

Introduction: Fifth Call for Proposals under the Requesting Party Activity (RPA) in Latvia

Riga, 12/06/2024

- 09:00 – 09:05 Gathering and Welcoming
- 09:05 – 10:15 Briefing: Fifth Fixed Call for Proposals under the RPA in Latvia
- 10:15 – 10:30 Education Activities
- 10:30 – 10:45 OSIP & Type H Activities – Briefing: 2024 Space-related courses for Latvian industry
- 10:45 – 11:00 GSTP presentation
- 11:00 – 11:15 Coffee Break
- 11:15– 13:00 The Proposal Template: Hints & Tips
- 13:00 – 14:00 Lunch
- 14:00 – 18:00 1-2-1 Meetings

This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals **CfP/5-50087/24/NL/MH** and **CfP/5-50088/24/NL/MH**.

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.

Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Call for Proposals CfP/5-50087/24/NL/MH and CfP/5-50088/24/NL/MH documentation** that will be published on esa-star Publication.

Requesting Party Activity (RPA) Scheme

Latvia signed the Associate Member (AM) agreement on 30 June 2020 and went into force on 27 July 2020:

- The RPA scheme is part of the AM agreement and is a funding scheme with a minimum contribution of 500k EUR per year, to further develop the national space industry.
 - **Latvia is actually contributing more than this!**
- RPA aims at providing support to Latvian 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 Latvia subscribes to;
- To develop the competences that enable the country to contribute to new ESA optional programmes;
- To support space science activities (should the Latvian 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 three different presentations...

1. For all Activity Types (excluding G2)
2. For Activity Type G2
3. OSIP – For Activity Type H

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 procurement portal interface. On the left, there are eight application tiles arranged in two rows of four. Each tile features a logo, the application name, and two buttons: 'More Details...' and 'Access'. The applications are:

- esa-star Registration (RR logo)
- esa-star Tendering (TT logo)
- esa-star Publication (PP logo)
- esa-star esa-match (MM logo)
- esa-star ECM (EE logo)
- esa-star CCD (CC logo)
- esa-star ASTRA (AA logo)
- esa-p (esa logo)

On the right side of the interface, there are two sections:

- About ESA's Procurement Process**: A document icon labeled 'Documents'.
- Useful Links**: A document icon with checkmarks and a link icon.

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>

1. ESA Tools – Basics of ESA Procurement

esa-star Registration

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.

esa-star Announcements

ESA Programmes Information

esa-star
Registration

More Details... Access

esa-star

More Details... Access

esa-star

More Details... Access

esa-star

More Details... Access

Register in ESA-STAR Registration

esa-star
ECM

More Details... Access

esa-star
CCD

More Details... Access

esa-star
ASTRA

More Details... Access

esa-p

More Details... Access

About ESA's Procurement Process

Useful Links

1. ESA Tools – Basics of ESA Procurement

esa-star Publication

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esa-star Announcements

ESA Programmes Information

**Access Tenders and
ESA procurement related news**

**esa-star
Publication**

[More Details...](#) [Access](#)

**esa-star
esa-match**

[More Details...](#) [Access](#)

esa-star

[More Details...](#) [Access](#)

esa-star

[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](#)

About ESA's Procurement Process

Useful Links

1. ESA Tools – Basics of ESA Procurement

esa-star Tendering

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esa-star Announcements

ESA Programmes Information

esa-star
Registration

More Details... Access

esa-star
Tendering

More Details... Access

esa-star

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ECM

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esa-star
CCD

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ASTRA

More Details... Access

esa
esa-p

More Details... Access

Submit your proposal

About ESA's Procurement Process

Useful Links

1. ESA Tools – Basics of ESA Procurement

esa-star esa-match

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esa-star Announcements

ESA Programmes Information

Network, find partners, advertise what you offer

esa-star
More Details... Access

esa-star
More Details... Access

esa-star
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 esa-p
More Details... Access

About ESA's Procurement Process

Useful Links

2. Type of Activity Overview



2. Types of Activity

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

<p style="text-align: center;">ESA-STAR</p> <p style="text-align: center;">First Fixed Calls for Proposals under the RPA in Latvia (CfP/5-50087/24/NL/MH)</p>	<p style="text-align: center;">ESA-STAR</p> <p style="text-align: center;">Fixed Call for Proposals for Co-Sponsored Research Activities (PhD Theses) under the RPA in Latvia (CfP/5-50088/24/NL/MH)</p>	<p style="text-align: center;">OSIP</p> <p style="text-align: center;">2024 Space related courses for Latvian industry</p>
<p>Type A – Research and preparatory activity</p>	<p>Type G2 – Education activities – PhD Theses</p> <p>This Call for Proposals is handled separately on ESA-STAR.</p> <p>Please see separate presentation on Type G2.</p>	<p>Type H – Space-related courses</p> <p>This campaign is handled separately via the Open Space Innovation Platform (OSIP).</p> <p>Please see separate presentation on OSIP.</p>
<p>Type B – Flight and ground segment related research and development activities</p>		
<p>Type C – Flight Opportunities N/A to this call</p>		
<p>Type D – Space science activities</p>		
<p>Type E – Satellite development N/A to this call</p>		
<p>Type F – Space (downstream) Applications</p>		
<p>Type G1 – Education activities – University courses</p>		