

Third Fixed Call for Proposals under the Requesting Party Activity (RPA) in Slovakia – SKR3

CFP/5-50112/24/NL/MH/yd CFP/5-50113/24/NL/MH/yd

I. Castelão S.P. Airey Y. Douenne Bratislava, 26/11/2024

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Agenda



09:50 – 10:30 Introduction and Overview of SKR3 Calls (call for A, B, D and G1 types, and call for G2 type)

- 10:30 10:45 Lessons Learnt from SKR2
- 10:45 11:00 Coffee Break
- 11:00 11:30 RPA vs. Optional Programs: Differences and Similarities
- 11:30 12:00 Overview of ESA's OSIP and how RPA can help
- 12:00 13:00 Lunch
- 13:00 13:30 Overview of ESA's Future EO programme and how RPA can help
- 13:30 14:00 Overview of ESA's GSTP programme and how RPA can help



This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals CFP/5-50112/24/NL/MH/yd and CFP/5-50113/24/NL/MH/yd.

This presentation intends to help understand in a simplified manner some of the Rules and Procedures associated with ESA procurements, in particular of these tenders.

Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Calls for Proposals CFP/5-50112/24/NL/MH/yd and CFP/5-50113/24/NL/MH/yd documentation** that will be published on esa-star Publication.

Summary of the presentation



- ESA Tools Basics of ESA Procurement
- Type of Activities vs. Respective Call
- CfP for Activity types A, B, D and G1
 - 1. Tender Package (including Cover Letter, Draft Contract, Tendering Conditions, Proposal Template)
 - 2. The Tender Evaluation
 - 3. The Negotiation Period
 - 4. Debriefing
 - 5. Schedule

CfP for Activity types G2

- 1. Tender Package (including Cover Letter, Draft Contract, Tendering Conditions, Proposal Template)
- 2. The Tender Evaluation
- 3. The Negotiation Period
- 4. Debriefing
- 5. Schedule



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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



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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 (<u>http://doing-business.sso.esa.int</u>)

• 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

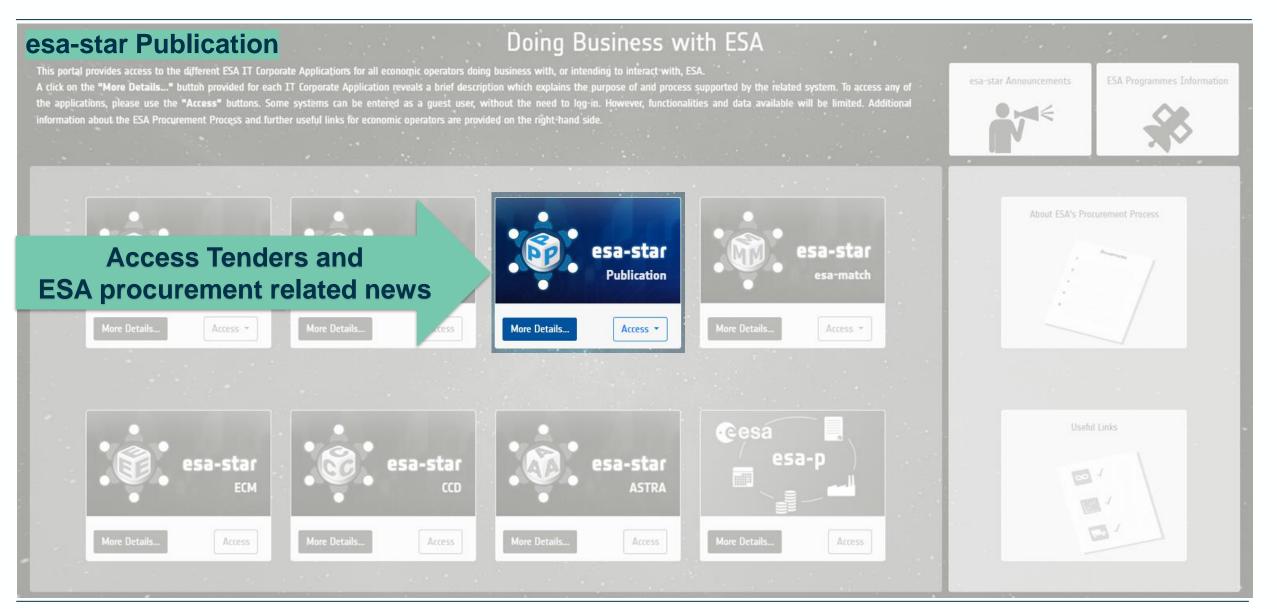






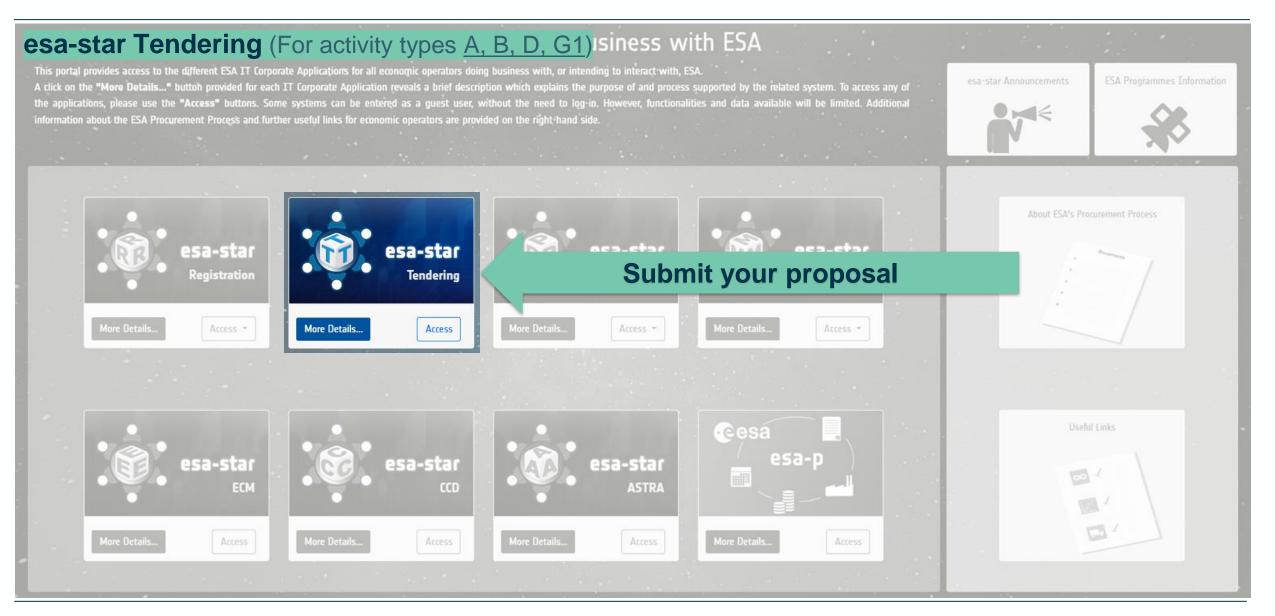
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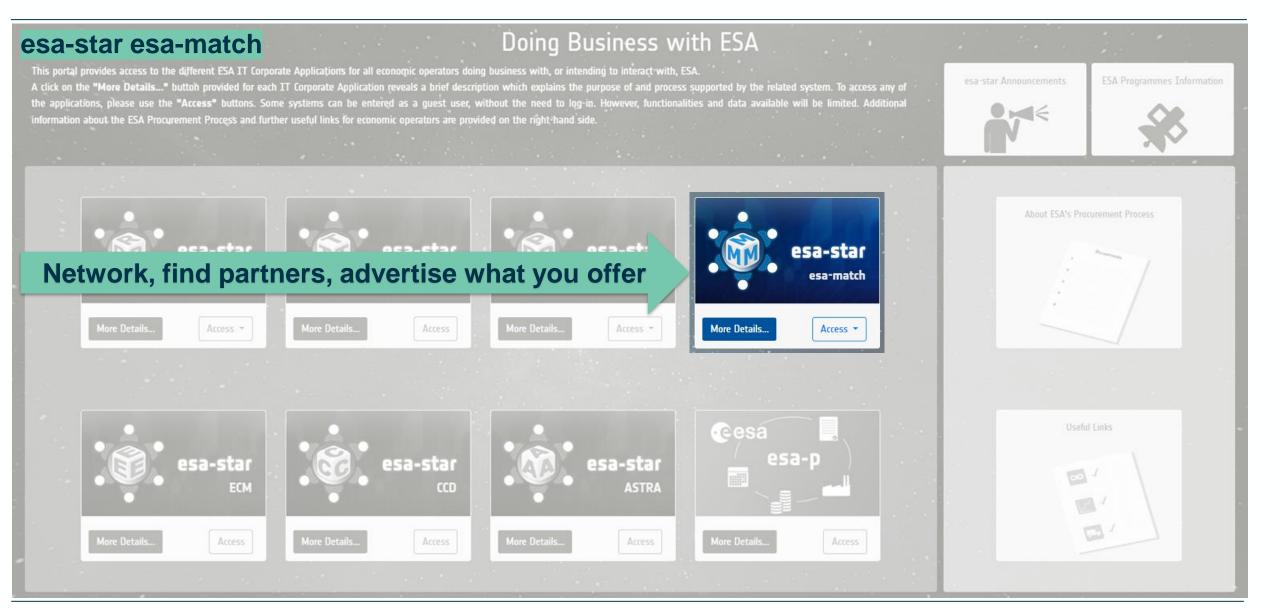
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Overview Type of Activity and their Respective Call



Type of Activities and their Respective Call



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

Call: CfP/5-50113/24/NL/MH/yd	Call: CfP/5-50112/24/NL/MH/yd
Type A – Research and preparatory activity	Type G2 - Education activities – PhD Theses
Type B – Flight and ground segment related research and	
development activities	
Type C - Flight Opportunities N/A	
Type D - Space science activities	
Type E - Satellite development N/A	
Type F - Space (downstream) Applications N/A	
Type G1 - Education activities – University courses	
Type H – Space related courses N/A	

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CFP/5-50113/24/NL/MH/yd (Activity types A, B, D and G1)



1. Tender Package for Fixed Call for Proposals CFP/5-50113/24/NL/MH/yd (all types except G2)



1. Tender Package – Call Overview

Call overview

- Call for Proposal (CfP) reference is CFP/5-50113/24/NL/MH/yd
- This is NOT a permanently open call!

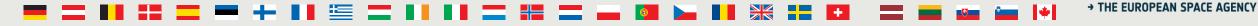
Cover Letter			
Appendix 1	Appendix 2	Appendix 3	
Draft Contract	CfP Tender Conditions	Proposal Template	







Cover Letter			
Appendix 2	Appendix 3		
CfP Tender Conditions	Proposal Template		
	Appendix 2 CfP Tender		



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, Ysée 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 compliant

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, **26th February 2025**;
- The exact time, 13:00 (CET / Amsterdam time zone) by which proposals must be submitted.

The Call is expected to be published on:

13th January 2025

To be found on: ESA-star Tendering (<u>https://esastar.sso.esa.int/</u>) – activity types **A, B, D, and G1**



See Section 2 of the Cover Letter

- The present Call for Proposals is addressed only to companies (including SMEs) or academic and research organizations in Slovakia.
- Prospective Tenderers are therefore requested to note that the Agency can only consider Proposals from companies or organizations residing in Slovakia, which operate in accordance with the laws of the Republic of Slovakia.
- Tasks may be assigned to non-Slovak entities registered in other ESA Member States.
 - Such tasks shall in any case not constitute the core activities of the proposed study or development and shall not exceed 20% of the total price.



Tips – when to include a sub-contractor:

- Sub-contractors are highly encouraged where it leads to a long-term relationship and 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, external service provider or through service in-kind via a letter of support).
- 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).
- If your company/institute has no or little expertise in space activities, a European partner may be part of the team (as subcontractor 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 such as hire of facilities, 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 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.



See Section 2 of the Cover Letter







See Section 2 of the Cover Letter

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

- **Type A** Research and preparatory Activity
- Type B Flight and Ground segment related research and development activities
- Type C Flight Opportunities NOT APPLICABLE TO THIS TENDER
- **Type D** Space science activities
- 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
 - G2 PhD Theses
 HANDLED VIA SEPARATE TENDER (SEE NEXT SECTION)
- Type H Space related courses NOT APPLICABLE TO THIS TENDER

1a. Tender Package – Cover Letter

Type A – Research and preparatory activity

- Aimed at preparing the participation in ESA optional programmes or the initial steps of a product development for Space, with potential for use in future ESA missions or commercial missions. NO EO DOWNSTREAM PROPOSALS.
- E.g., feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard-based demonstrators

Constraints:

- All general constraints apply
- Minimum start TRL: TRL 1
- Maximum end TRL: TRL 3
- Expected duration: 9-15 months
- Minimum mark for recommendation: 55
- Price not higher than 150,000 EUR
- Prime contractorship may be led by either industry, universities/research organizations or other national entities depending on the context
- Inclusion of an end-user is mandatory either as a subcontractor or as an external service



- \checkmark This is essentially a 'Slovak-only TDE' with open call.
- \checkmark Very good for start-ups and companies new to space.
 - Can support both subscribed programmes and those you want to subscribe to in the future.

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Type B – Flight and Ground segment related research and development activities

- Activities in the form of equipment *(including ground communication or 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 and mission operation systems (EGSE, MCS, OGSE, ground stations or test equipment related) may also be considered but with a lower ceiling price. NO EO DOWNSTREAM PROPOSALS.

Constraints:

- All general constraints apply
- Minimum start TRL: TRL 3
- Maximum end TRL: TRL 6
- Expected duration: 15-24 months
- Minimum mark for recommendation: 60
- Price not higher than 400,000 EUR (flight-related)
- Price not higher than 350,000 EUR (ground-related)
- **MUST** include a potential customer **as a subcontractor**.



- Preparation and support for future subscriptions to ESA programmes
- ✓ Building a sustainable business based on products
- ✓ Path to payloads on ESA missions

Restricted to proposals with a potential follow-on in the optional programmes of ESA!

(S2P, GSTP, Future EO, Scale UP, ...)

 Prime contractorship may be led by either industry, universities/research organizations or other national entities depending on the context

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1a. Tender Package – Cover Letter

Type D – Space science activities

Supporting the involvement of Slovak researchers leading to potential future involvement in ESA science mission core team and publication of peer reviewed scientific papers.

Constraints:

- TRL requirements: not applicable
- Expected duration: up to 48 months
- Minimum mark for recommendation: 60
- Price not higher than 80,000 EUR
- Prime contractorship **MUST** be led by Academia
- **MUST** be in line with national Space strategy
- **MUST** include non-Slovak entity with ESA core science team experience
- Number of Type D activities to be funded: Maximum of 2 (two)



To provide a path to inclusion in ESA science core teams International collaboration is key

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Type G - Education activities

- **G1 University courses / modules**
- Leading to a qualification (BSc or MSc) in space-related topics that correspond to the needs of the Slovak space industry and to encourage a career in space and answer to national space industry needs.

Constraints:

- TRL requirements: not applicable
- Expected duration: up to 36 months
- Minimum mark for recommendation: 60
- Price not higher than 50,000 EUR



- Development of key space competences in Slovakia
 Development of a qualified Slovak workforce
- ✓ Improving cooperation of academia and industry
- Prime contractorship MUST be led by academia and industry MUST be involved as a partner in the definition of the courses, practical lessons and/or topics.
- The provision of industrial internships as part of the course is encouraged as part of course module development.



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;
- foster the creation of strong and long-term relations between national firms and national universities and research institutions.

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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 Slovakia subscribes to or intends to subscribe to;
- activities having the potential to increase competitiveness and bring long-term benefits to Slovak 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).

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See Section 6 of the Cover Letter

Tenderers shall **avoid duplication of ongoing and intended activities** in ESA activities and any overlap with the scope of optional programs to which Slovakia subscribes.

- Such duplication and overlap may lead to rejection of the proposal.
- Currently, Slovakia subscribes to GSTP, S2P and EO programmes; hence, this CfP shall not be seen as an alternative to the funding available from those programmes.
- Duplication of activities carried out in EU (or Public) programmes may also lead to rejection.
- However, complementarity to these activities is allowed.



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 (*ref. paragraph 10 of the Cover Letter of the Proposal Template*).
- 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.
 - Document 3: CVs

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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.

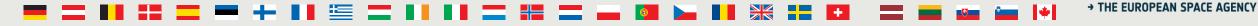


Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer.

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 2	Appendix 3		
CfP Tender Conditions	Proposal Template		
	Appendix 2 CfP Tender		



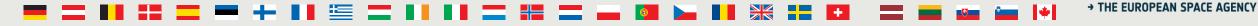


Full compliance to terms and conditions are expected

- 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.
- The Draft Contract is tailored for straightforward contracts.



Cover Letter			
Appendix 2	Appendix 3		
CfP Tender Conditions	Proposal Template		
	CfP Tender		



1c. Tender Package – Tender Conditions

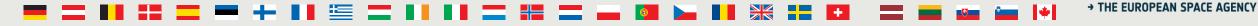


- The Call for Proposals Tendering Conditions ("CfP/TC") apply instead of the ESA General Conditions of Tender.
- What type of information will you find?
 - Formal conditions for tendering (*eligibility, negotiation, retention, etc.*)
 - Compliance and Key Acceptance Factors
 - Communication with ESA
 - 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 2	Appendix 3			
CfP Tender Conditions	Proposal Template			
	Appendix 2 CfP Tender			



1d. Tender Package – Proposal Template



Structure of the Proposal Template

- Cover Letter
 - MUST be signed.
- Part 1 Technical and Application Part
- Part 2 Management Part
- Part 3 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.
- Part 4 Contract Conditions Part



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, 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.
- 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).







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
- The Ministry of Education, Research, Development and Youth of the Slovak Republic is informed of the outcome of reviews of the proposals with corresponding ranking and recommendations

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%

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Evaluation Marking

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

- 0 Worthless
- 30 Below acceptability
- 40 **Barely 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
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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 RPA Board for review and approval.

Туре	A	В	С	D	E	F	G1	G2	Н
Threshold	55	60	N/A	60	N/A	N/A	60	60 (Separate Call)	N/A

The programmatic evaluation of the proposals by the RPA board:

- 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 for April / May 2025.

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3. The Negotiation Period





See Section 10 of the Cover Letter

For approved proposals, the Agency will either:

i. start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the RPA Board;

or

ii. issue a request for an updated proposal, especially hardware related activities, to those Tenderers that submitted the selected proposals;

or

iii. decide to issue a competitive invitation to tender restricted to the Tenderers positively evaluated if two or more proposals on the same subject were positively evaluated.



4. Debriefing



4. Debriefing



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 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.





5. Schedule



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What	When
Publication in esa-star Publication	13 th January 2025
Deadline for submission of Proposals	26 th February 2025, 13:00 hours (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	April – May 2025
Programmatic review	April – May 2025
First communication to Bidders	4-6 weeks after the programmatic review
First contracts based on Proposals	Q3 2025

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CFP/5-50112/24/NL/MH/yd (Activity type G2)



1. Tender Package for Fixed Call for Proposals CFP/5-50112/24/NL/MH/yd (G2)



1. Tender Package – Call Overview

Call overview

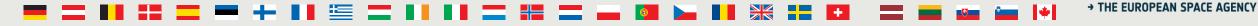
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- This is NOT a permanently open call!

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





Cover Letter				
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1a. Tender Package – Cover Letter



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- 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

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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, **26th February 2025**;
- The exact time, 13:00 (CET / Amsterdam time zone) by which proposals must be submitted.

The Call is expected to be published on:

13th January 2025

To be found on: ESA-star Tendering (<u>https://esastar.sso.esa.int/</u>) – activity type G2



See Section 2 of the Cover Letter

- The present Call for Proposals is addressed only to companies (including SMEs) or academic and research organizations in Slovakia.
- Prospective Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities registered in Slovakia.
- Tasks may be assigned to non-Slovak entities registered in other ESA Member States.
 - Such tasks shall in any case not constitute the core activities of the proposed study or development and shall not exceed 20% of the total price.



See Section 2 of the Cover Letter





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



Type G - Education activities

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.

- TRL requirements: not applicable
- Expected duration: up to 48 months
- Minimum mark for recommendation: 60
- MUST be submitted on a co-funded basis.



- Development of key space competences in Slovakia
 Development of a qualified Slovak workforce
- \checkmark Improving cooperation of academia and industry

- Price for ESA not higher than 80,000 EUR, the industrial partner MUST co-fund a minimum of 10,000 EUR
- Prime contractorship MUST be led by academia and industry MUST be involved as a partner in the definition of the research topic.
- Number of Type G2 activities to be funded: Maximum of 2 (two)

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See Section 6 of the Cover Letter

PhD Theses proposals submitted under this CfP must correspond to a <u>clear need</u> from the Slovak Space Industry and should potentially lead to a <u>new product or</u> <u>service</u> being able to be developed.





See Section 6 of the Cover Letter

The PhD is to be co-funded by the Slovak Requesting Party Activity Scheme and a Slovakian industrial partner. As such, your idea **must fit the programmatic objectives of the scheme** as described below:

- potential benefit to Slovak 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 a Slovak industry's potential involvement in an ESA Programme;
- in particular, the idea must come from a Slovak industry's need to conduct further research on potential future products and services before committing to their development or the need of Slovak industry to understand the physics, chemistry or behaviours of their existing space products and services in extreme conditions/durations more deeply, etc.



See Section 6 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;
- a 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.



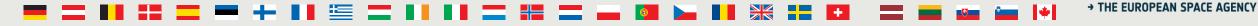
See Section 8 of the Cover Letter

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 (*ref. paragraphs 5 and 6 of the Cover Letter of the Proposal Template*).
- b) Your tender is valid during a period of three (3) months from the time limit for tender submission.
- c) Your price quotation shall meet the following conditions:
 - ESA has defined a maximum budget of 80,000 Euro per Activity.
 - Consequently, please note that ESA will take your tender into consideration only if the total Firm Fixed Price in Euro as defined in Appendix 2 hereto (all in, with the exception of import duties and value added taxes in the ESA Member States) remains within this limit.



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



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				
Appendix 1	Appendix 2	Appendix 3		
Draft Agreement	CfP Tender Conditions	Proposal Template		

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1c. Tender Package – Tender Conditions

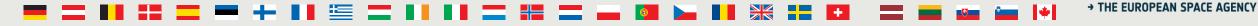


- The Call for Proposals Tendering Conditions ("CfP/TC") apply instead of the ESA General Conditions of Tender.
- What type of information will you find?
 - Formal conditions for tendering (*eligibility, negotiation, retention, etc.*)
 - Compliance and Key Acceptance Factors
 - Communication with ESA
 - 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		



1d. Tender Package – Proposal Template



Structure of the Letter of Acceptance / Proposal Template

Cover Letter

• MUST be signed.

Detailed Letter of Acceptance / Proposal Template

- Abstract
- Objectives
- Research Idea and Methodology
- Justification of Need and Prospect for Exploitation/Use
- Background of PhD Student and Adequacy of Research Partnership
- CV of PhD Student and PhD Student's Supervisor
- 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.
 - 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



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 Ministry of Education, Science, Research and Sport of the Slovak Republic is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations



See Section 6 of the Cover Letter

- 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



See Section 6 of the Cover Letter

- 2. Programmatic (Weighting factor: 50%)
- Potential benefit to the Slovak 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 a Slovakian industry's potential involvement in an ESA Programme



Programmatic Review

For type G2 activities: only proposals with an overall weighted mark equal to or above Good [60] will be recommended to the RPA board composed of representatives of Slovakia and ESA.

The programmatic evaluation of the proposals by the RPA board:

- 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 / May 2025.



3. The Negotiation Period





See Section 10 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 RPA Board.

→ THE EUROPEAN SPACE AGENCY



4. Debriefing

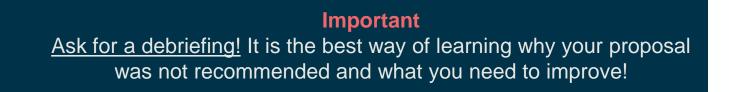


4. Debriefing



See Section 10 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.



Suggestion Even if your proposal was recommended, ask for a debriefing during the negotiation.



5. Schedule





What	When
Publication in esa-star Publication	13 th January 2025
Deadline for submission of Proposals	26 th February 2025, 13:00 hours (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	April – May 2025
Programmatic review	April – May 2025
First communication to Bidders	4-6 weeks after the programmatic review
First contracts based on Proposals	Q3 2025

One last thing...





Slovak/Hungarian Space Event

- When: 18 and 19 of February 2025
- Where: Miskolc & Kosice
- POC: Inês (ESA) + Daniel (SARIO)



PECS/RPA Networking Conference + Slovak Space Industry Days

- When: 19, 20 and 21 of May 2025 (after SKR3)
- Where: ESRIN, Rome
- POC: Inês (ESA) + Michal (SARIO)

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: <u>ysee.douenne@ext.esa.int</u>

For issues **NOT** related to this Call, feel free to contact the **Country Desk Officer**:

Email: ines.castelao@ext.esa.int