

Invitation to Tender for the Fifth Call for Outline Proposals
under the Plan for European Cooperating States (PECS) in
Cyprus

HANDBOOK

BASIC OF ESA PROCUREMENT

16/06/2021



DISCLAIMER



This handbook material does not contain sufficient information to be used, in any way, in the context of the ITT (Invitation-to-Tender)

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

Please ensure that your Outline Proposal is compliant with the requirements contained in the **official ITT [ESA AO/1-11236/22/NL/SC]** documentation found on esa-star.

Registration in esa-star is an essential pre-requisite to bid!

To register in esa-star:

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



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



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

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esa-star Registration



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Register in esa-star Registration

esa-star Registration

esa-star Publication

esa-star esa-match

esa-star ECM

esa-p

About ESA's Procurement Process

Useful Links

Doing Business with ESA v. 1.0

Contact Us

YouTube Twitter Facebook Instagram



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration



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

esa-star Registration supports the following processes:

- Registration of Legal Entities in the ESA corporate systems for tendering, purchase and financial tasks
- Collection and regular update of data provided by the registered entities used by ESA procurement, industrial policy and finance processes
- Registration and maintenance of entities' user information, in order to grant them access to the **esa-star Registration**, **esa-star Publication**, **esa-star Tendering**, **esa-match**, **esastar ECM** and **esa-p systems**.

esa-star Registration is made up of the two principal components:

- **esa-star Registration Public Web Site**: this application allows registration of a new entity in the ESA corporate tools.
- **esa-star Registration Internal Web Site**: this application allows updating of entity information as required and maintenance of entities' user account information, i.e. in order to grant entity users access to the **esa-star Tendering**, **esa-star Publication**, **esa-match**, **ECM** and **esa-p systems**.



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Registration



The screenshot shows the 'esa-star Registration' website. The left sidebar contains a menu with 'New Registration' highlighted in a red box, and sub-items 'Start' and 'Resume'. The main content area is titled 'NEW REGISTRATION' and contains a question: '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'. The footer contains 'esa-star Ver. 3.0 - Registration', 'Contact Us', 'Help' (highlighted in a red box), 'Privacy Notice', and 'Terms & Conditions'. Two blue callout boxes provide instructions: 'Click on "new registration" and then on "start"' and 'Download the user manual on "Help"'. The 'Help' link in the footer is also highlighted with a red box.

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

Download the user manual on "Help"



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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 SME status can be claimed. Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).



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 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:

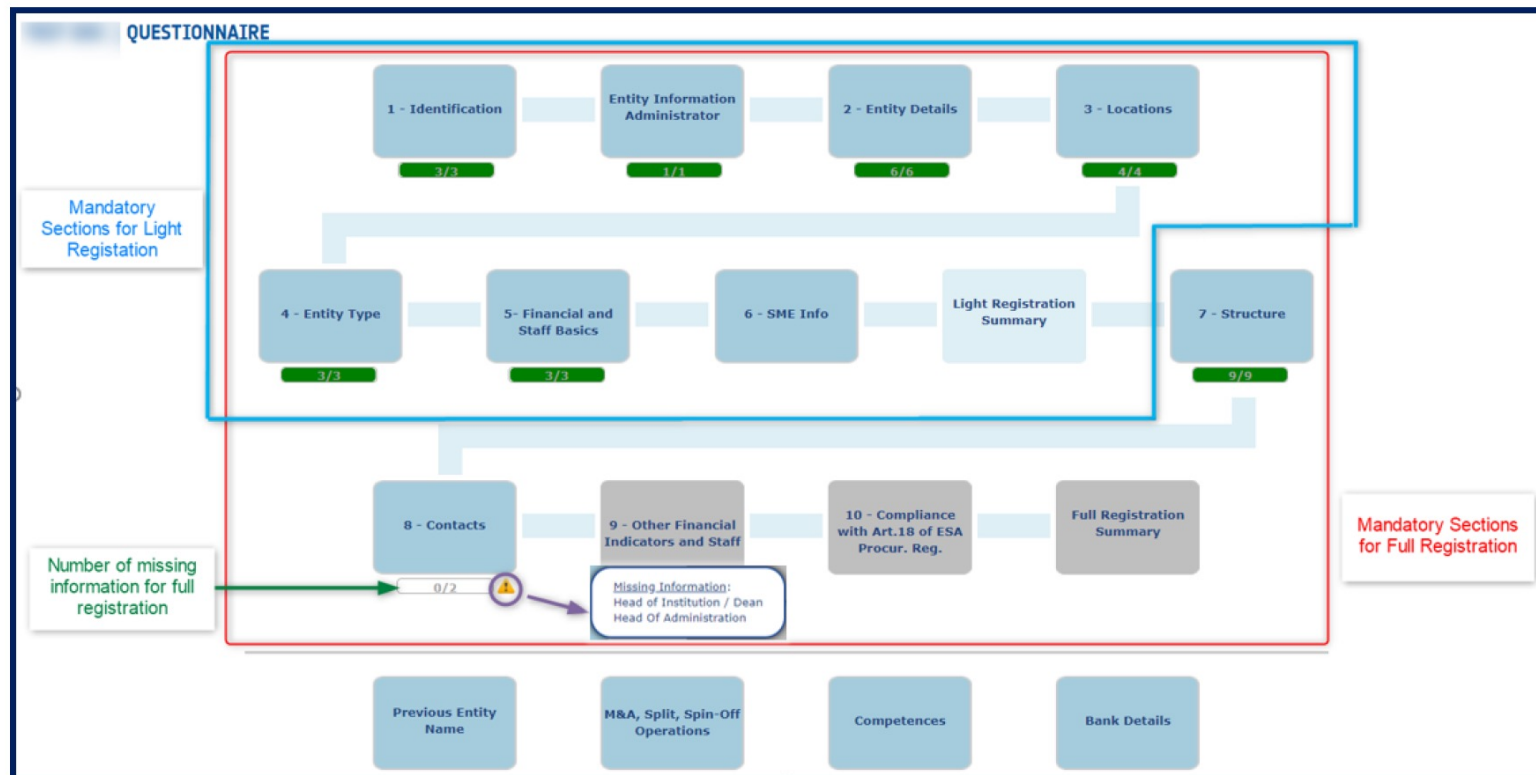
- Email esait.Service.Desk@esa.int
- Phone +39 06 941 80700



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esa-star Registration

The following image shows what information to provide for both a *Light Registration* and *Full Registration*.



Registration in esa-star is essential!

To register in esa-star:

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

Support information in esa-star Registration User Manual:
<https://esastar-emr.sso.esa.int/Account/DownloadFile>



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esa-star Publication



DOING BUSINESS WITH ESA esa

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Access Tenders and ESA procurement related news

Login
Register your entity

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

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

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

**EMITS
replacement**

About ESA's Procurement Process

Useful Links

Doing Business with ESA v. 1.0 Contact Us YouTube Twitter Facebook Instagram



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



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

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 icra

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 >

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



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

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



The screenshot shows the ESA STAR procurement portal interface. The main content area displays a list of tender actions under the heading "Tender Actions - Open Competition Issued". The list includes items such as "SC 6 - G2 TEST", "COPERNICUS SPACE COMPONENT SENTINEL OPTICALIMAGING MISSION PERFORMANCE CLUSTER SERVICE", "COMMUNICATIONS SECURITY", "COPERNICUS SPACE COMPONENT", and "COPERNICUS SPACE COMPONENT". Each item has a status button (e.g., "Issued") and a brief description.

Annotations with callout boxes highlight key features:

- Quick search:** Located at the top right of the page.
- Notifications:** Located at the top right, next to the search bar.
- Filter your preferences, save your views:** Located on the left side, pointing to the "Filters" section.
- Set your favourites to receive notifications and updates:** Located on the right side, pointing to the star icon next to a tender item.
- Download User Manuals:** Located in the center, pointing to a "Contents" dropdown menu that lists various documents like "esa-star Publication overview", "Access Expressions of Interest list", "Publication of ESA Interact", "Publication of ESA News", "Tutorials", "esa-star Publication overview", "Publication of Tender Action overview", "esa-match", "ECM", "Security Best Practices", and "ESA-STAR Documents Change Log".

At the bottom left, the footer contains "esa-star Ver. 3.0 Publication" and navigation links: "Contact Us", "Help", "Terms & Conditions". At the bottom right, there are social media icons and a "Show all" button.



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esa-star Publication



- 1 Full text search
- 2 Mark favourites
- 3 Available filters
- 4 Create a personal view
- 5 Sort your lists
- 6 Export to Excel
- 7 Access details of a tender by clicking its title



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



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



Be notified of tenders of your interest

Do you wish to receive notifications from esa-star Publication?

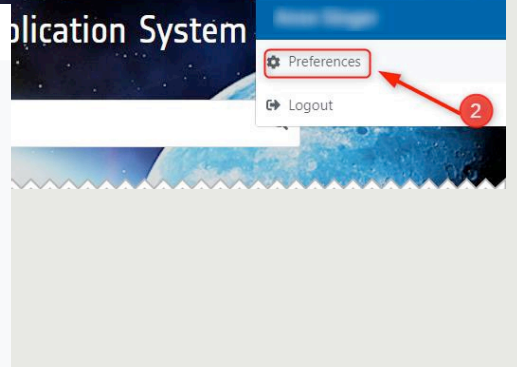
No Yes, as alerts in Publication Yes, via email and alerts in Publication

News

Tender Actions (In Open Competition)

ESA Interact

Save



Tender Actions (In Open Competition)

1

Update for which types of Tender Actions

Issued By ESA Non ESA

Directorate

Tender Actions opened to Economic Operators in my Country

Tender Actions opened to Economic Operators from other Countries

Only for the Tenders for which my entity has expressed interest

2

Receive notifications for

Tender Action Information Updates

Tender Action Package Publication, at Opening Date

Clarifications

Cancellation or Re-issuing

Extension of Closing Date

HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



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: Issued

Title and TA number: 1-28516

Announcement Date: 02/12/2020
Publication/Update date: 02/12/2020 08:51 CET
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-linewidth 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 the full TRL6 by 01.2022, which ... Read more

Description: [Red arrow pointing to the description text]

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: [Redacted]
Initiating Service: IPL-PT
IP Measure: N/A
Prog. Reference: E/0600-00 - General Studies

TA Package: [Red arrow pointing to the package section]

Clarifications: [Red arrow pointing to the clarifications section]

TA Information: [Red arrow pointing to the tender type and keywords section]

Tender Type: Open Competition
Open To Tenderers From: CH+DE+FR+IT+NL+PT+RO+SI+UK+US+Other

Technology Keywords: 26-OTHERS

Products Keywords: 14-C-III-Biobarriers
2-D-1.1.1-b-Motors C&P: Motor housing and shaft, Slingshots...
1-A-3.1-b-Heater Control

| Name | Type |
|---|----------------------|
| STANDARD_Cover_Letter_ITT_april2020 COVID-192020113-155851.docx | Letter of Invitation |
| ReportGridViewExport_AllData_10_13_2020_9_43_14 AM (1).xlsx | Statement of Work |
| EXPRO_Tendering_Conditions_october201920201023-16645.pdf | Tender Conditions |

Download [Dropdown arrow]

Navigation Bar:

- 1 Find Business Partners in esa-match
- 2 Other Interested Entities
- 3 Express Interest
- 4 Create Bidder Restricted Area
- 5 Create AD in esa-match



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-star Publication



Supporting Documentation

Supporting Documentation

ECSS Standards
www.ecss.nl

ESA Penalty Policy

ESA Security Regulations

ESA Security Regulations, rev. 1

EXPRO
The following documents, part of the "EXPRO" (EXpress PRoCurement) standard package, are made available for information only: EXPRO Tendering Conditions - EXPRO/TC, V9.9 - October 2019; EXPRO Draft Contract for R&D-type activities, V5.9 - October 2019; EXPRO Draft Contract for Small Services, V5.9 - October 2019; EXPRO Proposal Template, V7.7 - October 2019; EXPRO RFP Response Template, V4.6 - October 2019 (used in non-competitive tender actions for which a full proposal is not required). With the exception of the EXPRO Tendering Conditions (EXPRO/TC), which are not subject to context-driven modifications, all the remaining documents explicitly show all the available standard options which may be selected by the Agency for the purpose of a specific EXPRO Invitation to Tender (ITT) or Request for Proposal (RFP). With the exception of the EXPRO Tendering Conditions (EXPRO/TC) which apply in all cases, for the preparation of your proposals in response to a given EXPRO ITT/RFP and for making the declarations of compliance required thereunder, you are kindly invited to exclusively refer to the actual solicitation package (ITT/RFP) as tailored for the specific purpose and to use the templates attached thereto. DRAFT CONTRACT See the attachment: DRAFT_CONTRACT_SMALL_SERVICES_October2019_EMIT5.002.pdf See the ...

General Clauses and Conditions for ESA Contracts - ESA/REG/002
Reference Documentation Administrative Documents General Clauses and Conditions for ESA Contracts ESA/REG/002 See the attachment: ESA-REG-002_GCC.pdf Document complet en Fran?ais (sera publi? ult?rieurement)

General Clauses and Conditions for ESA Contracts - ESA/REG/002, Rev.1
Reference Documentation Administrative Documents General Clauses and Conditions for ESA Contracts ESA/REG/002, Rev.1 See the attachment: ESA_REG_002_GCC_rev_1.pdf

General Clauses and Conditions for ESA Contracts - ESA/REG/002, Rev.2
Reference Documentation Administrative Documents General Clauses and Conditions for ESA Contracts ESA/REG/002, Rev.2 See the attachment: ESA-REG-002rev2-French.pdf

Technical Standards
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

Administrative Documents
Publication Date: 18/03/2021

esa-star Ver. 3.0 - Publication

Contact Us Help Terms & Conditions

Progress Telerik

Many technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA GCC, engineering standards etc)



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esa-match



DOING BUSINESS WITH ESA esa

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

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

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

Network, find partners, advertise

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

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

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

About ESA's Procurement Process

Useful Links

Doing Business with ESA v. 1.0 Contact Us YouTube Twitter Facebook Instagram



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



esa-match profile pages for each Business Unit + Legal Entity

- Competences & Capabilities
- Experience (ESA contracts, other projects and studies [non-ESA]); Certifications)



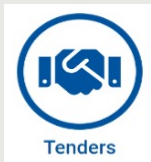
esa-match Directory

- find entities. Option to filter, display them on a map, etc



Marketspace

- place “ads” (and link them to tenders)
- “I’m looking for” + “I offer”



Tenders area

- search Tenders and ESA Interacts (new ESA Publication feature)
- area to find suitable “matches” (depending on competences set, country, etc)



“Lounge area” (communications area)

- for messages between industrial entities



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



Entity Profile Page

esa-match Directory Marketspace Tenders Match Area

esa-star
esa-match

All (Match Area)

Show Gallery

Space Entity bv is a supplier of high-reliability components for the space industry.

Entity Description

Competences & Capabilities

- Competences (GPT + Technology Tree)
- Products and Services
- Testing & Manufacturing Facilities and Labs

Experience

- Top 10 ESA Contracts
- Other Projects

Business Units

No data available

Certifications

No data available

Entity Information

- Entity Code: 1000233723
- Business Unit Code: 8000238435
- SME Status: Yes
- LSI: No
- Nationality:

Address

- Entity Information (from esa-star Registration)
- Financial Range Information
- Social Media Information

Entity Ads

Send Communications

esa-star Ver. 3.0 - esa-match Contact Us Help



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



esa-match directory

- To display, search and browse the list of entities in esa-match
- Entities are displayed in 2 different views:
 - As a list (by default)
 - As an interactive map (by clicking on **“Show Map”**)



- List of entity profiles
- Map view of entities. A click reveals additional information and links to an entity's profile page

The screenshot shows the esa-match directory interface. At the top, there is a search bar with 'esa-match Directory' and a search icon. Below the search bar, there are filters and a 'My Favourite Entities' toggle. The main content area shows 'Results : 356 item(s) found' and a list of entities. One entity, 'esa-star Rel 3.0 - PO Entity 2', is highlighted with a red arrow. To the right, a map view is shown with a red arrow pointing to a detailed information popup for 'Prime S.p.A.' with the following details:

- Entity Code: 1000005206
- Business Unit Code: 8000018689
- Nationality: IT-Italy
- Via San Salvador
- 00071, Pomezia (RM)
- IT-Italy



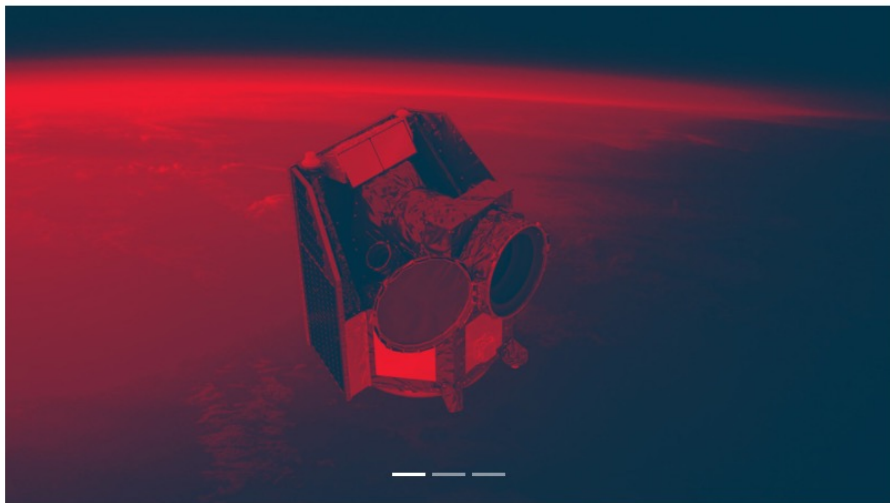
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esa-match



esa-match
marketplace

Ad Details




My Sentinel-5 Ad

We are looking for a consortium member

My text for the abstract

Published on: 23/09/2020

Expiration Date: 04/09/2022

Looking for Entities In: IT-Italy 


Type of Entity Wanted: Any

Status: Published

Link at the Tender Action: [🔗](#)

DESCRIPTION FROM BUILD REVIEW #5 TEST ELASTIC

Entity Information

 **Test POEntityNewRegistration**
1000033634 - 8000038670
IT-Italy

[CONTACT ENTITY](#) [REPORT AN ISSUE TO ESA](#) [CLOSE](#)



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-match



esa-match Tenders

The screenshot shows the ESA Match Tenders interface. At the top, there's a navigation bar with 'My Entity Profile', 'esa-match Directory', 'Marketplace', 'Tenders', and 'Match Area'. Below this is a search bar with 'Tenders' selected. The main content area shows 'Results : 150 items found' and an 'Export in Excel' button. There are filters and sorting options (Most Recent, A-Z, 10 items). The main content is divided into three sections: 'Entities having Expressed Interest', 'Ads Matching a Tender', and 'Potential Matching Entities'. Each section contains several cards with entity names and a 'Match Details' button. Yellow arrows point from the explanatory text boxes on the right to these sections.

Expressions of Interest
This section shows all entities that have expressed interest in this particular tender (via esa-star Publication, the new EMITS)

Ads linked to the tender
This section shows all ads in the Marketplace linked to the tender which were placed by entities

Other Matching Entities
This section shows entities with matching Product and Technology keywords, identified automatically by the system



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esa-star Tendering



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esa-star
Registration

More Details... Access

Login
Register your entity

esa-star
Tendering

More Details... Access

esa-star
Registration

More Details... Access

About ESA's Procurement Process

Useful Links

Submit your proposal

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→ THE EUROPEAN SPACE AGENCY

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ESA – STAR Tendering



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

 Create Bidder Restricted Area

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

HANDBOOK – BASIC OF ESA PROCUREMENT

ESA – STAR Tendering



CONTACT US

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

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

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)



HANDBOOK – BASIC OF ESA PROCUREMENT

esa-p



DOING BUSINESS WITH ESA esa

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ESA Portal for suppliers

About ESA's Procurement Process

Useful Links

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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>

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esa-p



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:

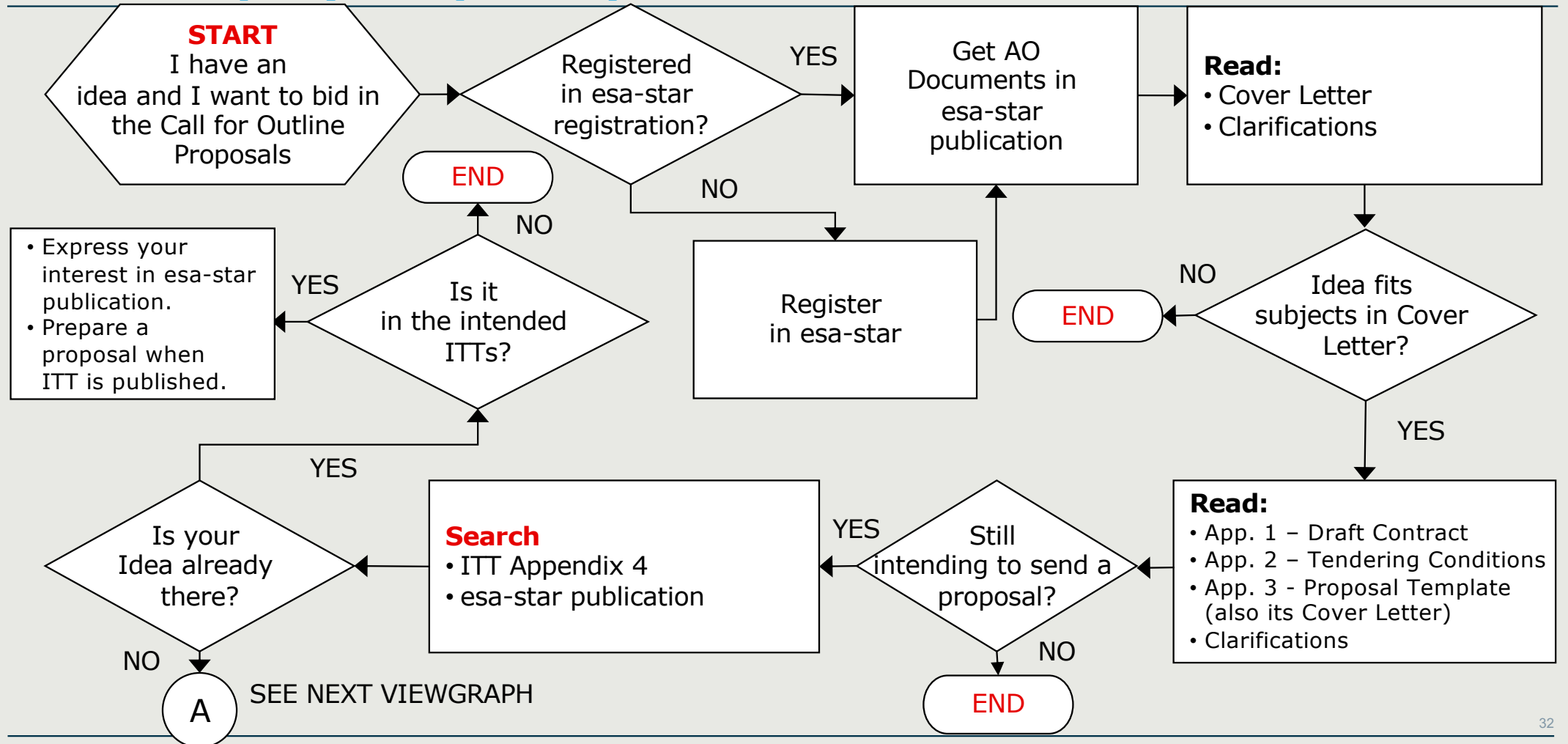
Intra-community transactions supplied to an International (Governmental) Organisation (**like ESA**) are free of VAT according to Directive 2006/112/EC Article 151 1.b. if the related exemption form (still referring to Directive 77/388/EEC - Article 15/10) is issued and provided to the entitled supplier. 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



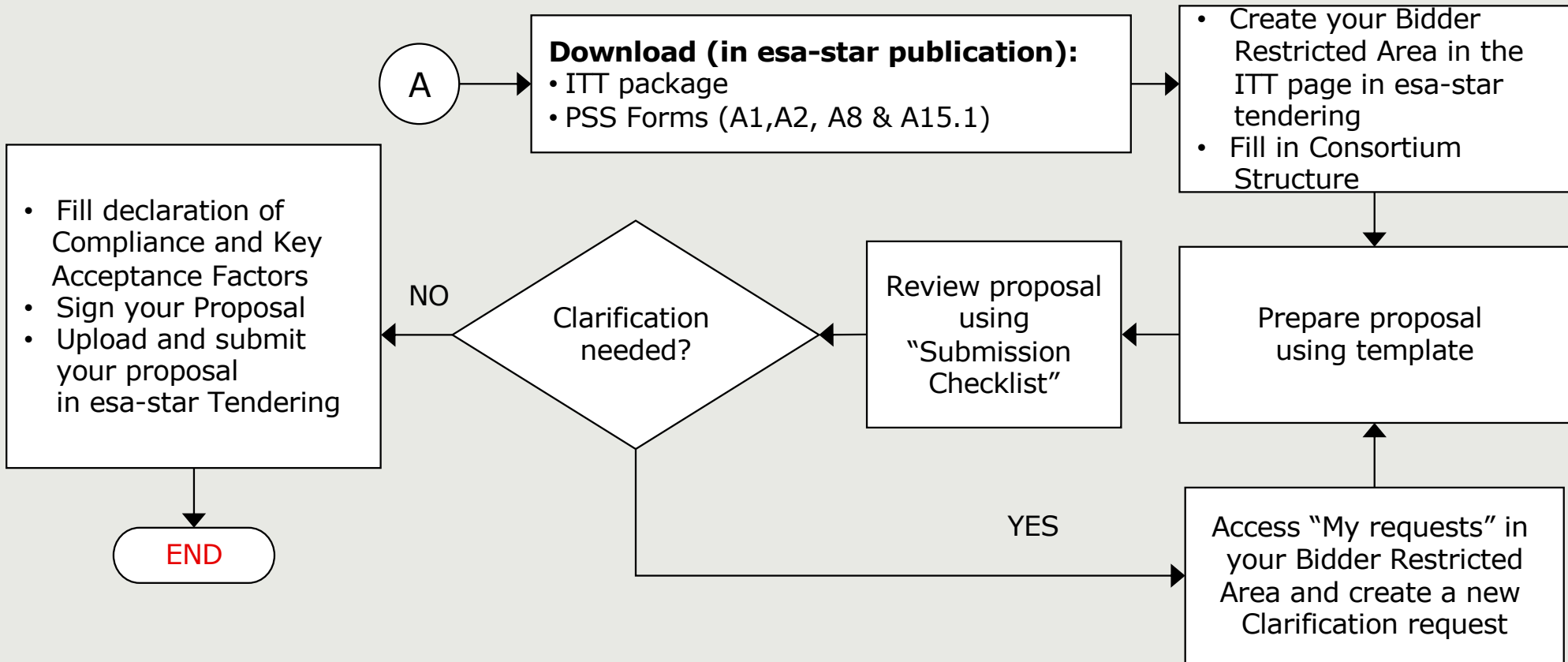
HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



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- **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 esa-star publication as a clarification for the benefit of all Tenderers.

