

First Fixed Call For Proposals Under Plan For European Cooperating States (PECS) In Malta

ESA CFP/5-50032/23/NL/MH

11th September 2023

09:00 Introduction (Malta delegation)

09:30 Introduction – (ESA)

Quick overview of ESA

Accession overview and what is PECS and what is the purpose of PECS

10:00 **The Basics of ESA Procurement (ESA)**

11:15 Objectives of the PECS Call (ESA)

14:00 How to prepare a successful proposal (technical part)

16:00 How to prepare a successful proposal (management, cost and contractual part)

17:30 End of day

This presentation material does not contain sufficient information to be used, in any way, in the context of the Call for Proposals (CfP) ESA CfP/5-50032/23/NL/MH

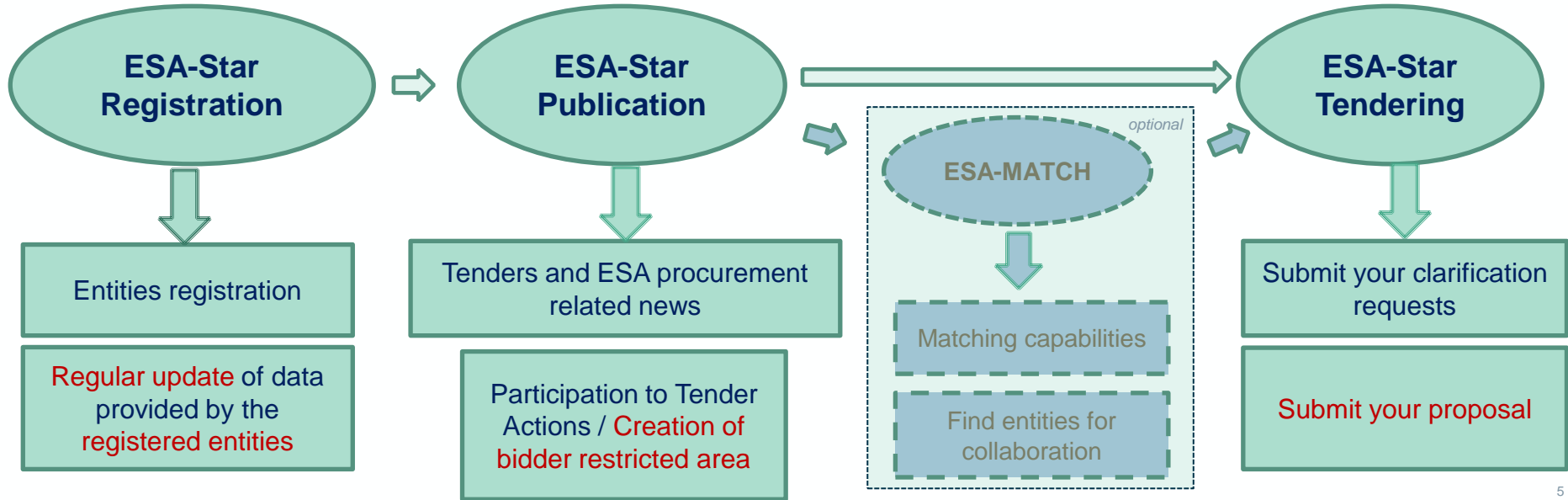
This presentation is just to help understand, in a simplified manner, some of the Rules and Procedures associated with ESA procurements and in particular of this CfP.

Please ensure that your Outline Proposal is compliant with the requirements contained in the ESA CfP/5-50032/23/NL/MH documentation that will be published on esa-star.

ESA Tools – Basics of ESA procurement

Main tools supporting the procurement process: **esa-star**

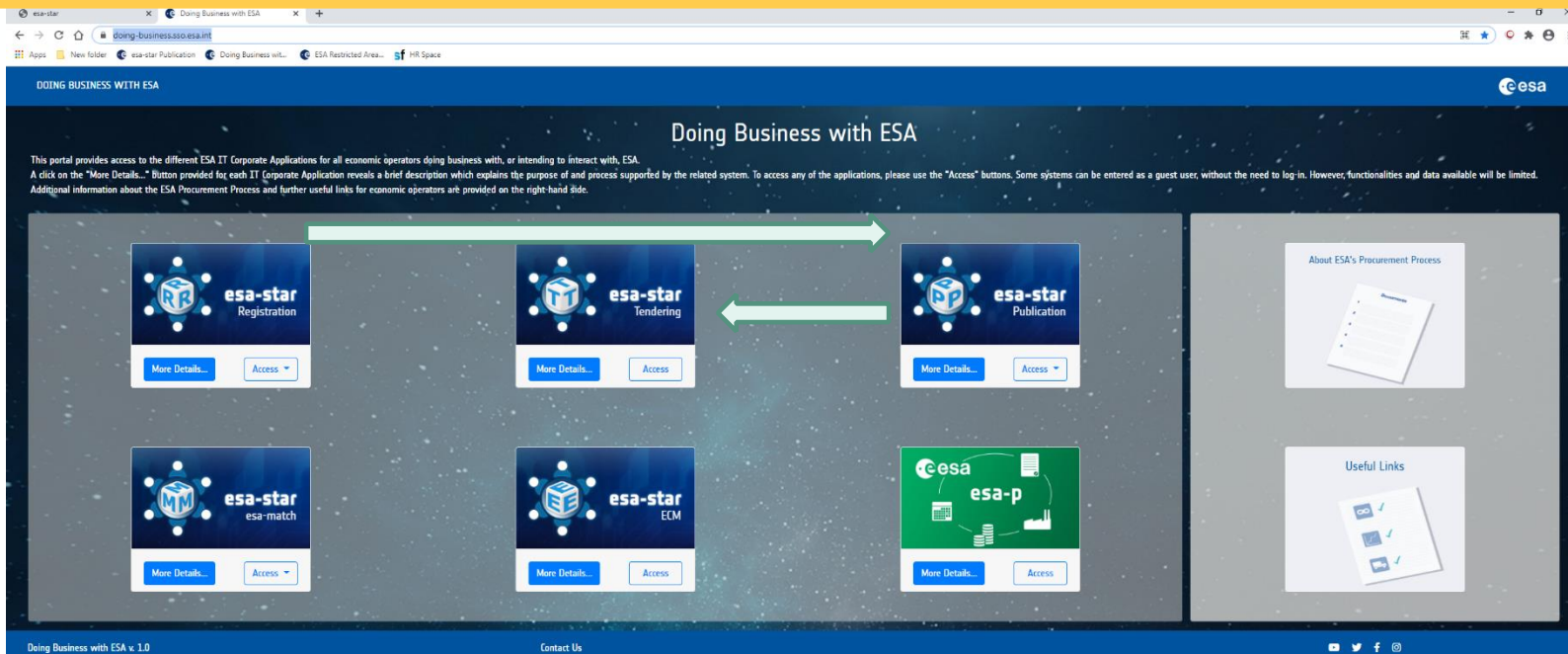
ESA's online System for **Registration of Entities, Publication of Invitation-to-Tenders (ITT) and Tendering**



How and where to find information

<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



esa-star Publication is the starting point for participating in Tender Actions

All registered users have access to esa-star Publication and, depending on their role, are able to:

- View news published by ESA
- Access information on ongoing and planned procurement actions, including ITT documents (ESA and non-ESA)
- Express interest in specific procurement projects
- Initiate proposal preparation by creating a bidder restricted area
- Access ESA interacts and submit a reply to ESA accordingly

Registration on **esa-star** is a pre-requisite for all entities wishing to do business with ESA.
The process is explained online and in ITT Briefings.

The screenshot shows the 'esa-star Registration' interface. The left sidebar contains a menu with 'New Registration' highlighted by a red box. Below it are 'Start' and 'Resume' links. The main content area is titled 'NEW REGISTRATION' and contains the instruction 'Please select one of the two options:'. Two radio button options are listed: 'A. I am an Entity that has the capacity as "legal entity"' and 'B. I am a Business Unit acting on behalf of a "legal entity", without being entitled to commit on contracts on my own'. A blue callout box points to the 'Start' link with the text 'Click on "new registration" and then on "start"'. Another blue callout box points to the 'Help' link in the footer with the text 'Download the user manual on "Help"'. The footer contains the text 'esa-star Ver. 3.0 - Registration' and navigation links for 'Contact Us', 'Help', 'Privacy Notice', and 'Terms & Conditions'. The 'Help' link is highlighted with a red box.

To become a “Registered Entity” with ESA (1/2):

1. The first step is to check whether your organisation is currently registered as an “Entity” and/or a “Business Unit” belonging to an existing Entity .
A Business Unit shares the same VAT number with the main Legal Entity.
2. If not, you can register your entity by completing the ESA on-line questionnaire and submitting your entry for validation.
Please mention if you have SME Status (Small and Medium sized Enterprises, definition from the EC). The SME status can be claimed. Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).

To become a “Registered Entity” with ESA (2/2):

3. You may carry out your registration in 2 steps:

“**Light**” registration awarded after entity nationality verification.

- Will grant access to esa-star services (i.e access ITT, upload offers you are allowed to bid for in relation to your entity nationality).

“**Full**” registration:

- The award of ESA contracts requires a “**Full**” registration.

4. Once registration is validated, you will receive your login credentials to all esa-star tools.

5. If you need help:

- Email esait.Service.Desk@esa.int
- Phone +39 06 941 80700

esa-star Publication

is the starting point
for participating in
Tender Actions

The screenshot shows the homepage of the esa-star Publication System. At the top, there is a navigation bar with links for News, ESA Tender Actions, Non ESA Tender Actions, ESA Interacts, and Supporting Documentation. The main header features the esa-star logo and a 'Log-in' button. The central area is titled 'Welcome to the esa-star Publication System' and includes a search bar and a dropdown menu set to 'All'. Below this, there are four main content panels: News, ESA Tender Actions, Non ESA Tender Actions, and ESA Interacts. Each panel contains a list of items and a link to view all items. Callouts highlight specific features: 'Competitive, Direct Negotiation and Restricted Competition Tenders published by ESA' points to the 'ESA Tender Actions' panel; 'Competitive ITTs published by other entities under ESA Best Practices scheme' points to the 'Non ESA Tender Actions' panel; 'News Events Intended ITTs Announcements' points to the 'News' panel; and 'Consultations to industry, Requests of information' points to the 'ESA Interacts' panel. The footer contains the version 'esa-star Ver. 3.0 - Publication', contact information, and social media icons.

News ESA Tender Actions Non ESA Tender Actions ESA Interacts Supporting Documentation

esa-star Publication

Log-in

Welcome to the esa-star Publication System

All ▾

Competitive, Direct Negotiation and Restricted Competition Tenders published by ESA

Competitive ITTs published by other entities under ESA Best Practices scheme

News

24 - Sea-level rise and Sentinel-6

News Events Intended ITTs Announcements

ESA Tender Actions

1000028516 - MAPPING KEYWO...

1000028507 - ESA-STAR OPEN COMPET...

1000028512 - ESA-MATCH GEN 3

1000028503 - PART. COUNTRIES

All ESA Tender Actions

Non ESA Tender Actions

20.THAL.054 - new 1...kra

20.THAL.053 -

20.THAL.050 -

20.THAL.051 -

All Non ESA Tender Actions

ESA Interacts

Interact_55 - datetime

Consultations to industry, Requests of information

All ESA Interacts

esa-star Ver. 3.0 - Publication Contact Us Help Terms & Conditions

Progress Telenor

Welcome to the esa-star Publication System

All ▾ Malta



News

861 - INVITATION TO INFORMATION DAY, Euro...

860 - CSG Digitalization In Focus: Opportunities ...

859 - Information Note: esa-star v.3.10 – Tender...

857 - IRIDE UPSTREAM SEGMENT: CONTRACT A...

All News



ESA Tender Actions

1000038325 - ECSS MASTER DATABASE PHASE ...

1000038463 - WAVEFRONT SENSOR FOR OPERA...

1000038534 - LIGHTWEIGHT ONBOARD FORW...

1000038557 - ESA PHI LAB FINLAND

All ESA Tender Actions



Non ESA Tender Actions

23.ALEU.008 - ISRU-DM PAYLOAD TECHNOLOGY...

23.BAES.006 - Rosalind Franklin Mission (EXM-R...

23.BAES.005 - ExoMars - Rosalind Franklin Missi...

23.CSGT.007 - Automation of MultiSensor Turret ...

All Non ESA Tender Actions



ESA Interacts

Interact_35 - Opting in to the New CSG Commu...

Interact_34 - DYNAMIC PURCHASING SYSTEM [...

Interact_33 - Information for potential Sub-Cont...

Interact_31 - DYNAMIC PURCHASING SYSTEM [...

All ESA Interacts



esa-star Tendering (<https://esastar.sso.esa.int/>)

- covers the end-to-end tendering process
- supports offer preparation and submission to ESA for evaluation,
- management of clarifications and extension requests for Tender Actions

When you find an ITT in **in esa-star publication** for which you want to bid, you choose



You will be re-directed you to **esa-star Tendering** where you create your dedicated work area (the Bidder's Restricted Area). Here you may:

1. submit clarification and extension requests up to the deadlines set by ESA.
2. upload and submit offers to ESA.
3. recall your proposal at any time before the closing date.

Video: http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure

esa-star Tendering

CONTACT US

You can contact esa:it Service Desk from Monday to Friday from 8:00 to 18:00 CET at:
esa:it Service Desk - ESA Corporate Applications: 80700 (option 2)
External lines: +39 06 941 80700
Email: esa:it_service_desk@esa.int

esa-star Ver. 3.0 - Tendering Contact Us **Help** Terms & Conditions

esa-star

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 - Tutorials
 - FAQs
 - Virtual Sessions Record
 - Registration
 - ASTRA
 - ICAPA
 - Publication
 - esa-match
 - ECH
 - Security Best Practices
 - ESA-STAR Documents Ch...

Download User Manuals

Questions on
esa-star Tendering?

Video: [http://www.esa.int/spaceinvideos/Videos/2016/03/Offer Preparation and Submission](http://www.esa.int/spaceinvideos/Videos/2016/03/Offer_Preparation_and_Submission)

Detail of a Tender Action

- 1 Go to esa-match module to find a potential consortium
- 2 Displays the list of submitted Expressions of Interest
- 3 Allows you to express interest
* See esa-star Publication Help - manual "Expression of Interest"
- 4 If you wish to submit an offer you have to create a Bidder Restricted Area in esa-star Tendering module
- 5 Allows you to create an ad in esa-match Marketplace (open competition only)

←

MAPPING KEYWORDS 2

1-28516

★

Status

Title and TA number

Intended	Issued	Tender Opening in Progress	Evaluation	Negotiation	Awarded
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Publication/Update date

Announcement Date
02/12/2020

Last Update On
02/12/2020 08:51 CET

Update Reason
Closing Date Changed

The project objectives involve the development of an integrated combination of opto-electronic control technology and optical sub-systems based on high finesse ultra-low-expansion glass optical cavities for the parallel frequency / wavelength stabilisation of multiple narrow-spectral-line-width lasers. It is intended here to develop eventually a prototype to TRL6/7 under the ESA GSTP programme element 6.1, where an essential preliminary part will be first a 9-month de-risking activity to evaluate key thermo-mechanical issues which have been identified under the, now completed, TRP activity. A positive outcome from the proposed de-risking activity would provide the basis to proceed towards achieving TRL6 by 01/2022, which ... Read more

Directorate Directorate of Ind., Proc. Legal Serv.

Establishment ESTEC

Open Date 02/12/2020 08:48 CET

Closing Date 14/12/2020 18:00 CET

ECOS Required No

Classified No

Price Range

Contracts Officer

Initiating Service IPL-PT

IP Measure N/A

Prog. Reference E/0600-00 - General Studies

TA Information

Description

Tender Type Open Competition

Open To Tenderers From CH+DE

Technology Keywords 26-OTHERS

Products Keywords 14-C-III-Biobarriers

2-D-1.1.1-b-Motors C&P: Motor housing and shaft, Sliprings,...

1-A-3.1-b-Heater Control

TA Package

Clarifications

	Name	Type
<input type="checkbox"/>	STANDARD_Cover_Letter_ITT_april2020 COVID-192020113-155851.docx	Letter of Invitation
<input type="checkbox"/>	ReportGridViewExport_AllData_10_13_2020_9_43_14 AM (1).xlsx	Statement of Work
<input type="checkbox"/>	EXPRO_Tendering_Conditions_october201920201023-16645.pdf	Tender Conditions

[Download](#)

Find Business Partners in esa-match

Other Interested Entities

Express Interest

Create Bidder Restricted Area

Create AD in esa-match

1

2

3

4

5

esa-star tendering



You won't need to access [esa-p](#) until you have a contract with ESA

1. All financial aspects, like advance payments, milestones achievements with deliverables and invoicing/payments are dealt with using [esa-p](#), ESA's financial tool based on SAP
2. You can request a username and password to our helpdesk:

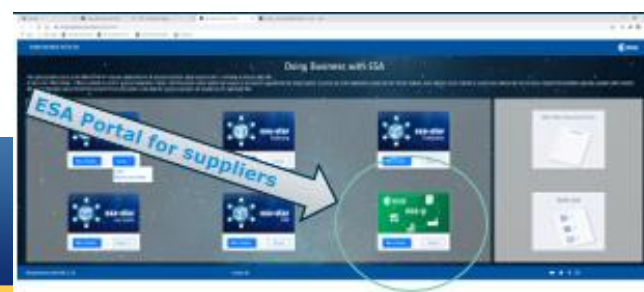
esait.Service.Desk@esa.int or +39 06 941 80700, option 2

From 08:00 to 18:00 CET/CEST, Monday to Friday

Tutorials on how to use ESA-P are available on the supplier's portal:

<http://esa-p-help.sso.esa.int>

esa-star tendering



Important note for contract payments:

1) Advance payment is transferred after the signature of contract and submission of Advance Payment Request (APR) in esa-p:
http://esa-p-help.sso.esa.int/Extended_Guide_How_to_submit_and_approve_an_Advance_Payment_Request.pdf

2) Milestone payments are released after submission of Confirmation and Invoice in esa-p with relevant deliverables approved by ESA Technical Officer attached:

http://esa-p-help.sso.esa.int/Extended_Guide_How_to_submit_and_approve_a_MAC_confirmation.pdf

http://esa-p-help.sso.esa.int/Extended_Guide_How_to_submit_and_approve_an_Invoice.pdf

3) Tax exception:

Intra-community transactions supplied to an International (Governmental) Organisation (**like ESA**) are free of VAT according to Directive 2006/112/EC Article 151 1.b. if the related exemption form (still referring to Directive 77/388/EEC - Article 15/10) is issued and provided to the entitled supplier. Note subcontractor does not receive any VAT exemption certification, only the contractor who has a legal binding contract with ESA:

http://esa-p-help.sso.esa.int/no_VAT_details.html

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 ITT 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 Match (<https://esastar-esamatch.sso.esa.int/>)

- Competences & Capabilities, **find suitable tenders and entities for collaboration**

Instruction video

http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure

CfP Package for 1st Call for Proposals under the Plan for European Cooperating States (PECS) in Malta

The Cover Letter contains a number of **essential features** regarding the CfP e.g.:

- The name of the responsible **Contracts Officer**, Roxana Popa / Marnix Houten
- **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

The Cover Letter indicates the formal conditions of submission, i.e. the **exact duration of the tendering period and the exact date (27 October 2023) and time (13:00 CET)** by which proposals must be submitted.

The CfP is expected to be published on
18 September 2023

To be found on

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

b. **Research and Development Activities:** Design, development and demonstration of a recurring **upstream product** or service or a satellite data based **downstream service** with potential for use in ESA optional programmes and/or commercial missions/ customers. The **start TRL shall be at least 3, target TRL shall be 4-6.**

c. **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 make steps towards the introduction of a product to a first customer and to enter into customers supply chain. The **start TRL shall be at least 5, target TRL shall be 7-8**

d. **Preparatory activities:** Feasibility studies, de-risking activities, conceptual design work, proof of concept and simple breadboard activities (e.g. feasibility studies, market surveys, user requirements definition and breadboard demonstrators) aimed at supporting national competitiveness or the initial steps of a product development for Space with potential for use on future ESA or commercial missions. The **start TRL shall be at least 1 (where applicable), target TRL 2-4**

e. **Education activities:** covers activities aimed at raising awareness about space technologies and their practical application, and space science, amongst the public, government, local industry, schools and universities with the aim of increasing young people's motivation to choose space related education and industry as a career and encouraging the uptake of the use of space-based services. Also covers the development of tertiary education programmes in space education (BSc, MSc)

f. **Space science activities:** supporting the involvement of Maltese researchers leading to potential of future involvement in ESA science mission core team and publication of peer reviewed scientific papers. Involvement of an international partner is considered essential.

Further details on the individual activity types will be provided as part of the next agenda item.

Each **Activity Type** has its own requirements, constraints and financial ceiling:

1. **Type b (R&D)** - a price not higher than Euro 200.000;
2. **Type c (Downstream applications)** - a price not higher than Euro 150.000;
3. **Type d (Preparatory)** - a price not higher than Euro 150.000;
4. **Type e (Education)** - a price not higher than Euro 75.000;
5. **Type f (Space science)** - a price not higher than Euro 50.000.

Details on the activity types are given in the Cover Letter

- ESA signs Contracts to achieve a clear objective and with clear deliverables for a fair and reasonable price. A contract is an obligation – NOT a grant.
- The ceiling price **is a maximum limit, not a target price** nor an indication of the amount expected. All the costs must be justified as needed to achieve the objective.
- Involvement of **industry** and/or an **end-customer** in a meaningful way is required or strongly encouraged.
- Number of proposals for submission per Tenderer
 - The number of proposals per Tenderer as **prime** contractor is restricted to a maximum of 2 (two) independent and unrelated proposals.
 - The number of proposals per Tenderer as sub-contractor is restricted to a maximum of 2 (two) independent and unrelated proposals.
- CubeSat / NanoSat: Proposals for studies leading to the development of a national satellite (CubeSat) are considered out of scope of this ITT, as such studies shall be instigated by the government of Malta.

The Tender Evaluation

- After the announced submission deadlines, there is a formal opening (Tender Opening Board) of the outline proposals that have been submitted. The compliant proposals will be accepted for evaluation by the **Tender Evaluation Board (TEB)**. A non-compliant cover letter will lead to the rejection of the proposal and it will not be evaluated.
- TEB is composed of ESA staff supported also by ESA experts in the specific area of the proposal.
- Statement of Non-Disclosure and Non-Interest Form 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.

No.	Evaluation 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 Cyprus. Consistency with programmatic objectives as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.	30%
3	Adequacy of management approach. Credibility of the cost estimation and the proposed schedule.	20%
4	Compliance with the administrative tender conditions of the call for outline proposals and acceptance of the draft contract.	10%

All criteria are marked against the following scale

- 0 – Worthless
- 30 – Below Acceptable
- 40 – Barely Acceptable
- 50 – Fair
- 60 – Good
- 75 – Very Good
- 90 – Excellent
- 100 – Perfect

A mark below 40 in **any** criteria leads to rejection of the entire proposal!

- Only proposals **with an overall weighted mark**
 - **equal to or above fifty [50]** for activity types A, C, D and E, and
 - **equal to or above fifty-five [55]** for activity type B
- will be recommended to the Malta Council for Science and Technology (MCST), acting for and on behalf of the Foundation for Science and Technology of the Republic of Malta, for programmatic review and endorsement.
- Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
 - Considers the available budget, the programmatic priorities and national interests;
 - Recommends activities for implementation (subject to final approval by ESA programme boards);
 - This meeting is planned in **January 2024**.

The Negotiation Period

For recommended proposals, the Agency will either:

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

or

ii. issue a request for a full proposal, especially hardware related activities, to those Tenderers that submitted the selected outline 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.

DISCLAIMER: ESA will NOT enter into negotiation and will NOT sign ANY contract for activities under this call unless the ECS Agreement is signed AND the PECS Charter is approved and signed.

NOTE: Negotiations must be successful to result in a contract. Not all negotiations are successful

Debriefing

The contact person of the Prime Contractor mentioned in the proposal (see *point 7 in the Cover Letter of the Proposal Template*) will be informed in writing of the result of the CfP after a decision has been taken. If the proposal has been unsuccessful, the Tenderer may request the nominated the Agency's Contracts Officer to advise 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.

Sources of help

These other sources of information and help will be made available to you:

- PECS 1st Call Presentation
MT1_Briefing_Presentation.pdf
- Basics of ESA Procurement Handbook - (*How to use ESA IT systems*)
- Proposal Submission Checklist - (*Have you done everything?*)
PECS_PROPOSAL SUBMISSION HIGH LEVEL CHECKLIST.pdf

Are you ready to discover
the future?



www.esa.int

