

5th Call for Outline Proposals under the Plan for European Cooperating States (PECS) in Cyprus

AO/1-10838/21/NL/SC

16th June 2021

DISCLAIMER



This presentation material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender) [AO/1-10838/21/NL/SC](#)

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 ITT.

Please ensure that your Outline Proposal is compliant with the requirements contained in the [AO/1-10838/21/NL/SC](#) documentation.



Overview of PECS Results



1st PECS Call	28 proposals were received, 7 were approved Success Rate: ~25% Scores range: 48 – 69, Average: 53.7
2nd PECS Call	21 proposals were received, 9 were approved Success Rate: ~43% Scores range: 47.5 – 69.5, Average: 57.8
3rd PECS Call	13 proposals were received, 7 were approved Success Rate: ~54% Scores range: 49 – 73.5, Average: 57.4
4th PECS Call	30 proposals were received, 9 were approved Success Rate: ~30% Scores range: 56.5 – 71.5, Average: 62.2

**Last call of
the first
PECS period!!**



1. **ESA Tools - Basics of ESA Procurement**
2. Fifth Call Overview
3. The Cover Letter
4. Activity Types
5. Key Programmatic Notes
6. Common Mistakes



1. ESA Tools - Basics of ESA Procurement (2/2)



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

Registration on ESA-STAR is a **pre-requisite** to do business with ESA

b) **ESA-STAR Publication** (<https://esastar-publication.sso.esa.int/>)

All ITT related documents can be found in EMITS. Here you request the system to create a **Bidder Restricted Area** in ESA-STAR Tendering

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

In the Bidder Restricted Area you can request for clarifications and **submit the proposal**

d) **ESA-MATCH** (<https://esastar-esamatch.sso.esa.int/>)

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



HANDBOOK – BASIC OF ESA PROCUREMENT

ESA electronic procurement tools



<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

DOING BUSINESS WITH ESA esa

Doing Business with ESA

This portal provides access to the different ESA IT Corporate Applications for all economic operators doing business with, or intending to interact with, ESA. A click on the "More Details..." button provided for each IT Corporate Application reveals a brief description which explains the purpose of and process supported by the related system. To access any of the applications, please use the "Access" buttons. Some systems can be entered as a guest user, without the need to log-in. However, functionalities and data available will be limited. Additional information about the ESA Procurement Process and further useful links for economic operators are provided on the right-hand side.

esa-star
Registration

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

esa-star
Tendering

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

esa-star
Publication

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

esa-star
esa-match

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

esa-star
ECM

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

esa-p

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

About ESA's Procurement Process

Useful Links

[→ THE EUROPEAN SPACE AGENCY](#)

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration



DOING BUSINESS WITH ESA

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More Details... Access

Login Register your entity

esa-star Publication

More Details... Access

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Useful Links

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Register in esa-star Registration



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



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Access Tenders and ESA procurement related news

Login
Register your entity

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EMITS
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esa-match



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Network, find partners, advertise

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HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Tendering



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Doing Business with ESA

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About ESA's Procurement Process

Useful Links

Submit your proposal

Doing Business with ESA v. 1.0

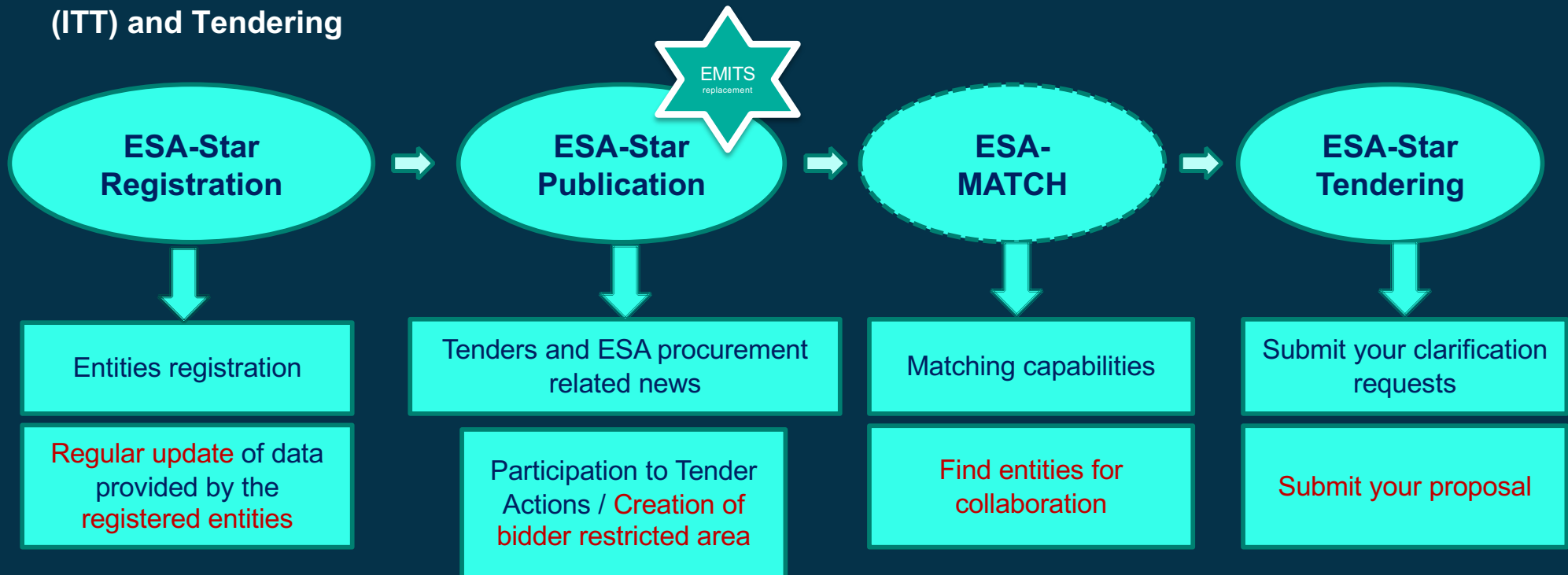
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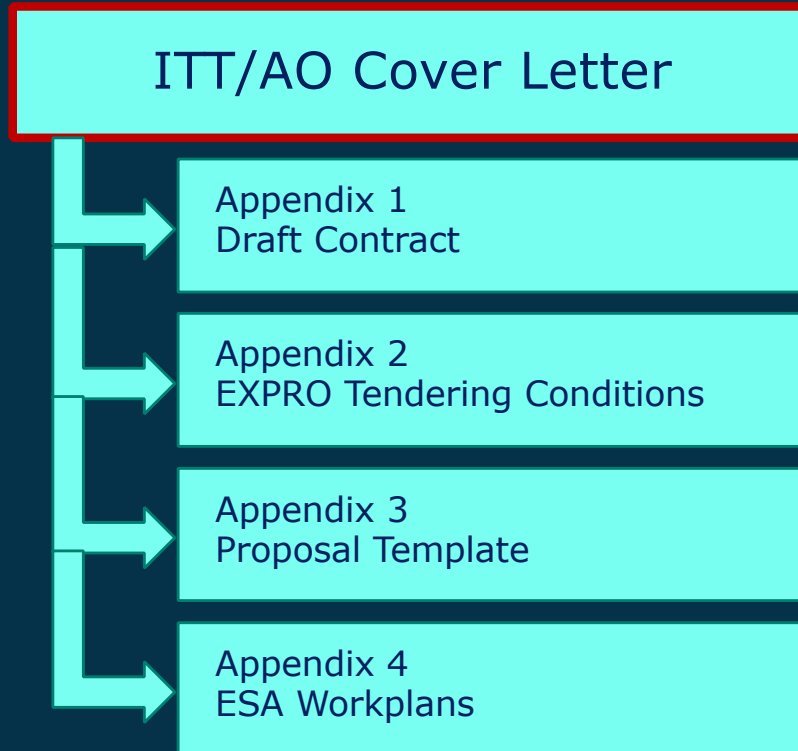
1. ESA Tools - Basics of ESA Procurement

Main tools supporting the procurement process:

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



2. Seventh PECS Call Overview



ITT Reference:
ESA AO/1-10838/21/NL/SC

ITT published on **24th June 2021**

Submission Deadline on **31st August 2021**
at **13:00 (CET)**

Maximum budget: **1.0 M Euros**

First contracts: **Q2 2022**



3. Cover Letter

The Cover Letter contains essential information on the ITT e.g.

- The name of the responsible **Contracts Officer** (*S. Courtois*)
- **Submission deadlines** for evaluation
- **Activity Types** description and **price** constraints
- **Contractorship** and **programmatics** constraints
- Description of the **evaluation process** and selection
- **Evaluation Criteria**
- **Instructions and restrictions** for proposals submission

Read the Cover Letter very carefully and be sure to comply



4. Type of Activities

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

- a. **Research and Development (R&D) activities** - not higher than Euro 250.000
- b. **Space (downstream) applications** - not higher than Euro 175.000
- c. **Preparatory activities** - not higher than Euro 100.000
- d. **Education activities** - not higher than Euro 50.000

Details on the activity types are given in the Cover Letter

5. Key Programmatic Notes



1. The Call is addressed only to **Cypriot entities** (Tasks for non-Cypriot entities in other ESA Members, while welcome, shall **not exceed 20%** of the price, must be **fully justified** and cannot consist of any **core activities**)
2. No duplication of ongoing and intended activities in ESA (**see Appendix 4**)
3. The proposed activity shall have **potential for further use or development** in ESA activities (development of space-related capabilities, creation of relations with **space firms** in ESA Members States, involvement of **end-customers** for future use)
4. The proposed activities shall lead to potential cross-sectorial **products/services**, increase the competitiveness and bring **long-term benefits to Cypriot industry**, foster the economic growth or provide societal benefits to the Country
5. Only proposals with an overall **mark >55** will be recommended (at last 4th Call was 50)
6. 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.
7. Most activity types require **involvement of industry** in a meaningful way
8. Most activity types require or strongly encourage the involvement of an **end-customer**

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Other specificities of the 5th Call



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 prime sub-contractor is restricted to a maximum of 2 (two) independent and unrelated proposals.
- The maximum number of combined proposals to be submitted per Tenderer is restricted to a maximum of 3 (three) independent and unrelated proposals. This means a maximum of e.g. two as prime and one as sub-contractor, one as prime and two as sub-contractor.

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 Cyprus.

For all submitted proposals, the bidder **must** be able to commence work prior to 1st July 2022.

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6. Proposal Template: Most Common Mistakes

Criterion 1

1. **Objectives** difficult to understand or **not clearly stated** (keep to max 2 sentences)
2. Poor or **missing technical requirements** (e.g. not covering the space environment, not quantified or verifiable, not matching market need, not covering key functions and features to be implemented)
3. Poor or **missing engineering approach** (e.g. baseline concept not described, missing reviews, lack of testing or validation)
4. Poor or **inadequate programme of work** (e.g. missing customer or industry involvement, missing development steps or testing) and inconsistency between text, workflow logic, WPD and GANTT
5. **Poor WPD** (e.g. insufficient detail to understand the full scope of the work, no clear responsibilities or clear split between companies' tasks)
6. **Poor WBS** (e.g. too few WPD, WP with tasks for more than one entity – please separate them!)

Criterion 2

1. Not meeting the **programmatic constraints of the cover letter** (e.g. proposal not related to ESA needs or programmes, not space related, no user involvement, no industry involvement, no path to recurring benefit (e.g. marketable product/service))

6. Proposal Template: Most Common Mistakes

Criteria 3

1. **Poor planning** (e.g. insufficient detail, **no dependencies** shown, too much in parallel...)
2. **Non-credible costing** (e.g. hours not corresponding to described scope work in WPD, procurement of inappropriate items, excessive travel costs, price = ceiling, procured items not detailed or justified)
3. Items that can be considered **infrastructure** or normal tools/ facilities are **not eligible**

Criteria 4

1. Some of the **documents not signed** or missing (e.g. Cover Letter, PSS Forms)
2. **Non compliance with tender conditions**
3. Disagreeing with the **Draft Contract** (that you accepted by signing the Cover Letter)
4. Leaving **incomplete or empty part** of the proposal (e.g. If not applicable, state why)

6. Proposal Template: Most Common Mistakes

- ✓ **RESUBMISSIONS MUST** be declared. The previous **TEB comments** given in a debrief **MUST** be taken into account. We expect **significant and meaningful changes**. If not – it will be rejected again.
- ✓ **MAXIMUM PRICE IS NOT TARGET PRICE!!** Verify the **credibility of costs** with respect to the work described in WPD (all costs must be transparent, clear and justified).
- ✓ **THE SCHEDULE MUST BE ALIGNED** with the **WBS** and **WORKFLOW**, and must be sufficiently detailed to **allow close progress monitoring**. Each task in the schedule should not be more than a few months to ensure this.
- ✓ **PROGRAMMATICS**: No clear path to a **recurring benefit** (product/service). No inclusion of **end customer**. Insufficient **involvement of industry**. Not taking into account current **European capability** or not building **international links** / business opportunities.

7. Sources of help

These other sources of information and help are available to you at the following link (valid until 02/09/2021):

<https://esabox.esa.int/owncloud/index.php/s/0nSXOcuLGvuXLEq>
password: **Cy5#2021**

- PECS 5th Call Presentation
CY5_Briefing_Presentation.pdf
- Example Proposal (*NB! DO NOT COPY THE TEMPLATE OR CONTENTS*)
PECS_Example_Proposal.pdf
- Basics of ESA Procurement Handbook - (*How to use ESA IT systems*)
CY5_Handbook Basic of ESA Procurement.pdf
- Proposal Submission Checklist - (*Have you done everything?*)
PECS_PROPOSAL SUBMISSION HIGH LEVEL CHECKLIST.pdf

Questions/ Clarifications?

Please email, before 12:00 17 June 2021:

To Giuseppe.dAquino@esa.int

Cc: Stephen.Airey@esa.int

With title: "CY5 Call Question"

You will get answers within 23 June 2021

After the ITT Opening
Sandy.Courtois@esa.int

