

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

CfP/5-50087/24/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 Fixed Call for Proposals



1. Tender Package – Call Overview

Call overview

- Call for Proposal (CfP) reference is **CfP/5-50087/24/NL/MH**
- 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

- 24th June 2024

Submission Deadline

- 13th September 2024, 13:00 CET

Maximum budget

- 1,040,000 EUR

First contracts

- Q1 2025

Cover Letter		
Appendix 1	Appendix 2	Appendix 3
Draft Contract	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, **13th 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:

24th June 2024

To be found on:

ESA-star Tendering (<https://esastar.sso.esa.int/>) – All activity types (except H)

OSIP (<https://ideas.esa.int/>) – activity type H

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**.
- Tasks may be assigned to **non-Latvian entities** within other ESA Member States, Associate Members and European Cooperating States as sub-contracts (or services).
 - 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.

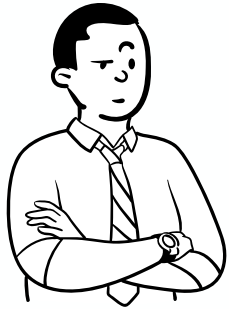
Tips – when to include a sub-contractor:



- (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 Latvian entities are doing the core activities** (*Intellectual Property MUST remain within Latvia and minimum 80% Budget MUST go to Latvian entities*).

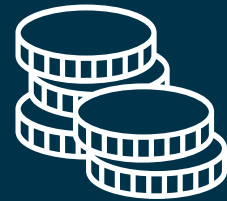


What is the difference between a Subcontractor and External Services?

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, 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 Activity
- **Type B** – Flight and Ground segment related research and development activities
- ~~Type C – Flight Opportunities~~ Not Applicable for this Call
- **Type D – Space science activities**
- ~~Type E – Satellite development~~ Not Applicable for this Call
- **Type F** – Space (downstream) Applications
- **Type G** – Education activities
 - **G1** – University courses
 - **G2** – PhD Theses HANDLED VIA SEPERATE CALL
(*See separate presentation)
- **Type H** – Space related courses* HANDLED VIA OSIP
(*See separate presentation on OSIP)

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
- E.g., feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard based demonstrators

Constraints:

- 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 organisations or other national entities depending on the context
- Inclusion of an end-customer is strongly encouraged



- ✓ This is essentially a 'Latvian-only TDE' with open call.
- ✓ Very good for start-ups and companies new to space.
- ✓ Can support both subscribed programmes and those to be subscribed to in the future.

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 if it is clearly demonstrated that it would lead to a recurring product/ service.

Constraints:

- Minimum start TRL: **TRL 3**
- Maximum end TRL: **TRL 5**
- Expected duration: **15-24 months**
- Minimum mark for recommendation: **60**
- Price not higher than **350,000 EUR** for ground related developments
- Price not higher than **500,000 EUR** for flight related developments
- Prime contractorship **MUST** be **led by industry** and **MUST** include a **potential end customer**.
- Cooperation with Academia is encouraged.



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

Type C – Flight Opportunities

- Funding opportunity for mature enough (at least TRL 5) existing Latvian technologies or products, in collaboration with experienced European players, to be involved in a non-ESA mission in order to become flight proven.

Constraints:

- Minimum start TRL: TRL 5
- Maximum end TRL: TRL 9
- Expected duration: no time indication for selection
- Minimum mark for recommendation: 10
- Price not higher than 750,000 EUR (including launch and operation cost)
- Prime contractship **MUST** be led by industry and **MUST** involve an experienced European partner.
- A maximum of 20% of the budget may be assigned to non-Latvian entities; however, for launch and integration tasks, non-Latvian entities are **not bound** to any such limitations.

Not Applicable for this call

- ✓ First flight heritage is 'Valley of Death' and very difficult to fund
- ✓ Chance to build flight heritage now – needed for future sales

Type D – Space science activities

- **Supporting the involvement of Latvian 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: **48 months**
- Minimum mark for recommendation: **60**
- Price not higher than **150,000 EUR**
- Prime contractorship **MUST** be **led by Academia**
- **MUST** be in line with national Space strategy
- **MUST** include **non-Latvian 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

Type E – Satellite Development

- **Satellite development** (including cube satellites) Phase A/B1 studies for missions leading to the demonstration of **Latvian technologies and products** in space.

 Primary use:
Preparation to build Latvian satellite in the future

Note: could be also run as a dedicated top-down activity (not in open call)

Constraints:

- Minimum mark for recommendation: 60
- Price: typically, between 250,000 - 400,000 EUR
- Preferably lead by industry, but in any case, the consortia making a proposal must include industrial partners

Not Applicable for this call

Type F – Space (downstream) Applications

- Products and services making use of ESA/European space infrastructure that is already existing or scheduled for operation in the near term. The goal is to ensure the **introduction of a product to a first customer** and to **enter into customers supply chain**.

Constraints:

- Minimum start TRL: **TRL 6**
- Maximum end TRL: **TRL 8**
- Expected duration: **no time indication foreseen**
- Minimum mark for recommendation: **60**
- Agency funding not higher than **200,000 EUR**
- **MUST be co-funded** to a **minimum level of 25% of the total cost** of the activity (e.g., If ESA pays 200k EUR, the total cost is at least 267k EUR). No profit is allowed.
- Prime contractorship **MUST be led by industry** with the capability to commercialise the service
- **MUST include an end-user customer as a subcontractor**, may include academia for technical support.
- Cannot be used for repetitive product uptake scenarios.



- ✓ To enter the market with space technology-based products and enable sustainable business
- ✓ To bring Downstream Applications into operational use

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 Latvian space industry** and to encourage a career in space and answer to national space industry needs, such developments may also include financial support to **MSc theses** during the first trial year.

Constraints:

- TRL requirements: **not applicable**
- Expected duration: **maximum of 36 months**
- Minimum mark for recommendation: **60**
- Price not higher than **70,000 EUR (90,000 in case of MSc theses support included)**
- 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.
- Number of Type G1 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

Type H – Space related courses

- Industry can apply to get cost reimbursement of participation of their employees in Space-related training courses (*e.g. soldering, inspections, etc.*) if it can be **demonstrated to be part of an industrial capability expansion plan for space.**



Type H is explained in a separate presentation on OSIP!

Constraints:

- TRL requirements: **not applicable**
- Expected duration: **N/A**
- Minimum mark for recommendation: **N/A**
- Price not higher than **10,000 EUR** per legal entity per year (limited to the reimbursement of the course enrolment, travel and accommodation costs)
- Prime contractorship **MUST** be led by Industry
- Number of Type H activities to be funded: **Maximum of 5 (five)**



✓ The Evaluation Criteria and the procedures for submission and selection of Type H ideas are provided in detail for the specific **OSIP** campaign.

See Section 4 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 Latvia 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.**

See Section 4 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 Latvia in ESA Mandatory activities or in ESA Optional programmes **that Latvia subscribes to or intends to subscribe to;**
- activities having the **potential to increase competitiveness and bring long-term benefits** to Latvian industry and to Latvia in its participation in space activities;
- activities having the potential to **stimulate economic growth or other societal benefits within Latvia** 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 Latvia** (*e.g., contributing to the scientific and technological development and strengthening academia-industry cooperation*).

See Section 4 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 where Latvia subscribes.

- Such duplication and overlap may lead to rejection of the proposal.
- Currently, Latvia subscribes to **GSTP, Future EO, Space Exploration and Space Safety programmes**; hence, **this CFP shall not be seen as an alternative for 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 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 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

See Section 6 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.

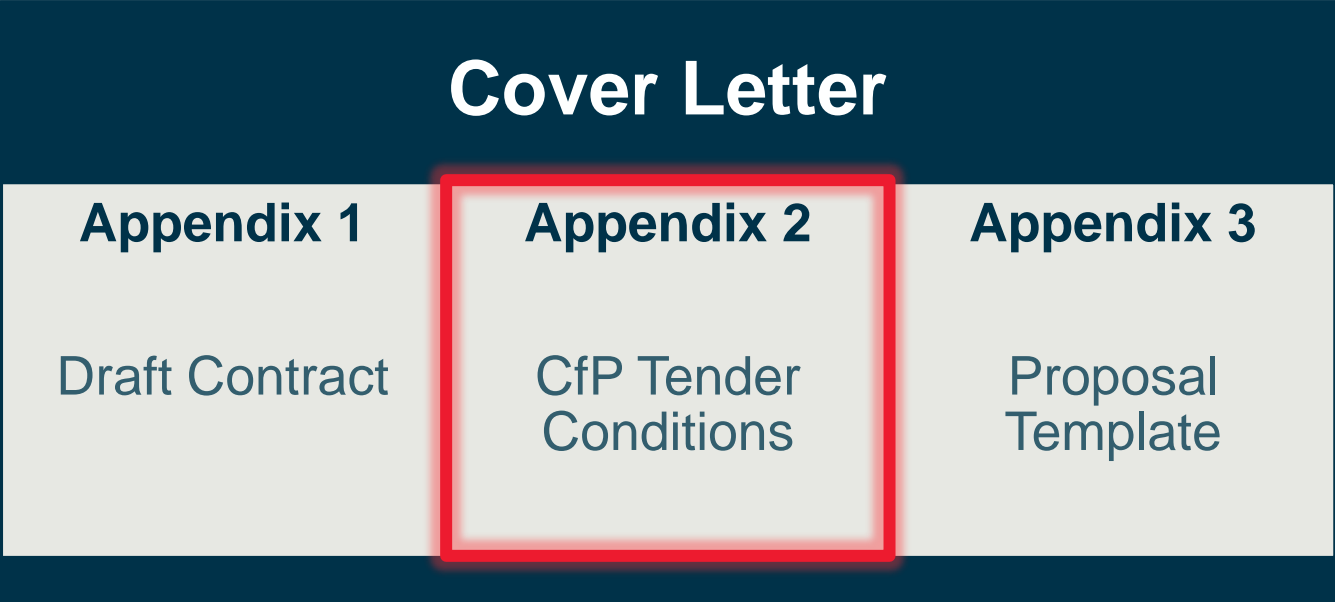
In the case of a university or research organisation, the faculties, departments or institutes can be considered as separate tendering entities (Business Unit).

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

1b. Tender Package – Draft Contract

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.



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 Contract	CfP Tender Conditions	Proposal Template

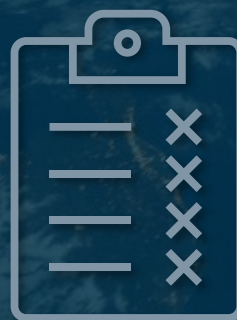
Structure of the Proposal Template

- **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

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.
 - 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 Ministry of Education and Science of Latvia 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 Latvia. 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.

- 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

2. The Tender Evaluation

Programmatic Review

ESA with the RPA Board (composed of representatives of Latvia 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.

Type	A	B	C	D	E	F	G1	G2	H
Threshold	55	60	N/A	60	N/A	60	60	N/A	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 in **November 2024**.

3. The Negotiation Period



3. The Negotiation Period

See Section 5 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; *<This is the most usual*

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



See Section 10 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 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

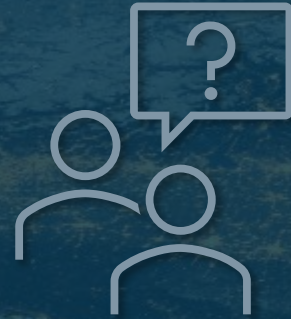


5. Schedule

What	When
Publication in esa-star Publication	24th June 2024
Deadline for submission of Proposals	13th September 2024, 13:00 hours (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

Phone: +31 71 565 5374

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

Email: Karol.Brzostowski@ext.esa.int

Phone: +31 64 845 6263