



Invitation to Tender (ITT) AO/1-7708/13/NL/KML

Announcement of Opportunity (AO)

Third Call for Outline Proposals under the Plan for European Cooperating States in Slovenia

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WARNING!!!!



Without an EMITS (<http://emits.sso.esa.int>) registration (ESA Bidder Code) there is **NO** access to:

- 1) Invitation-To-Tender (ITT) package
- 2) reference documentation linked to the ITT
- 3) access to any clarifications re: the ITT

Without EMITS registration (ESA Bidder Code) there is **NO** contract.

Note: number of currently registered Slovenian entities: 18 [PECS – (Estonia: 24, Hungary: 56, Latvia: 32), NMS – (Czech Republic: 129, Greece: 240, Romania: 76, Poland: 148, Luxembourg 93)]

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WARNING!!!!



EMITS - Electronic Mail Invitation to Tender System

1. Its primary objective is to guarantee the principle of fair competition and fair access to ESA's procurement at all levels.
2. Access to and use of EMITS database is protected by means of user ID and password.
3. The companies willing and qualified to become an ESA supplier must register to the list of potential suppliers. The registration is a simple procedure, applicants need only to fill in a questionnaire and return it to ESA, which shall subsequently provide them with a password to the EMITS system.

<http://emits.sso.esa.int>



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WARNING!!!!



EMITS - Electronic Mail Invitation to Tender System

EMITS is ESA's web-based system for publishing (competitive) Invitation-to-Tenders (ITT). It includes:

- A list of intended ITTs: potential bidders may declare their interest and see which other companies have done the same
- Many technical, administrative and contractual standards and documents (General Tender Conditions, General Clauses and Conditions for ESA Contracts, PSS-A forms, engineering standards etc.)
- Open Competitive ITTs
- Competitive ITTs published by ESA on behalf of other entities
- NEWS – Consultations to industry, Announcements, etc.

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You must register in EMITS!



To register in EMITS:

Go to <http://emits.sso.esa.int>

- Register and get a PIN that is your password to edit and complete the questionnaires supplied
- When all the questionnaires are completed and the information accepted (all semaphores are green or orange, not red) you will get a ESA Bidder Code and full access to EMITS (with a username and password).
- Once the registration is completed the registered entity can create additional usernames (and passwords) for other sub-entities (e.g. University – entity, Faculty – sub-entities)

Additional Information in:

http://www.esa.int/About_Us/Industry/Industry_how_to_do_business/On-line_Registration_System_for_ESA_Tenderers



WARNING!!!



EMITS Registration
(<http://emits.sso.esa.int>)

Click here to register or edit your registration

The screenshot shows the 'Entity Registration' page. At the top, there is a navigation bar with 'ENTITIES', 'LOGIN', 'ESA Home Page', 'Industry Information', 'Entity Registration', 'Service Desk', and 'Help'. The main content area has a title 'Entity Registration' and a form with the following fields: 'Entity Name', 'Entity Type' (a dropdown menu currently showing 'Industrial Firm'), and 'Country'. A callout box points to the 'Entity Type' dropdown with the text: 'Choose between: Industrial Firm, Non-profit organisation, Service Firm, Other'. Below the form, there is a note: 'Please first check if your Entity already exists in EMITS. This can be done using the Yellow Pages'. Another callout box points to a PIN input field with the text: 'First time you register a PIN is supplied. Afterwards use it to enter and edit your registration'. At the bottom of the form are 'Save' and 'Reset' buttons. On the left side of the page, there is a sidebar with a 'User: Guest' status and a menu with items like 'News', 'Open Invitations to Tender', 'Intended Invitations to Tender', 'Reference Documentation', 'Software Packages and Links', and 'How to do Business with ESA'. At the very bottom of the page, there are links for 'Expand All', 'Collapse All', 'Floating Menu', and 'Home'.



WARNING!!!



- Review EMITS ITTs regularly
- Communicate your interest, via EMITS, to participate in the corresponding ITTs
- Contact potential partners identified via EMITS
- Respond to Invitations to Tender announced via EMITS
- Acquire and maintain an up-to-date knowledge of ESA's programmes, activities, organisation and methods of operation

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Summary



1. The ITT package
 - a) Content
 - b) Linked detailed Information
 - c) Reference documentation
 2. The Tendering Period
 3. The Tender Evaluation
 4. The Negotiation
 5. Basic Step-by-Step Recipe
 6. What to submit?
 7. When will I know?
 8. Questions ?
 9. Other Information
- } This is what you need to prepare the bid

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1. ITT Package a) Content



In EMITS:

- Cover letter
 - In EMITS is called: "Letter of Invitation", file: typically 7708_li00pe.pdf
- Appendix 1 – Draft Contract
 - In EMITS is called: "Contract Conditions", file: typically 7708_cc00pe.pdf
- Appendix 2 – Special Conditions of Tender
 - In EMITS is called: "Tender Conditions", file: typically 7708_tc00pe.pdf
- Clarifications (can be several)
 - In EMITS: typically is called "Clarification....", file: typically clXX.pdf
- Unnecessary document
 - In EMITS: is called "Statement of work", file: typically 7708_ws00pe.pdf

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1. ITT Package, a) Content



VERY IMPORTANT!!!!

ESA's General Conditions of Tender have changed since January 2013 for all ESA ITTs and contracts (since the last Call). As a consequence the Special Conditions of Tender (Appendix 2 of the Cover Letter), as well as all other ITT documents, have also changed significantly.

PLEASE DO NOT USE ANY OF THE DOCUMENTS FROM THE PREVIOUS CALL (including Template Proposal, PSS Forms, etc..). IT WILL LEAD TO REJECTION OF YOUR PROPOSAL.

DOWNLOAD ALL NEW DOCUMENTS AND FORMS ASSOCIATED WITH THIS CALL.

PLEASE READ CAREFULLY THE NEW DOCUMENTS – MANY THINGS HAVE CHANGED!!

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1. ITT Package, a) Content Cover Letter I



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1. ITT Package, a) Content Cover Letter II



In ESA, the Cover Letter contains always a number of **essential features** characterising the specific activity covered by the ITT e.g.

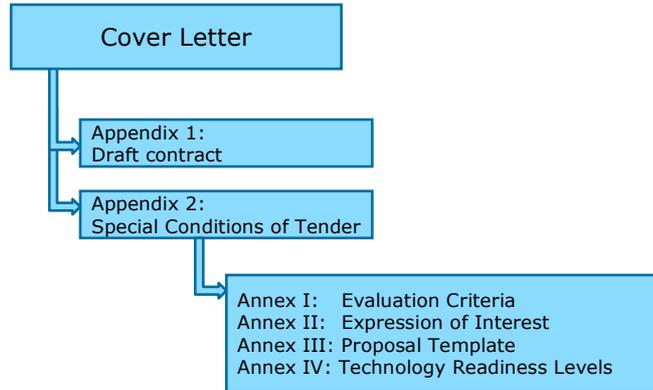
- The name of the responsible Contracts Officer (Karine Magne-Lie)
- All programmatic and cost constraints (see following slides)
- How to obtain clarifications
- Description of the process of evaluation and selection
- The number of paper copies (7) and electronic copies (PDF format where the text can be copied) on 2 CDs or USB memory sticks.
Please assemble the proposal in PDF, so that it is a single electronic file. Submit also the electronic files (Word, Excel, etc.) that compose the single PDF file. The paper copies MUST be signed. Each paper proposal MUST be individually bound (at least stapled together).
- The formal conditions of submission, i.e. the exact duration of the tendering period and the exact date (**16th December 2013**) and time (**13:00 hours**) by which proposals must be physically in the hands of the ESTEC's Central Mail Registry. **Please use a courier service and send to the Contracts Officer (K. Magne-Lie) the proof (tracking number).**

The ITT will be published on the 28th October 2013

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1. ITT Package, a) Content Cover Letter III



1. ITT Package, a) Content Appendix 1 – Draft Contract I



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1. ITT Package, a) Content Appendix 1 – Draft Contract II



The draft contract, based on the current revision of the **General Clauses and Conditions (GCC) for ESA contracts** is specifically tailored to the needs of the activity covered by the ITT. The Draft Contract reflects the intended "rules of the game": **full compliance is expected.**

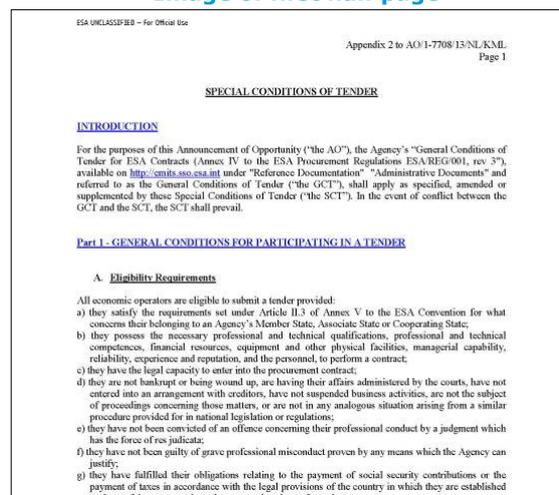
- Part I. All clauses shall apply unless stated otherwise in the contract
- Part II, Option A of the GCC (concerning Intellectual Property Rights) shall apply as modified by draft Contract.
- The clauses with an "Option" will be finalised at the negotiation stage
- the Draft Contract is tailored for straightforward contracts, should the activity be more complex the Contract will be adapted accordingly.
- The Annexes form an integral part of the Contract



1. ITT Package, a) Content Appendix 2 – Special Conditions of Tender I



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1. ITT Package, a) Content Appendix 2 – Special Conditions of Tender II



Together with the **General Conditions of Tender** (covering the more generic and formal aspects), the **Special Conditions of Tender** can be regarded as the Agency's "detailed instructions" e.g.:

- Length of the outline proposal
 - 20 pages (the PSS forms do not count for the maximum number of pages)
- Period of validity of the proposal
 - 12 months
- Number of Proposals per Bidder
 - 2 independent and unrelated proposals (per entity registered in EMITS)
- Guidelines for the Milestone Payment Plan
- Contents of the Outline Proposal (**Template**)
- Evaluation Criteria and their Weighting Factors
- Expression of Intent
 - **Send it please!!**

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1. ITT Package, a) Content Appendix 2 – Special Conditions of Tender III



The **General Conditions of Tender** (available on EMITS) shall apply to all Invitations To Tender except for where they are modified or amended by the **Special Conditions of Tender**.

The Special Conditions of Tender has 4 Annexes:

- **Annex I:** Evaluation Criteria
- **Annex II:** Expression of Intent (to be sent to the Contracts Officer).
- **Annex III:** Template Proposal - Your outline proposal is to be submitted on this template
 - The requested PSS forms (A1, A2 and A8) and instructions on how to complete them, are available in EMITS.
- **Annex IV:** Information of Technology Readiness Levels (TRL)

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender IV

Annex I – Evaluation Criteria



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Appendix 2 to AO/1-7708/13/NL/KML
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ANNEX I - EVALUATION CRITERIA AND WEIGHTING FACTORS

In evaluating the tender(s) ESA will use the following criteria:

No.	Evaluation Criterion	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, BACKGROUND AND EXPERIENCE OF THE ENTITY/ENTITIES RELATED TO THE PARTICULAR FIELD CONCERNED, INCLUDING ADEQUACY OF PROPOSED FACILITIES, QUALITY AND SUITABILITY OF PROPOSED PROGRAMME OF WORK.	40 %
2	PROSPECTS FOR USE IN ESA PROGRAMMES THAT SLOVENIA PARTICIPATES IN OR INTENDS TO PARTICIPATE; CONSISTENCY WITH PROGRAMMATIC OBJECTIVES; ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT.	20 %
3	CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE. ADEQUACY OF MANAGEMENT APPROACH AND ADEQUACY OF THE KEY PERSONNEL FOR THE EXECUTION OF THE WORK.	30 %
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT.	10 %

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender V

Annex II – Expression of Intent



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Appendix 2 to AO/1-7708/13/NL/KML
Page 14

ANNEX II - EXPRESSION OF INTENT

REF: AO/1-7708/13/NL/KML

ANNOUNCEMENT OF OPPORTUNITY - CALL FOR OUTLINE PROPOSALS UNDER THE PROGRAMME FOR EUROPEAN COOPERATING STATES (PECS) IN SLOVENIA.

TO: Ms K. Magne-Lie (PEL-PTS)
 Fax no. :31 71 565 5773
 e-mail : Karine.Magne-Lie@esa.int

We confirm that we have reviewed the above-mentioned AO with all attachments and we state the following (*):

	Yes	No
We intend to submit the following number of proposals:		
1. Title of Proposal:		
2. Title of Proposal:		
We may submit a proposal		
We do not intend to submit an offer:		
- Time/resources not available		
- Subject matter outside our scope of activities		

COMPANY NAME:	
ADDRESS:	
TELEPHONE NO.	
TELEFAX NO.	
EMAIL:	

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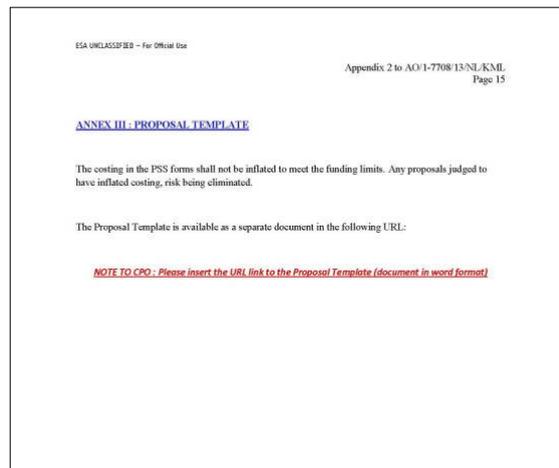


•Annex II: Expression of Intent

- Please fill it in and send it to ESA by fax or by email (addresses in Expression of Intent)
- It will help ESA manage the resources for the evaluations and
- most importantly, if you have sent the Expression of Intent, we will check that your proposal(s) were not lost in the mail.



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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender VIII

Annex III – Proposal Template



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ANNEX III - PROPOSAL TEMPLATE

ANNEX III to
Appendix 2 to AO 1-7708/13/NLJKML
Page 1/8

PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY AO/1-7708/13/NLJKML
THIRD CALL FOR OUTLINE PROPOSALS UNDER THE PROGRAMME FOR
EUROPEAN COOPERATING STATES (PECS) IN SLOVENIA.

Ref.: *insert your reference number.*

Dear Madam, Dear Sir,

With reference to the above AO/1-7708/13/NLJKML, we are pleased to present the following proposal: *insert title of the activity here.*

1. The Prime Contractor is: *Company name, address, fax and telephone number*
2. Our firm fixed price for the activity in accordance with the funding limit¹¹ is: *insert total price. Please mention the price breakdown between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price.*
3. The subject of the activity is: *insert either a), b), c), d), or e).*¹
4. The proposed contract duration is: *insert total duration in months.*
5. The sub-contractor(s) participating to the activity are: *Company name, address and nationality.*
6. Our bidder code is: *Prime Contractor bidder code*
The bidder code of our Sub-Contractor(s) is: *insert bidder codes for all Sub-Contractors*
7. The contact person of the Prime Contractor to whom all communications relating to the Announcement of Opportunity should be addressed: *Name of contact person (Tel/fax/e-mail)*
8. The contact person of the Prime Contractor responsible for the technical and contractual management of any resulting contract:
Name of contact person (Tel/fax/e-mail) for technical management

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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender IX

Annex III – Proposal Template



- **Annex III:** Proposal Template
 - **Part A:** Cover Letter
MUST be signed
 - **Part B** – Technical/Scientific Outline Proposal
 - **Part C** – Financial, Management and Administrative
The PSS forms **MUST** be submitted by both the bidder (contractor) and his sub-contractors (one set each).
Please note that all PSS forms **MUST** be signed.

Note: all grayed paragraphs of the template are for your information and may be deleted. The title “**ANNEX III – PROPOSAL TEMPLATE**” may also be deleted to include activity title and reference.

DO NOT CHANGE fonts, margins or eliminate headings. If you do, you will be penalised → marks will be downgraded.

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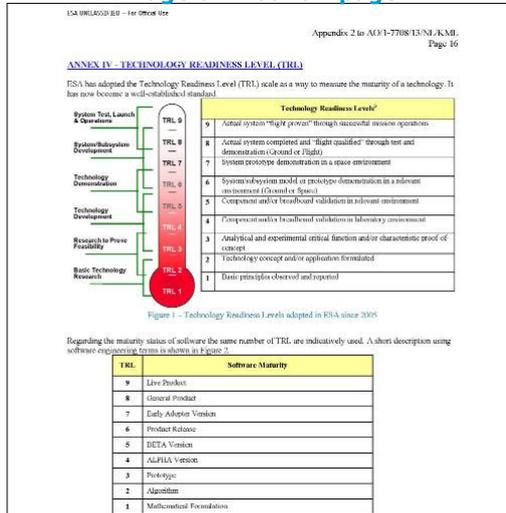
1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender X

Annex IV – Technology Readiness Level



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1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender XI

Annex IV – Technology Readiness Level



•Annex IV: Technology Readiness Levels (TRL)

- Outline Proposal requires that you identify the start and target TRL of the proposed activity
- Contains information to help you identify the start and target TRL

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1. ITT Package, b) Linked information I



Links in ANNEX A of the Cover letter

- Workplans for all relevant ESA programmes (recent past, current and future)
 - General Studies
 - Technology Research Programme
 - Cosmic Vision
 - Robotic Exploration
 - General Support Technology Programme
 - Earth Observation
 - Global Navigation Satellite System
 - Advanced Research in Telecommunication Systems (ARTES)
 - Etc.

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1. ITT Package, b) Linked information II



Links in ANNEX A of the Cover letter

- **Intended** Invitations-to-Tender (EMITS) covering all ESA Programmes
- Currently **Open** Invitations to Tender (EMITS) covering all ESA Programmes

Link in ANNEX III of Appendix 2 – Special Conditions of Tender

- Proposal Template – **MUST** be used to submit a proposal

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1. ITT Package, c) Reference Documentation I



- **ESA Procurement Regulations**, Reference: ESA/REG/001, Rev.3
- **General Clauses and Conditions (GCC) for ESA Contracts**, Reference: ESA/REG/002, rev. 1
- **General Conditions of Tender for ESA Contracts (GCT) ESA/REG/001 rev. 3, Annex IV**
- **PSS Forms for cost proposal submission**
For this Call for Outline Proposals you will need PSS A1, A2 (exhibit A and exhibit B) and A8.

These Reference Documents can be obtained in EMITS under:
Reference Documentation/Administrative Documents
with a GUEST login (no login)

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1. ITT Package, c) Reference Documentation II



<http://emits.sso.esa.int>

To get:

- ESA Proc. Reg.
- GCC ESA/REG/002
- GCT ESA/REG/001
- PSS Forms

ESA PSS-A Forms Templates

PSS forms' are a set of tables defined in the General Conditions of Tender for ESA Contracts ESA/REG/001, rev.3, Annex IV. These tables are used to break down and give transparency to the total price of an industrial proposal.

PSS is a historical acronym : the ESA Procedures Specifications and Standards, to which is added an 'A' series of tables, or costing forms.

Tenders for contracts with ESA or its suppliers can find the original templates of the required PSS-A forms in this page. The users are recommended to read carefully the Instructions included in each template.

PSS	Type of listing	Forms
PSS-A1	COMPANY COST RATES AND OVERHEADS	
PSS-A2 Incl. Exhibit A&B	COMPANY PRICE BREAKDOWN FORM	
PSS-A4	PROJECT MANPOWER AND PRICE BREAKDOWN FORM	
PSS-A6	CONTRACT PRICE SUMMARY FORM	
PSS-A8	PROJECT MANPOWER AND PRICE SUMMARY PER WP	
PSS-A10	COMPANY MANPOWER AND COST PLAN	
PSS-A15	CONTRACT PRICE PROJECTION in THOUSANDS EURO	
PSS-A15.1	COMPANY PRICE PROJECTION VS. PAYMENT PLAN in THOUSANDS EURO	
PSS-A10	WORK PACKAGE DESCRIPTION	

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2. The Tendering Period



- During the tendering period **ALL** questions must be submitted in writing to the Contracts Officer (Karine.Magna-Lie@esa.int).
- Those Questions and Answers that are of relevance to all Bidders, will be published on EMITS as a clarification for the benefit of all Bidders.
- At the end of the tendering period there is a formal opening (Tender Opening Board) of the outline proposals that have arrived at the Central Mail Registry. The compliant proposals will be accepted for evaluation by the Tender Evaluation Board (TEB). Non-compliant proposals will be rejected and not evaluated.
- Note that ESA will **NOT** send an acknowledgement of receipt regarding your outline proposal.
- Be sure that your proposal arrives in time (before 13:00 (CET) on Monday the 16th December 2013) and send by email a scan of your courier receipt to the Contracts Officer.
- Bidders are not entitled to contact ESA staff about the outcome of the evaluation of the AO after the closing date (13:00 (CET), 16th December 2013). After the technical evaluation by ESA and the review with the Delegation, **ALL** Bidders will be notified.

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3. Tender Evaluation Tender Evaluation Board



The technical evaluation is performed by the Tender Evaluation Board (TEB):

- TEB is composed of technical ESA staff that are experts in the specific area of the proposal
- Statement of Non-Disclosure and Non-Interest Form signed by all TEB members
- All outline proposals are reviewed technically by the TEB
- The TEB will assess the proposals and mark them. A TEB report will be written containing all details of the evaluation.
- A summary TEB report with the technical evaluation, ranking of proposals and recommendations will be used in the discussion with the Delegation. **No detailed financial information (e.g. hourly rates) will be disclosed.**

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3. Tender Evaluation Evaluation Criteria



See ANNEX I of Special Conditions of tender.

ESA's Tender Evaluation Board (TEB) will evaluate the outline proposals using the following criteria:

No.	Evaluation Criterion	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. BACKGROUND AND EXPERIENCE OF THE ENTITY/ENTITIES RELATED TO THE PARTICULAR FIELD CONCERNED, INCLUDING ADEQUACY OF PROPOSED FACILITIES. QUALITY AND SUITABILITY OF PROPOSED PROGRAMME OF WORK.	40 %
2	PROSPECTS FOR USE IN ESA PROGRAMMES THAT SLOVENIA PARTICIPATES IN OR INTENDS TO PARTICIPATE; CONSISTENCY WITH PROGRAMMATIC OBJECTIVES; ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT.	20 %
3	CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE. ADEQUACY OF MANAGEMENT APPROACH AND ADEQUACY OF THE KEY PERSONNEL FOR THE EXECUTION OF THE WORK.	30 %
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT.	10 %

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3. Tender Evaluation Programmatic Review



ESA together with the Delegation will perform the programmatic evaluation:

1. Takes into account the summary TEB report containing the technical evaluation, marks, ranking and recommendations
2. Considers programmatic priorities and national interests
3. Recommends activities for implementation

The programmatic review is currently planned for **March 2014** (could be later if too many proposals are received).

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4. Negotiation Period Positive Outcome



In case of positive outcome (or negative) you will be notified in writing.

See Section 7 of the **Cover Letter**:

e) ESA will either

1) start the negotiation process to place a Contract with the bidder on the basis of the submitted Outline Proposal and the comments from the TEB,

2) issue a request for a full proposal to those institutions that submitted the selected outline proposals, or

3) might decide to issue a competitive invitation to tender restricted to the bidders positively evaluated if several proposals on the same subject were positively evaluated.

Note: a full proposal will be requested for all proposals submitted for Flight Hardware.

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4. Negotiation Period Negative Outcome



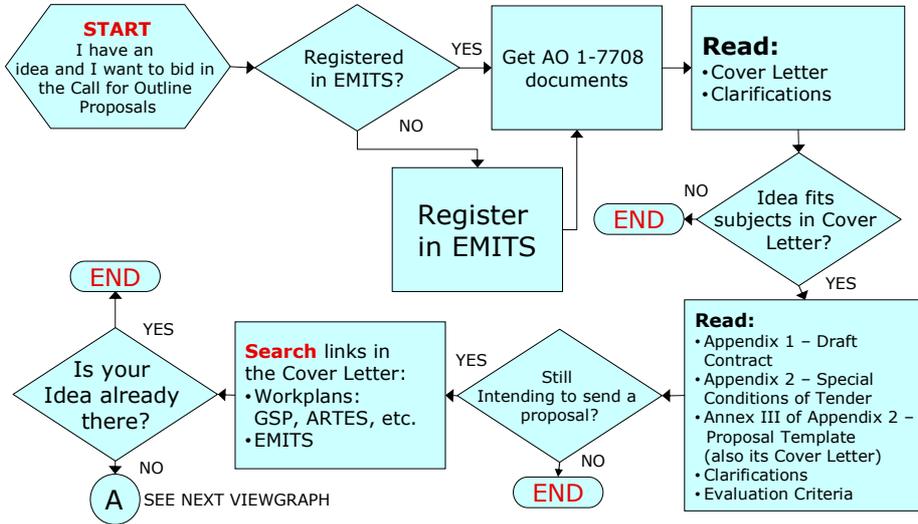
See **PART 2, Section F8 of Special Conditions of Tender**:

8. Tenderers will be informed in writing whether or not their proposal has been selected for placing of a contract. Upon receiving notice that his tender has been unsuccessful, a Tenderer may require in writing from the nominated Contracts Officer an **oral debriefing** explaining the reasons why his tender was not successful. Any information will be limited to the findings of the Agency's Tender Evaluation Board on the tender in question and shall not cover the quality or content of other tenders.

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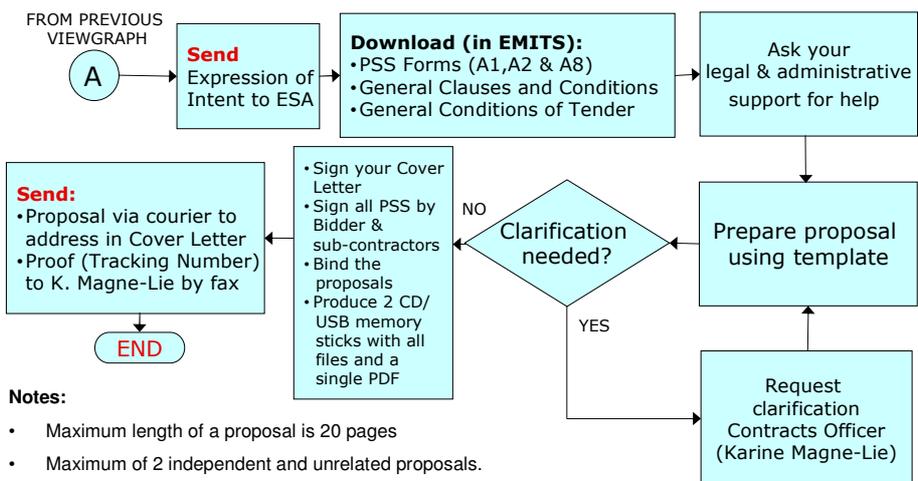
5. Basic Step-by-Step Recipe I



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5. Basic Step-by-Step Recipe II



Notes:

- Maximum length of a proposal is 20 pages
- Maximum of 2 independent and unrelated proposals.

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6. What to Submit? Who can be involved?



From Cover Letter

1. The present Call for Outline Proposals is addressed only to national entities.

Recipients of the present Call are therefore requested to note that the Agency can only consider Proposals from entities, companies or organizations residing in Slovenia. Consortia including companies & organizations within other ESA Member States may be accepted if duly justified. Tasks assigned to non-Slovene entities shall in any case not constitute the core activities of the proposed study or development and should not exceed 20% of the total price.



6. What to Submit? Who can be involved?



Tips:

- ✓ If your company/institute has no expertise in space activities a non-Slovenian partner may be part of the team but you have to ensure that you are doing the core activities (as prime or sub-contractor as appropriate). Example: one of the Large-Space-Integrators (LSI), defining requirements and/or specifications or performing qualification.

- ✓ If test or qualification facilities are necessary and these are not available in Slovenia or the know-how to do it, you may have a non-Slovenian partner (as prime or sub-contractor as appropriate).



6. What to Submit? What types of activities?



From the Cover Letter:

2. The subject of the present Call is exclusively for:

- a) **Flight Hardware activities related to ESA's missions, in the form of payloads or its sub-systems, or satellite-platform technologies and sensors, or to generic technologies with potential for re-use (the start TRL shall be at least 3 and the target TRL shall be at least 6);**
- b) **Research and development activities leading to products (hardware or software) or to generic technologies with potential for re-use (the start TRL shall be at least 2);**
- c) **Mission related services (including ground-segment, components, e.g. processors, tool-boxes), applications and services that make use of space based data (including demonstration activities) or technology demonstrations (the start TRL shall be at least 2 and the target TRL at least 6);**
- d) **Preparatory activities (paper studies, e.g. feasibility studies, user requirements or market surveys) to support national competitiveness in GMES and Galileo services as well as in ESA programmes (optional or mandatory);**
- e) **ESA Education: development and production of flight hardware related to ESA educational activities (the target TRL shall be at least 8).**

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6. What to Submit? What types of activities?



From the Cover Letter:

3. Bidders are invited to submit Outline Proposals quoting for :

- a) **Flight hardware activities at a price not higher than Euro 400.000;**
- b) **Research and development activities at a price not higher than Euro 200.000;**
- c) **Mission services and applications or technology demonstrations at a price not higher than Euro 100.000;**
- d) **Preparatory activities at a price not higher than Euro 50.000;**
- e) **ESA educational activities at a price not higher than Euro 150.000.**

The finally selected activities, after successful negotiation, will result in firm fixed price contracts 100% funded by ESA PECS budget. The Agency reserves the right to conduct a pre-award audit, if deemed necessary.

4. The total budget earmarked for this Call for Outline Proposals is Euro **2,000,000 (Two Million Euro)**.

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6. What to Submit? Academic or Industrial Organisations?



From the Cover Letter:

5. Prime Contractorship

Bidder teams may be composed of industry, academic/research organizations or both, however for type :

- a) Flight hardware activities must be led (prime contractor) by industry (e.g. companies).
- b) R&D activities: there is a strong preference for industry led proposals, however proposals led by universities/research organizations will be accepted if:
 - the target TRL is 3 or below, and
 - there is an industrial sub-contractor(s) evaluating the development in terms of its application and/or target requirements/specifications.
- c) Mission services and applications or technology demonstrations activities with target TRL above 3 must be led by industry; for target TRL 3 or below, activities may be led by industry, universities or research organizations.
- d) Preparatory activities may be led by either industry, universities/research organizations or other national entities depending on the context.
- e) ESA educational activities shall be led only by universities.

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6. What to Submit? Academic or Industrial Organisations?



Tips:

- a) These proposals **MUST** be led by industry
 - Platform technologies are those that are associated with the satellite (platform) excluding the payload (e.g. instruments). Examples are: satellite structural elements, space (micro-) electronics, harnesses, mechanisms, ...
 - For all proposals of this type, careful phasing must be done. The proposal **MUST** include an estimate for the Cost-to-Completion and at least one of the phases must be within the maximum cost (€0.4M).
- b) These proposals **MUST** be led by industry if target TRL is higher than 3.
- c) These proposals **MUST** be led by industry if target TRL is higher than 3 (see **TRL for Applications and Services in ANNEX IV of the Special Conditions of Tender**).
- d) May be led by either depending on the context.
- e) Must be led by universities

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6. What to Submit? What content? I



From the Cover Letter:

8. The proposed activity shall have potential for further use or development in ESA activities or programmes or EU-ESA joint space activities.

a) The proposed activity shall take into account the following :

- addresses specific niche markets (no competitive products available elsewhere in Europe or when a second source would be an asset);
- fosters the creation of strong and long-term relations between national firms and well-established space firms in ESA Members States;
- fosters the creation of strong and long-term relations between national firms and national universities and research institutions.



6. What to Submit? What content? II



From the Cover Letter:

8. The proposed activity shall have potential for further use or development in ESA activities or programmes or EU-ESA joint space activities. (continued)

b) In addition, the technical subject should take into account the following:

- Of special interest are activities:
 - o that could lead to cross-sectional products/services i.e relevant to different types of satellite missions that are used in several types of satellite platforms especially those relevant to Space Science;
 - o that have the potential to bring long-term benefits to national space industry in its participation in space activities.



6. What to Submit? What content? III



From the Cover Letter:

8. The proposed activity shall have potential for further use or development in ESA activities or programmes or EU-ESA joint space activities. (continued)

b) In addition, the technical subject should take into account the following: (continued)

- Specifically, of particular interest are the following areas:
 - o sensors or scientific instruments: fostering the collaboration between universities/research organization and industry and leading to the acquisition of knowledge and experience in space project management, development, constraints, quality assurance and others beyond the value or economic benefit of the particular sensor or instrument;
 - o data and satellite applications supporting the development of ground-segment and user services for navigation, telecom and Earth observation in the form of demonstrations and validation that could play an important role in fostering the use of these services and by exposing a wider community to space applications.
 - o Space-based or ground-based technology demonstrations of the above areas of interest including cubesats.

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6. What to Submit? What content? IV



From the Cover Letter:

8. The proposed activity shall have potential for further use or development in ESA activities or programmes or EU-ESA joint space activities. (continued)

b) In addition, the technical subject should take into account the following: (continued)

- The Intellectual Property Rights (IPR) of what is being pursued with the activity must also be considered and **explicitly addressed in the Outline Proposal**. In principle, the proposed activity should lead to a product/application/service with a Slovene national IPR; however, this requirement may be waived when there is a clear Slovene national benefit for example in the form of the establishment of a long-term supplier relationship.

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6. What to Submit? What content? V



Tips

- ✓ If it is a single-shot activity → forget it!
- ✓ It must have a good chance of being used in a ESA programme.
- ✓ If what you propose does not exist in Europe (in the world it would be fantastic) and it has a use in ESA space activities then ... very good chances. You must ensure that the benefit (and the IPR) will be Slovenian.
- ✓ To have an activity with another European player where a customer-supplier relationship is established through the development of a product... that would be very good.

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6. What to Submit? What content? VI



From the Cover Letter

- 8. The proposed activity shall have potential for further use or development in ESA activities or programmes or EU-ESA joint space activities. (continued)**
- c) Bidders shall avoid duplication of ongoing and intended activities in ESA described in the documents provided in Annex A. Such duplication will lead to rejection of the Outline Proposal. However, complementarity to these activities is allowed.

Search the Workplans (documents) and the websites supplied using keywords pertinent to your idea to be sure that your proposal is not already covered. If it is, your proposal will be rejected.

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7. When will I know?



Expected Schedule:

Publication in EMITS

- 28th of October 2013

Deadline for Submission of Outline Proposals

- 16th of December 2013

Tender Evaluation Board

- mid February 2014 (planned)

Meeting with the Delegation

- 5th March 2014 (planned)

Communications to Bidders

- 4 to 6 weeks after meeting with the Delegation

Approval by ESA's Delegate Bodies

- up to 16 weeks

First contracts based on Outline Proposal

- September 2014

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8. Questions



Questions:



For issues **directly** related to this Call contact:

Email: Karine.Magne-Lie@esa.int

Fax: +31 71 565 5773

For issues **NOT** related to this Call (AO 1-7708), feel free to contact

Email: bernard.zufferey@esa.int

Phone: +31 71 565 3498

alan.owens@esa.int

Phone: +31 71 565 5326

pedro.baptista@esa.int

Phone: +31 71 565 4319

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9. Other Information



Courses material

http://www.esa.int/SPECIALS/Events_Training/index.html

e.g.:

- Quality assurance
- Software engineering
- Writing a Good Proposal (**this course material is not really applicable to this Call and it is outdated**)
- Etc...

ECSS (European Cooperative Space Standards)

<http://www.ecss.nl>



9. Other Information The Proposal Template Part A: Cover Letter



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ANNEX III - PROPOSAL TEMPLATE

ANNEX III to
Appendix 2 to AO/1-7708/13/NL/KML
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PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY AO/1-7708/13/NL/KML
THIRD CALL FOR OUTLINE PROPOSALS UNDER THE PROGRAMME FOR
EUROPEAN COOPERATING STATES (PECS) IN SLOVENIA.

Ref.: **insert your reference number.**

Dear Madam, Dear Sir,

With reference to the above AO/1-7708/13/NL/KML, we are pleased to present the following proposal: **insert title of the activity here.**

1. The Prime Contractor is: **Company name, address, fax and telephone number**
2. Our firm fixed price for the activity in accordance with the funding limit¹¹ is: **insert total price. Please mention the price breakdown between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price.**
3. The subject of the activity is: **insert either a), b), c), d), or e).**¹
4. The proposed contract duration is: **insert total duration in months.**
5. The sub-contractor(s) participating to the activity are: **Company name, address and nationality.**
6. Our bidder code is: **Prime Contractor bidder code**
The bidder code of our Sub-Contractor(s) is: **insert bidder codes for all Sub-Contractors**
7. The contact person of the Prime Contractor to whom all communications relating to the Announcement of Opportunity should be addressed: **Name of contact person (Tel/Fax/e-mail)**



9. Other Information The Proposal Template Part A: Cover Letter



Contains details on:

- The team submitting the proposal
- Cost of the proposal
- What type of activity (a, b, c, d or e)
- Duration of the proposal
- Who submitted the proposal
- Who prepared it
- Who is the point of contact
- Author of the proposal
- Legal representative
- Validity of the proposal
- Acceptance of contract conditions
- etc.

It MUST be signed

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9. Other Information The Proposal Template Part B: Technical and Application Proposal I



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ANNEX III - PROPOSAL TEMPLATE

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Page 3/8

Notes: The font size (Arial 10) and margins are not to be adjusted. The text highlighted in grey is for information only and can be removed from your proposal.

PART B: TECHNICAL AND APPLICATION PROPOSAL

- 1. TECHNICAL OBJECTIVES**
Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).
- 2. REQUIREMENTS**
Identify and discuss the requirements related to the specific Technical Objectives, as outlined in Section 1 above.
- 3. TECHNOLOGY READINESS LEVEL**
Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex IV to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b), c) or d) and with the programme of interest.
- 4. ENGINEERING APPROACH**
 - a) Engineering approach**
Elaborate the engineering approach.
Discuss the problem areas and how these will be considered.
Discuss the trade-offs that need to be taken into account and show the overall logic of the work being proposed.
Discuss the link between the engineering approach, the objective of the proposal and the requirements.
 - b) Expected output**
Describe in terms of content what you expect to achieve at the end of the activity.

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9. Other Information The Proposal Template Part B: Technical and Application Proposal II



1. **TECHNICAL OBJECTIVES:**
Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).

2. **REQUIREMENTS:**
Identify and discuss the requirements related to the specific Technical Objectives as outlined in Section 1 above.

3. **TECHNOLOGY READINESS LEVEL:**
Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex IV to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b), c), d) or e) and with the programme of interest.

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9. Other Information The Proposal Template Part B: Technical and Application Proposal III



4. **ENGINEERING APPROACH**
 - a) **Engineering approach**
Elaborate the engineering approach.
Discuss the problem areas and how these will be considered.
Discuss the trade-offs that need to be taken into account and show the overall logic of the work being proposed.
Discuss the link between the engineering approach, the objective of the proposal and the requirements.

 - b) **Expected output**
Describe in terms of content what you expect to achieve at the end of the activity.

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9. Other Information The Proposal Template Part B: Technical and Application Proposal IV



5. **TECHNICAL FEASIBILITY AND DEVELOPMENT RISK :**
Present and discuss the technical implementation of the activity. Assess the technical feasibility of achieving the targeted maturity status of the development, and assess the development risk.
6. **APPLICATION OF TECHNOLOGY DEVELOPMENT**
Present the prospects to apply the outcome of the activity and analyse briefly the financial risks involved (if applicable). In the case of applications/products consider commercial or scientific space applications in the light of the Objectives and Requirements above. In this case, contacts with, or involvement of potential customers or users are welcome and shall be documented (in the case of an Integrated Application proposal, the involvement of users is essential and needs to be presented). Discuss the benefits of the proposed activity to your company/institution and, if applicable estimate the potential market. If the application is pertinent to an ESA Programme(s) please identify which would be relevant to your proposal; indicate the structuring effect of the proposed activity, in terms of possible continuation in ESA programmes, the relevant time frame, targeted missions, and cooperation potential.

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9. Other Information The Proposal Template Part C: Financial, Management & Administrative I



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ANNEX III - PROPOSAL TEMPLATE

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PART C: FINANCIAL, MANAGEMENT AND ADMINISTRATIVE

1. **BACKGROUND AND EXPERIENCE OF THE COMPANIES:**
Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 20 pages with Annexes*).

2. **TEAM ORGANISATION AND PERSONNEL**

a) **Structure**
Present the structure of the organisation and of the team. If applicable identify the work performed by the subcontractors (also part of the team). The structure of the team and of the individual companies shall be shown by means of organigrammes, which clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.

b) **Management**
Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.

c) **Key Personnel**
Include a short and concise Curriculum Vitae (CV) pertinent to the activity for all key staff that will be allocated to the activity together with information concerning the proportion of the person's working time that is devoted to the work offered.

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9. Other Information The Proposal Template Part C: Financial, Management & Administrative II



1. BACKGROUND AND EXPERIENCE OF THE COMPANIES:

Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 20 pages with Annexes*).

2. TEAM ORGANISATION AND PERSONNEL

a) Structure

Present the structure of the organisation and of the team. If applicable identify the work performed by the subcontractors (also part of the team). The structure of the team and of the individual companies shall be shown by means of organigrammes, which clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.

b) Management

Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.

c) Key Personnel

Include a short and concise Curriculum Vitae (CV) pertinent to the activity for all key staff that will be allocated to the activity together with information concerning the proportion of the person's working time that is devoted to the work offered.

3. FACILITIES:

Submit a brief description of the intended facilities relevant to the work (the bidder may submit additional information beyond the 20 pages with Annexes*).



9. Other Information The Proposal Template Part C: Financial, Management & Administrative III



4. WORK DESCRIPTION:** [Please review Annex D paragraph D of the General Tender Conditions]

a) Flowchart

Insert a flowchart to show the work logic.

b) WBS

Insert a Work Breakdown Structure (WBS) for the total scope of the activity showing the links and dependencies between the work packages.

c) Work Package Descriptions

Individual Work Package Descriptions (WPD) shall be established per work package identified in the WBS; listing the following:

- description of the activities in the WPD
- beginning and end date of each work package
- responsible company
- person responsible for the work package
- inputs to and outputs of the work package

With respect to the standard requirements for management, reporting, meetings and deliverables (Appendix 2 to the Draft Contract), please include a Work Package for Management and Reporting. All management tasks, such as meetings, progress reports and final documentation shall be carried out under this Work Package.

**** As Flight Hardware activities need to be phased, detailed information for the phase being proposed shall be provided. For the activities in following phases less detailed information is expected. Flight Hardware activities may exceed the period of 2 years when considering all its phases. An estimate of the cost to completion of all phases to be provided.**



9. Other Information The Proposal Template Part C: Financial, Management & Administrative IV



5. PLANNING** (see footnote on previous slide)

Insert a GANTT bar chart schedule for the proposed activity. The schedule from the start of the activity until the end of the contract shall, in principle, not exceed two (2) years unless fully justified. If the scope of the activity is software development then this must be delivered and the standard 6 months warranty period should be reflected in the bar chart and may lead to a total period exceeding 2 years.

6. FINANCIAL DATA**

a) PSS Forms

Complete the following PSS forms and attach them to your Outline Proposal. **Please note that the PSS forms attached to the proposal do not count for the purpose of the maximum pages.** The PSS forms are available on EMITS (<http://emits.sso.esa.int/emits-doc/pss/pss.html>) and instructions for completing the forms are provided. All PSS forms including those for your sub-contractors are to be signed by the authorised representative of the company.

- PSS A1
- PSS A2 - see Note 1.
- PSS A2 exhibit A – Other Cost Element Details (if applicable).
- PSS A2 exhibit B – Travel Plan (mandatory), see Note 2.
- PSS A8

Note 1 : For non-profit organisations, no profit can be accepted. For other organisations, the profit shall not exceed eight per cent (8%) of the base cost defined in the item nine (9) of the Company Price Breakdown Form PSS A2, issue 5.

Note 2: Final presentation shall take place at the Agency's premises. The cost of attendance/participation to conferences can only be covered if it is directly pertinent to the work being proposed, and shall be justified .

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9. Other Information The Proposal Template Part C: Financial, Management & Administrative V



6. FINANCIAL DATA** (Continued)

b) Cost-to-Completion

If applicable, provide an estimate of the cost to completion for the technical objectives stated.

c) Payment Plan

The payment plan to be proposed shall take into account Article 3 of the Draft Contract, Clause 28 of the General Clauses and Conditions and the following provisions:

- All claims for payment shall be linked to the achievement of defined schedule milestones. These milestones are to be in the form of significant events in the programme to be selected on the basis of providing a check point for progress in the work performed. Examples of such milestones are the satisfactory completion of Design Reviews, satisfactory completion of tests, hardware deliveries and closure of contract. It should be noted that the commencement of an activity is not deemed to be a suitable milestone for payment purposes.

- Final payments shall be 15% of the Contract price as a minimum. For software deliverables 5% of the final payment will be due after expiry of the 6 months warranty period.

- Advance payments may be agreed in line with the following provisions:
Advance payments shall not exceed 15% of the contract price. A higher amount can be proposed if properly justified by e.g. early investments, Long Lead Items etc.
Advance payments for SMEs may be increased to a maximum of 50% of the contract price, if justified, or a positive cash flow negotiated. SMEs are classified according to the criteria of the European Commission (Recommendation 2003/361/EC of 6 May 2003 (OJ L 124, 20.5.2003, p. 36)).

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9. Other Information
The Proposal Template
Part C: Financial, Management & Administrative VI



6. FINANCIAL DATA (Continued)**

Example of Milestone Payment Plan:

PRIME CONTRACTOR MILESTONE PAYMENT PLAN		
Milestone Description	Scheduled Dates	Payments from ESA to Prime Contractor
Milestone 1: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
Milestone 2: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
FINAL: [Upon the Agency's acceptance of all deliverable items due under the Contract and the Contractor's fulfilment of all other contractual obligations including submission of the Contract Closure Documentation] (minimum 15% of the contract price)		
[OPTION - FINAL 2] if applicable: At the end of the 6 months warranty period.		
TOTAL		

Example of Milestone Payment Plan for sub-contractors (delete if not applicable)

Sub Contractor(s) Milestone Payment Plan			
Milestone Description	Scheduled Dates	Payment from Prime Contractor to Sub-contractor 1	Payment from Prime Contractor to Sub-contractor 2
TOTAL			

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9. Other Information
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7. MEETING PLAN

Complete the table below showing all meetings : meetings with sub-contractor(s) (if applicable), progress meetings with the Agency, kick-off meeting and final presentation.

Work Package Number	Purpose	Location	Companies attending	Date	Milestone (if applicable)

8. DELIVERABLES

A list of foreseen deliverables shall be included. The List of Deliverable Items shall be grouped in Documentation, Hardware and Software.

For Documentation, the proposal shall indicate, a) list of technical notes b) list of the final deliverables as defined in article 2 of the draft contract.

For Software, the proposal shall indicate, if applicable, a) whether the software will be delivered in object and/or source code, b) the format of delivery, c) if any licenses/third party licences will be delivered to ESA in accordance with Article 3.1.3 of the Contract.

Document / Hardware / Software Identifier	Title	Delivery date	Milestone (if applicable)

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9. Other Information The Proposal Template Part C: Financial, Management & Administrative VIII



9. INTELLECTUAL PROPERTY RIGHTS (if applicable)

Present the status and ownership of the IPR at the beginning (Background IPR) and at the expected end of the proposed work (Foreground IPR). If it is applicable provide as well information on 3rd Party IPR.

•Background IPR. If the tenderer intends to use the Background Intellectual Property in the present activity, the proposal shall provide a comprehensive list of such background intellectual property rights (including the name of the owner, reference numbers of registered property rights, if applicable).

•Foreground IPR. The expected intellectual property that will be created as a result of the proposed activity and its ownership.

•3rd Party Intellectual Property. If the tenderer intends to use the 3rd Party Intellectual Property in the present activity, the proposal shall provide a comprehensive list of such 3rd Party Intellectual Property (including the name of the owner, reference numbers of registered property rights, if applicable).



9. Other Information The Proposal Template Part C: Financial, Management & Administrative IX



10. CONDITIONS RELATING TO EXPORT/IMPORT LICENCES/AUTHORIZATIONS AND RELATED DOCUMENTATION

Indicate any export or import restrictions the prime contractor and/or subcontractors are subject to, in accordance with national legislation, at the time of the submission of his tender and state the necessary licences, authorisations or preliminary authorisations and related Documentation:

- Prime contractor (or subcontractors) has obtained in order to submit a tender; and/or
- Prime contractor (or subcontractors) has or will need to obtain prior to placing of the Contract: and/or,
- Prime contractor (or subcontractors) has or will need to obtain for the implementation of the contract.

Should the tender contain any documentation with information which is subject to export control laws and regulations (e.g. ITAR), such documentation shall be clearly identified and segregated in the tender so as to allow proper handling by the Agency. In the absence of such identification and segregation, the Agency shall not be held responsible by the Tenderer and the Tenderer shall indemnify the Agency against any Third Party claim for any infringement of laws and statutes.



9. Other Information The Proposal Template Part C: Financial, Management & Administrative X



11. INSURANCE WAIVER

Please indicate whether a Waiver of subrogation rights will be obtained and provided. Bidders are encouraged to discuss with their insurance company to obtain a waiver of subrogation rights from the insurers (foreseen in Clause 18.1.3 of the GCC). This waiver will be available on the side of ESA in case of reciprocity. Failure to present such a waiver at a potential contract signature will result in a hold harmless agreement between the parties in accordance with Clause 18.1.6 of the ESA GCC.