

# 3rd Call for Outline Proposals under the Plan for European Cooperating States (PECS) in Cyprus

## HANDBOOK BASIC OF ESA PROCUREMENT

AO/1-9785/19/NL/MH

4 April 2019

# DISCLAIMER



**This handbook material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender) AO/1-9785/19/NL/MH.**

**This handbook is only an introduction to help understand, in a simplified manner, some of the Rules and Procedures associated with ESA procurements and in particular of this ITT.**

**Please ensure that your Outline Proposal is compliant with the requirements contained in the ITT AO/1-9785/19/NL/MH documentation.**



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA electronic procurement tools



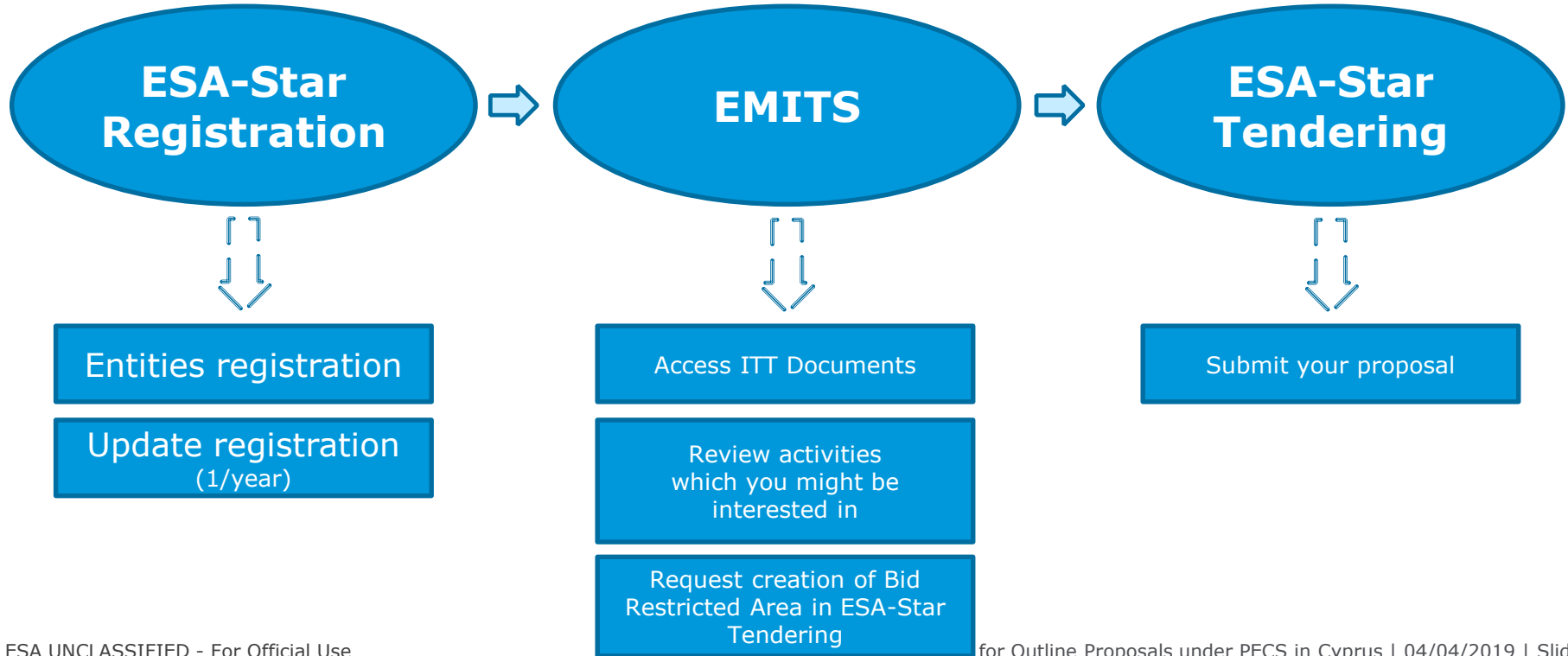
Main ESA Corporate Applications which are supporting the procurement process:

- **ESA-STAR**: ESA's online System for **Tendering** and **Registration** – is the electronic Tendering interface for ESA and its external partners.
- **EMITS** : ESA's web-based system for publishing Invitation-to-Tenders (ITT).
- **ESA-P**: ESA's portal for the supplier once a Contract is signed with ESA. It covers all financial aspects (invoicing/payments) => **access ONLY when you have a contract with ESA.**



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA electronic procurement tools

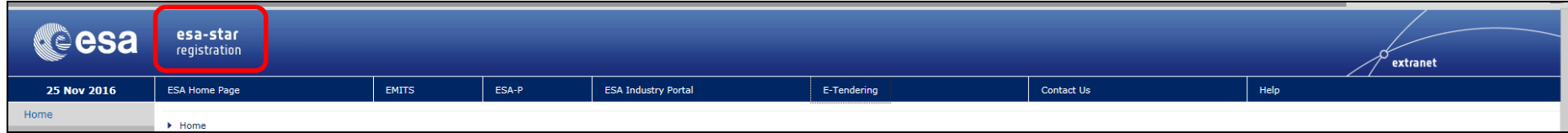


# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA - STAR Registration



ESA-STAR Registration (<https://esastar-emr.sso.esa.int/>)



Registration on **ESA-STAR** is a pre-requisite for all entities wishing to do business with ESA.

Without an **ESA-STAR** registration (ESA Entity Code) there is **NO** access to the ITT documents in **EMITS**.

User ID and password will be given to you after the **ESA-STAR** registration is validated by ESA.



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA – STAR Registration



Click here to register or edit your registration



Click on "new registration" and then on "start"

15 Mar 2016    ESA Home Page    EMITS    ESA Industry Portal    Contact Us    **Help**

Home

▶ **New Registration**

Start

Resume

Maintain Entity Information

ESA Entities Directory

**NEW REGISTRATION**

? Please select one of the two options:\*

? A. I am an Entity that has the capacity as "legal entity"

? B. I am a Business Unit acting on behalf of a "legal entity", without being entitled to commit on contracts on my own

Close    Next Section

You may download the user manual on "Help"



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA – STAR Registration



### 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 status gives you access to certain procurement conditions.



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA – STAR Registration



### 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 all ESA-STAR and EMITS 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, IDHelp will provide you details for accessing EMITS.





## Registration in ESA-STAR is essential!

To register in ESA-STAR:

Go to <https://esastar-emr.sso.esa.int/>

Detailed information in:

<https://esastar-emr.sso.esa.int/Account/Register>

Support information in ESA-STAR Registration User Manual:

<https://esastar-emr.sso.esa.int/Account/DownloadFile>

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## EMITS - Electronic Mail Invitation to Tender System



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

- A list of intended ITTs for Open Competitions: potential Tenderers may declare their interest and see which companies did the same.
- Many technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA GCC, engineering standards etc).
- Open Competitive ITTs, Direct Negotiation and Restricted Competition
- Competitive ITTs published by other entities under ESA Best Practices scheme
- NEWS – Consultations to industry, Announcements, etc.
- Companies can see the tender documents in case :
  - Participating country in open competition,
  - Direct negotiation with the company,
  - For restricted tenders, if they are a company addressed by ESA.



# HANDBOOK – BASIC OF ESA PROCUREMENT

## EMITS – Expression of Interest



To be notified of changes, updates and clarifications of the call, you MUST express your interest by ticking the appropriate box.

**Summary Information on the Open Tender**

**Tender Documents**

**Expression of Interest**



# HANDBOOK – BASIC OF ESA PROCUREMENT

## EMITS – User Preferences



We advise you to set up your preferences regarding which ITT's you would like to be notified of:

The screenshot shows the ESA EMITS interface. The top navigation bar includes 'User Preferences'. A callout box with the text 'Click here to set up your notifications preferences' points to this menu item. The main content area displays a list of 10 tender items, each with a status (New! or Updated!), a reference number (e.g., AO8609), a title, and a date (e.g., 31/05/2016).

Item	Status	Reference	Title	Date
1	New!	AO8609	L3: GRAVITATIONAL WAVE OBSERVATORY METROLOGY LASER (From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.164.05)	31/05/2016
2	New!	AO8637	SPECIFICATION FOR CERTIFICATION OF ESA DIRECTORATES: EOP, HRE, LAU, OPS, TEC (From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.1QQ.04)	31/05/2016
3	New!	AO8619	IMPROVEMENT OF METHODOLOGIES FOR THERMO-ELASTIC PREDICTIONS AND VERIFICATION (PTRP) (From 31/05/2016 to 07/09/2016 13:00:00, Act.Ref.: 16.127.01)	31/05/2016
4	New!	AO8658	PAYLOAD EXECUTION PLATFORM SOFTWARE (From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.132.02)	30/05/2016
5	New!	AO8603	LOW SIDE LOBE LEVEL IMAGE RECONSTRUCTION IN MICROWAVE INTERFEROMETRY (From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.1ET.08)	30/05/2016
6	New!	AO8681	HIGH POWER L-BAND SWITCHES - EXPRO PLUS (From 27/05/2016 to 08/07/2016 13:00:00, Act.Ref.: 15.1ET.06)	27/05/2016
7	New!	AO8650	H2020 WP15-H0012 NAVIGATION ANTENNA TECHNOLOGY FRAMEWORK (From 25/05/2016 to 06/07/2016 13:00:00, Act.Ref.: 16.154.04)	25/05/2016
8	Updated!	AO8503	GNSS SPACE SERVICE VOLUME (SSV) EXTENSION - T710-301GF - EXPRO+ (From 24/05/2016 to 05/07/2016 13:00:00, Act.Ref.: 15.112.19)	24/05/2016
9	New!	AO8593	VDE FS - ASSESSING THE POTENTIAL OF FUTURE MARITIME APPLICATIONS IN THE CONTEXT OF VDE (VHF DATA EXCHANGE SYSTEM) - EXPRO PLUS (From 24/05/2016 to 02/09/2016 13:00:00, Act.Ref.: 16.1AA.01)	24/05/2016
10	Updated!	AO8696	ANTENNA WITH DEPLOYMENT SYSTEM FOR PENETRATOR MISSIONS - EXPRO PLUS (From 24/05/2016 to 05/08/2016 13:00:00, Act.Ref.: 16.15F.04)	24/05/2016



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## EMITS – User Preferences



**User Preferences**

Username : dcarapin  
ESABD code : 0  
Country code : ??  
Last Access : 2016/11/15 12:16:03  
Web address : [www.esa.int](http://www.esa.int)

Language  
 English  French

E-mail Distribution  
Do you want to receive information about Invitations To Tenders via e-mail?

<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes, to e-mail address:	<input type="text"/>
	Insert other e-mail addresses:	<input type="text"/> <input type="text"/> <input type="text"/>

Specify the Invitations To Tender for which you want to receive notifications:

ESA Invitations To Tender	...
Entities Invitations To Tender for ESA Programmes	...
Entities Invitations To Tender not related to ESA Programmes	...



# HANDBOOK – BASIC OF ESA PROCUREMENT

## EMITS – User Preferences



esa emits

ENTITIES ESA Home Page Industry Information Your Entity Details User Preferences Service Desk Help Quit

News  
Direct Negotiation  
Restricted Competition  
Open Invitations to Tender  
Intended Invitations to Tender  
Reference Documentation  
Software Packages and Links  
Search Invitations to Tender

### ESA Open Invitations To Tender Search Criteria

**Invitations to Tender for which you have expressed interest**

**Closing Date:** From (included): 28 JUN 2011 To (included): 17 DEC 2020

**Price Range** **Establishment**

No Range  
 < 50 KEURO  ESAHQ  
 50-100 KEURO  ESOC  
 100-200 KEURO  ESRIN  
 200-500 KEURO  ESTEC  
 > 500 KEURO

Update Close Reset

Special Provision: Provision  
Keywords: Keywords  
Keywords Products: Products  
Keywords Tecnology: Tecnology Domain  
Budget Reference: ESA Budget

Tick this box and get all notifications for ITT's for which you expressed interest

Narrow your preferences by country



# HANDBOOK – BASIC OF ESA PROCUREMENT

## EMITS – User Preferences



News

- Procurement Review Board Annou
- Direct Negotiation
- Restricted Competition
- Open Invitations to Tender
- Intended Invitations to Tender
- Reference Documentation
- ECOS Resources
- Search Invitations to Tender

Expand All Collapse All  
Floating Menu Home

ENTITIES	ESA Home Page	Industry Information	Your Entity Details	User Preferences	Service Desk	Help	Quit
<input type="checkbox"/>	CF	CENTRAL AFRICAN REPUBLIC					
<input type="checkbox"/>	TD	CHAD					
<input type="checkbox"/>	CL	CHILI					
<input type="checkbox"/>	CN	CHINA					
<input type="checkbox"/>	CX	CHRISTMAS ISLAND					
<input type="checkbox"/>	CC	COCOS (KEELING) ISLANDS					
<input type="checkbox"/>	CO	COLOMBIA					
<input type="checkbox"/>	KM	COMOROS					
<input type="checkbox"/>	CG	CONGO					
<input type="checkbox"/>	CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE					
<input type="checkbox"/>	CK	COOK ISLANDS					
<input type="checkbox"/>	CR	COSTA RICA					
<input type="checkbox"/>	CI	COTE D'IVOIRE					
<input type="checkbox"/>	HR	CROATIA					
<input type="checkbox"/>	CU	CUBA					
<input checked="" type="checkbox"/>	CY	CYPRUS					
<input type="checkbox"/>	CZ	CZECH REPUBLIC					
<input type="checkbox"/>	DK	DENMARK					
<input type="checkbox"/>	DJ	DJIBOUTI					
<input type="checkbox"/>	DM	DOMINICA					
<input type="checkbox"/>	DO	DOMINICAN REPUBLIC					
<input type="checkbox"/>	TP	EAST TIMOR					
<input type="checkbox"/>	EC	ECUADOR					
<input type="checkbox"/>	EG	EGYPT					
<input type="checkbox"/>	SV	EL SALVADOR					
<input type="checkbox"/>	GQ	EQUATORIAL GUINEA					
<input type="checkbox"/>	ER	ERITREA					
<input type="checkbox"/>	EE	ESTONIA					
<input type="checkbox"/>	ET	ETHIOPIA					
<input type="checkbox"/>	FK	FALKLAND ISLANDS (MALVINAS)					
<input type="checkbox"/>	FO	FAROE ISLANDS					
<input type="checkbox"/>	FJ	FIJI					
<input type="checkbox"/>	FI	FINLAND					
<input type="checkbox"/>	FR	FRANCE					

Get all notifications related to ITT's with special provisions for Cyprus

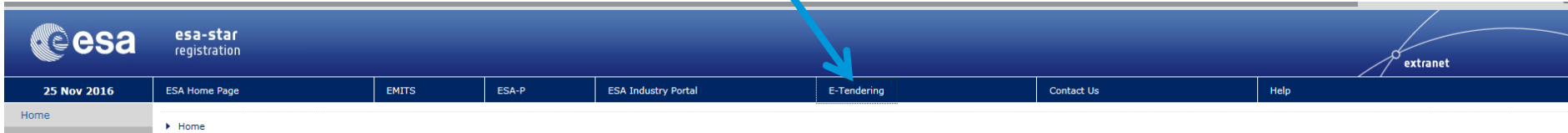


# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA – STAR Tendering



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



Once you are registered in **ESA-STAR Registration**, you can access **EMITS**.

When you find an ITT in **EMITS** for which you want to bid, you need **ESA-STAR Tendering**

In **EMITS** you request the system to create a dedicated work area (the Bidder's Restricted Area in ESA-STAR) where you can:

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.

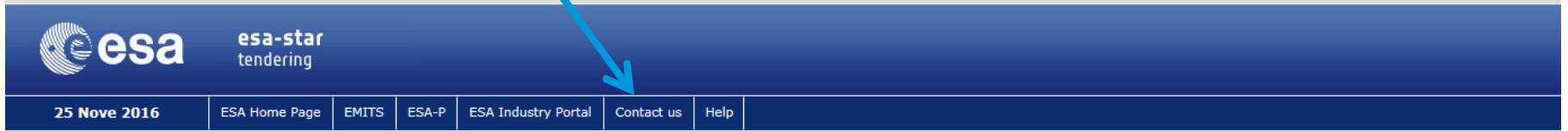
Video: [http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder\\_Restricted\\_Area\\_creation\\_and\\_structure](http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure)





# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA – STAR Tendering



Questions on **ESA-STAR Tendering**?

**CONTACT US**

You can contact IDHelp from Monday to Friday from 8:00 to 18:00 CET at:  
ID Helpdesk - ESA Corporate Applications: 80700 (option 2)  
External lines: +39 06 941 80700  
Email: [IDHelp@esa.int](mailto:IDHelp@esa.int)

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)



# HANDBOOK – BASIC OF ESA PROCUREMENT

## ESA-P - ESA Portal for suppliers



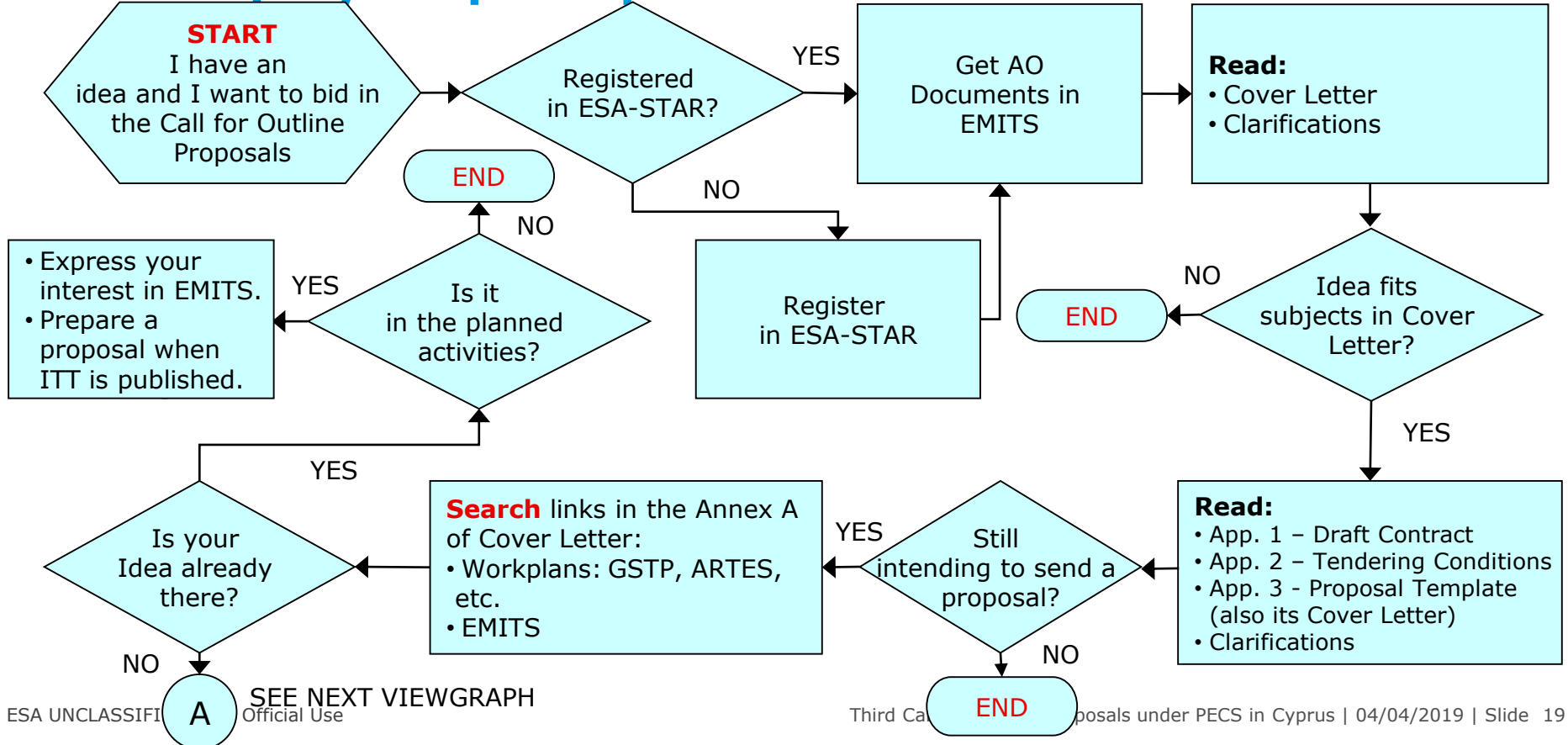
### **You won't need to access ESA-P until you have a contract with ESA**

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:  
[IDHelp@esa.int](mailto:IDHelp@esa.int) or +39 06 941 80700, option 2
3. Tutorials on how to use ESA-P are available on the supplier's portal:  
[http://esa-p-help.sso.esa.int/QUICK\\_GUIDE\\_How\\_to\\_SUBMIT\\_a\\_MAC\\_or\\_INV\\_or\\_ADV.pdf](http://esa-p-help.sso.esa.int/QUICK_GUIDE_How_to_SUBMIT_a_MAC_or_INV_or_ADV.pdf)



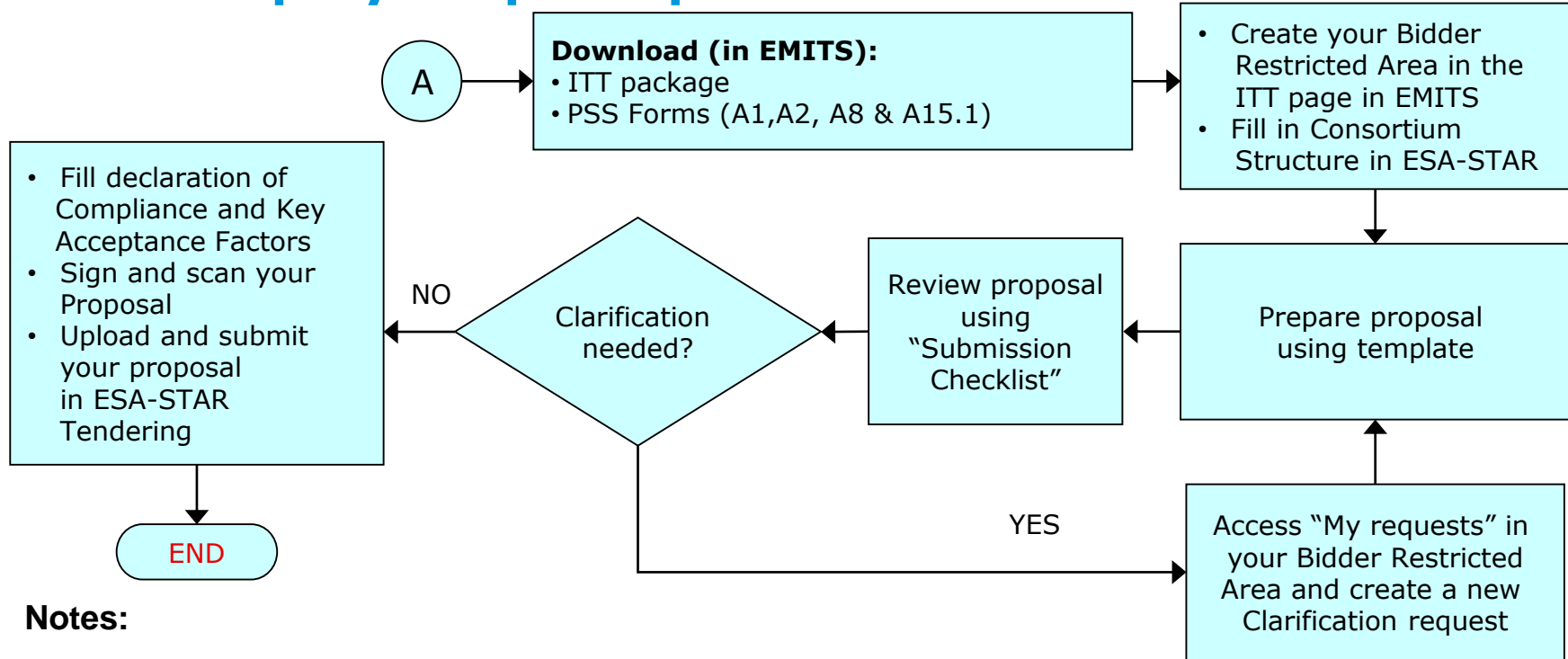
# HANDBOOK – BASIC OF ESA PROCUREMENT

## Basic Step-by-Step Recipe



# HANDBOOK – BASIC OF ESA PROCUREMENT

## Basic Step-by-Step Recipe



### Notes:

- Maximum length of a proposal is 25 pages (without PSS forms)
- Maximum of 2 independent and unrelated proposals



# HANDBOOK – BASIC OF ESA PROCUREMENT

## Basic Step-by-Step Recipe



- **ALL** questions related to this Invitation to Tender must be submitted via **ESA-STAR Tendering** in your Bidder Restricted Area. \*\*
- Those Questions and Answers that are of relevance to all Tenderers, will be published on EMITS as a clarification for the benefit of all Tenderers.

**\*\* With the exception of questions relating to EMITS and ESA-STAR which should be addressed to [IDHelp@esa.int](mailto:IDHelp@esa.int)**

