

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

## CfP/5-50088/24/NL/MH

Riga, 12/06/2024

# 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 Call for Proposals



# 1. Tender Package – Call Overview

## Call overview

- Call for Proposal (CfP) reference is **CfP/5-50088/24/NL/MH**
- 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

- 24<sup>th</sup> June 2024

### Submission Deadline

- 13<sup>th</sup> September 2024, 13:00 CET

### Maximum budget (for ESA)

- 160,000 EUR

### First contracts

- Q1 2025

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

# 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, **Marco Peru**.
- **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**

# 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<sup>th</sup> September 2024**;
- The exact time, **13:00 (CET / Amsterdam time zone)** by which proposals must be submitted.

The Call is expected to be published on:

**24<sup>th</sup> June 2024**

To be found on:

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

## See Section 2 of the Cover Letter

- The present Call for Proposals is addressed **only to Latvian** companies (including SMEs) or academic and research organizations.
- Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities **registered in Latvia**, which operate in accordance with the **laws of Latvia**.



See Section 2 of the Cover Letter



The total maximum budget (for ESA) for this Call is:

**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

## Type G - Education activities

### G2 – PhD Theses

- Corresponding to a **clear need from the Latvian space industry** and would **lead to a new product or service** being able to be developed.
- TRL requirements: **not applicable**
- Expected duration: **maximum of 36 months**
- Minimum mark for recommendation: **60**
- **MUST be submitted in a co-funded basis.**
- 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)**



- ✓ Development of key space competences in Latvia
- ✓ Development of a qualified Latvian workforce
- ✓ Improving cooperation of academia and industry

# 1a. Tender Package – Cover Letter



**See Section 4 of the Cover Letter**

PhD Theses proposals submitted under this CfP **must correspond to a clear need from the Latvian 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 Latvian Requesting Party Activity Scheme and a Latvian industrial partner. As such, your idea **must fit the programmatic objectives of the scheme** as described below:

- potential benefit to Latvian 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 Latvian industry's potential involvement in an ESA Programme;
- in particular, the idea must come from a Latvian industry's need to conduct further research on potential future products and services before committing to their development or the need of Latvian 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 9 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.

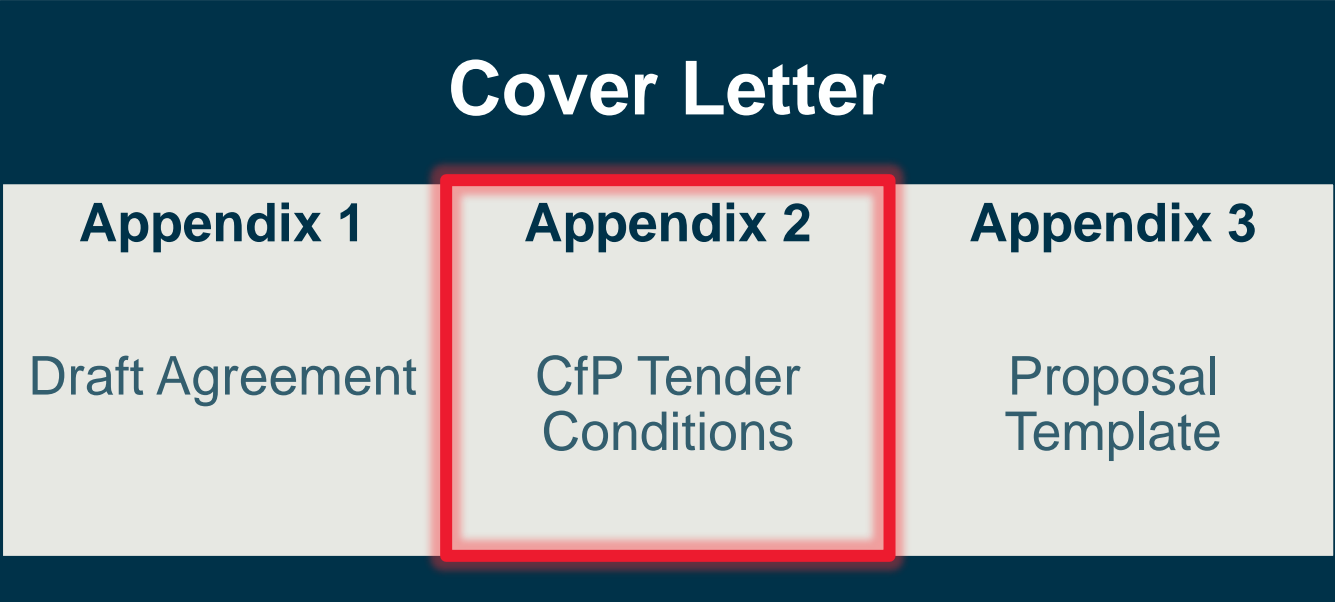
<b>Cover Letter</b>		
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# 1b. Tender Package – Draft Agreement

## 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.



# 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 Letter of Acceptance / Proposal Template

### Cover Letter

- **MUST** be signed.

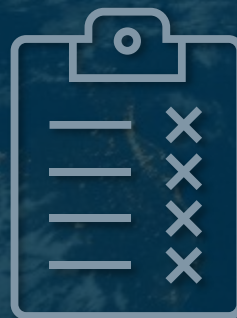
### Detailed Letter of Acceptance / Proposal Template

- 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 Economic Development and Technology of Latvia 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 Latvian 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 Latvian 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 RPA board composed of representatives of Latvia 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 **September 2024**.

# 3. The Negotiation Period



# 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 RPA Board.

## 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



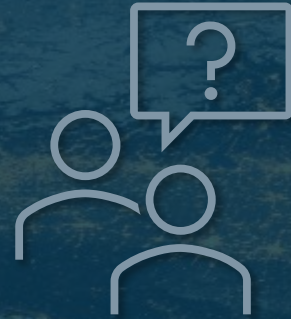


# 5. Schedule

What	When
Publication in esa-star Publication	<b>24<sup>th</sup> June 2024</b>
Deadline for submission of Proposals	<b>13<sup>th</sup> September 2024, 13:00 hours</b> (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	November 2024
Programmatic review	November 2024
First communication to Bidders	January 2025
First contracts based on Proposals	Q1 2025

# 6. Questions?

For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please **do not ask general questions** – they are very limited in time.



For issues **DIRECTLY** related to this Call, contact the **Contract Officer**:

Email: [Marco.Peru@ext.esa.int](mailto:Marco.Peru@ext.esa.int)

Phone: +31 71 565 5374

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

Email: [Karol.Brzostowski@ext.esa.int](mailto:Karol.Brzostowski@ext.esa.int)

Phone: +31 64 845 6263