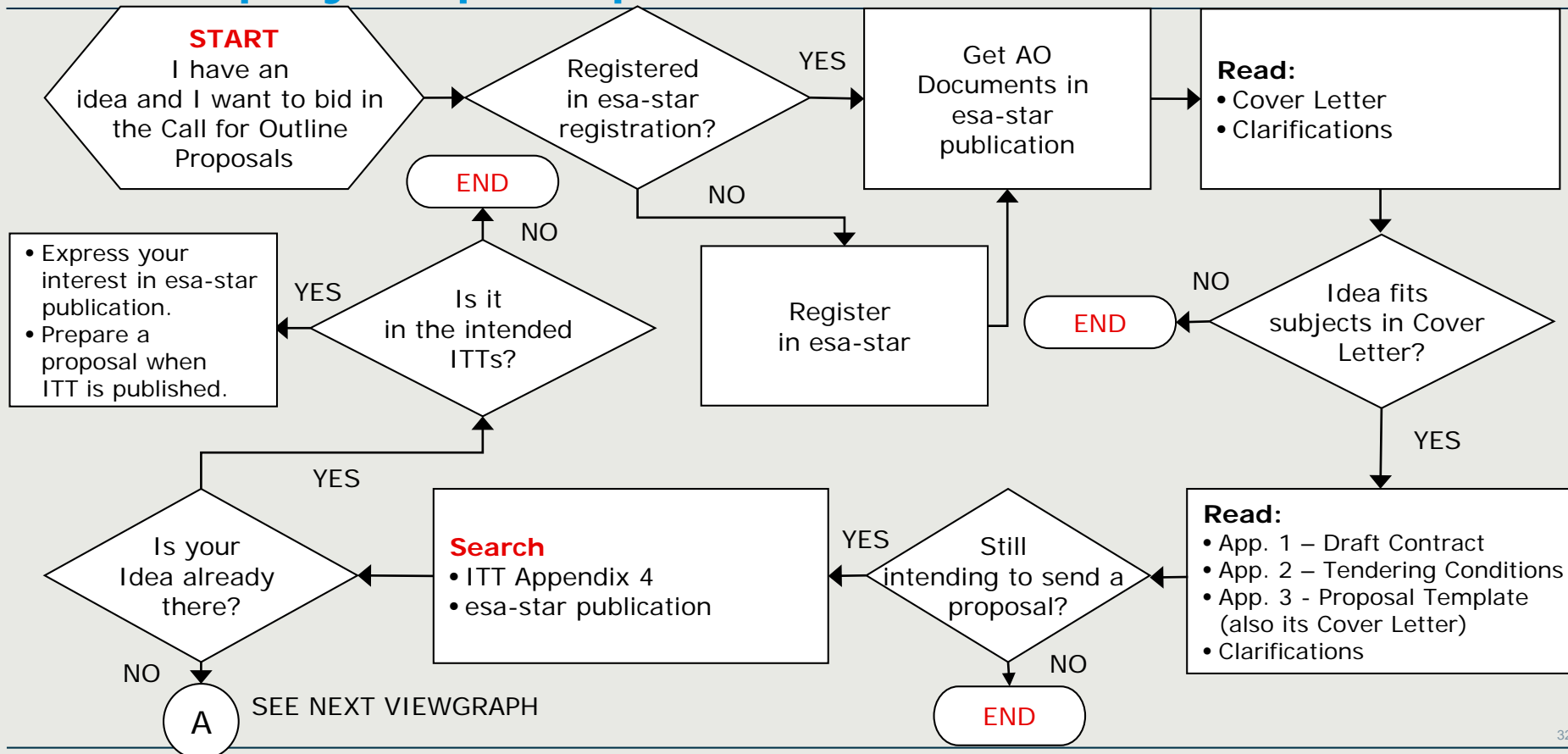
http://esa-p-help.sso.esa.int/Extended_Guide_How_to_submit_and_approve_an_Invoice.pdf

Intra-community transactions supplied to an International (Governmental) Organisation (**like ESA**) are free of VAT according to Directive 2006/112/EC Article 151 1.b. if the related exemption form (still referring to Directive 77/388/EEC - Article 15/10) is issued and provided to the entitled supplier. Note subcontractor does not receive any VAT exemption certification, only the contractor who has a legal binding contract with ESA:

http://esa-p-help.sso.esa.int/no_VAT_details.html

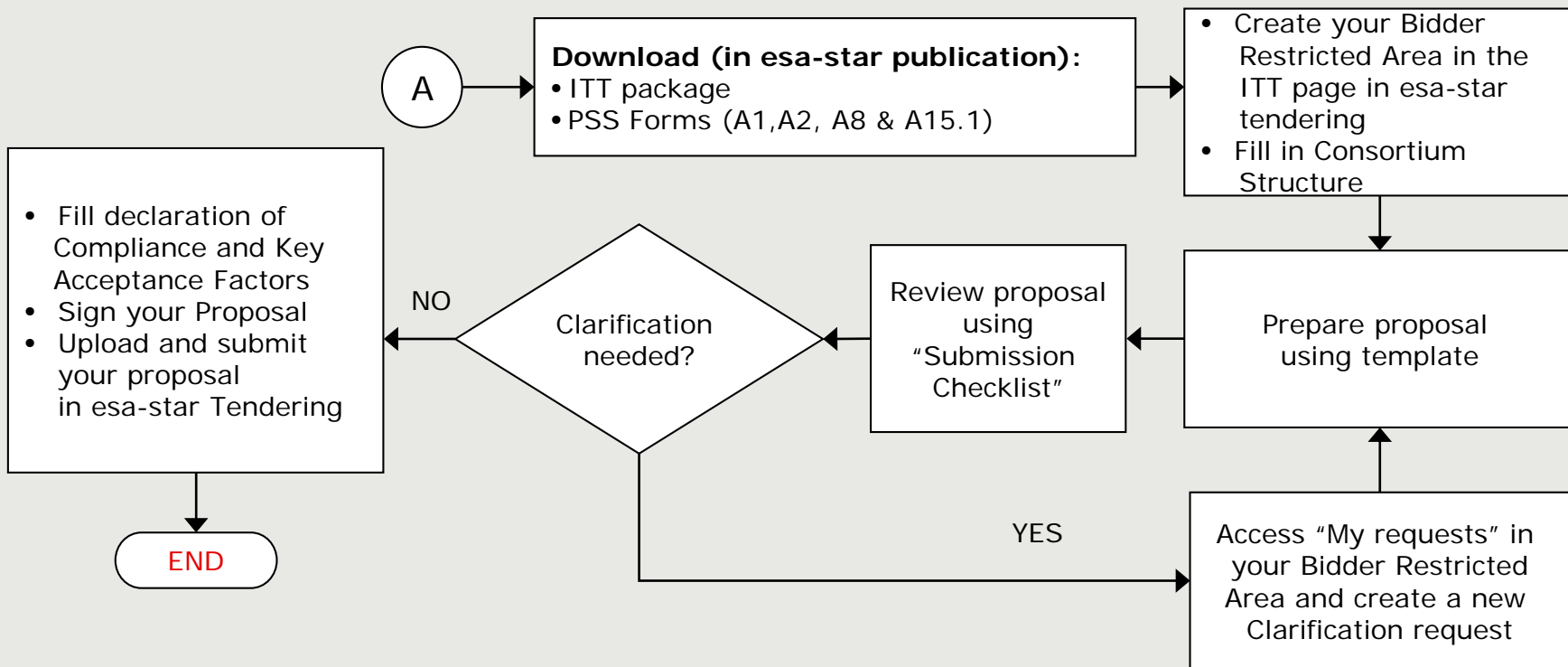
HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



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 esa-star publication as a clarification for the benefit of all Tenderers.