

# Tenth Fixed Call for Proposals under the Plan for European Cooperating States (PECS) in Cyprus

CfP/5-50095/24/NL/MH/yd

Nicosia, 08/10/2024

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# Agenda



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|               |   |
|---------------|---|
| 08:45 – 09:30 | Registration  |
| 09:30 – 09:40 | Welcome Address by the Director of the Department of Electronic Communications<br>Mr. Georgios Komodromos |
| 09:40 – 10:30 | 10th ESA PECS Call Briefing (Overview)  |
| 10:55 – 11:40 | How to write a good proposal  |
| 11:50 – 12:20 | Overview on Technology Readiness Levels (TRLs)  |
| 14:00 – 17:30 | 1-2-1 Meetings  |



# Disclaimer



This presentation material does not contain sufficient information to be used, in any way, in the context of the Call for Proposals **CfP/5-50095/24/NL/MH/yd**.

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

Please ensure that your Proposal is compliant with the requirements contained in **the Call for Proposals CfP/5-50095/24/NL/MH/yd documentation** that will be published on esa-star Publication.



# The objectives of PECS



## The key goals are:



- To increase the national space competences in industry, academia and through education
- To enable ESA and the ECS to working together on concrete activities
- To associate the ECS with ESA programmes, activities and use of ECSS via dedicated Announcements of Opportunities
- To prepare in the most efficient manner to potentially become an Associate Member

## What this means:

- Raise awareness and improve space related education
- Spin out academic research to industry
- Improve the knowledge, skills and experience in space ('build the company CV')
- Develop products and services that can be sold on a recurring basis (build 'sustainable' business)
- Build international cooperations, connections and supply chains

Note: PECS does this via contracts that fund mainly manpower/IPR development – it does not fund infrastructure

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# New capabilities and countries in European space conference

14<sup>th</sup> & 15<sup>th</sup> May 2025, Rome, Italy

1. Dedicated thematic sessions
2. Networking opportunities and social events
3. Poster session
4. Free training course sessions
5. ESA presentations about needs and opportunities

→ PECS



Associate Members



3rd ESEIS meeting  
organised by Slovak  
Space Office and  
ASD-Eurospace will  
take place on May 16  
in the same venue



# Summary of the presentation

1. ESA Tools – Basics of ESA procurement
2. Type of Activity Overview
3. Tender Package for Fixed Call for Proposals
  - a. Cover Letter
  - b. Draft Contract
  - c. Tendering Conditions
  - d. Proposal Template
4. The Tender Evaluation
5. The Negotiation Period
6. Debriefing
7. Schedule
8. Questions



# 1. ESA Tools – Basics of ESA Procurement





# 1. ESA Tools – Basics of ESA Procurement



<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



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# 1. ESA Tools – Basics of ESA Procurement

## 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 Tender 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 esa-match (<https://esastar-esamatch.sso.esa.int/>)

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



### Further Instructions

[ESA - esa-star: open for business](#)

<https://esastar.sso.esa.int/Lists/List%20Training/Forms/AllItems.aspx>

# 1. ESA Tools – Basics of ESA Procurement



## esa-star Registration

## 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 Announcements



ESA Programmes Information



Register in ESA-STAR Registration





# 1. ESA Tools – Basics of ESA Procurement



## esa-star Publication

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esa-star Announcements



ESA Programmes Information



Access Tenders and  
ESA procurement related news

More Details... Access

More Details... Access

More Details... Access

More Details... Access

More Details... Access

More Details... Access

More Details... Access

More Details... Access

About ESA's Procurement Process

Useful Links



# 1. ESA Tools – Basics of ESA Procurement



## esa-star Tendering

## 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.

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esa-star Announcements



ESA Programmes Information



**esa-star**  
Registration

More Details... Access

**esa-star**  
Tendering

More Details... Access

**esa-star**

More Details... Access

**esa-star**

More Details... Access

Submit your proposal

About ESA's Procurement Process

**esa-star**  
ECM

More Details... Access

**esa-star**  
CCD

More Details... Access

**esa-star**  
ASTRA

More Details... Access

**esa-p**

More Details... Access

Useful Links





# 1. ESA Tools – Basics of ESA Procurement



## esa-star esa-match

## 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.

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esa-star Announcements



ESA Programmes Information



Network, find partners, advertise what you offer

The main content area features a grid of application tiles. Each tile includes an icon, the application name, and two buttons: "More Details..." and "Access".

- esa-star (top row, first three tiles)
- esa-star esa-match (top row, fourth tile, highlighted with a blue border and a green arrow pointing to it)
- esa-star ECM (bottom row, first tile)
- esa-star CCD (bottom row, second tile)
- esa-star ASTRA (bottom row, third tile)
- esa-p (bottom row, fourth tile)

About ESA's Procurement Process

Documents

Useful Links



## 2. Type of Activity Overview





## 2. Types of Activity



The subject of the Tenth Fixed Call for Proposals under the PECS in Bulgaria (CfP/5-50098/24/NL/MH) is exclusively for the following activity types:

| ESA-star  |
|---|
| <b>Type A</b> – Research and preparatory activity                                     |
| <b>Type B</b> – Flight and ground segment related research and development activities |
| <del>Type C</del> – Flight Opportunities <b>N/A to this call</b>                      |
| <b>Type D</b> – Space science activities  |
| <del>Type E</del> – Satellite development <b>N/A to this call</b>                     |
| <b>Type F</b> – Space (downstream) Applications                                       |
| <b>Type G1</b> – Education activities – University courses                            |
| <del>Type G2</del> – Education activities – PhD Theses <b>N/A to this call</b>        |



### 3. Tender Package for Fixed Call for Proposals



# 3. Tender Package – Call Overview



## Call overview

Call for Proposal (CfP) reference is **CfP/5-50095/24/NL/MH/yd**

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
| Draft Contract | CfP Tender Conditions | Proposal Template |

**Call for Proposals (CfP) published**

- 4<sup>th</sup> November 2024

**Submission Deadline**

- 13<sup>th</sup> December 2024, 13:00 CET

**Maximum budget**

- 1,600,000 EUR

**First contracts**

- Q2 2025





## 3a. Tender Package – Cover Letter

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
| Draft Contract | CfP Tender Conditions | Proposal Template |

## 3a. Tender Package – Cover Letter

The Cover Letter contains a number of essential features regarding the Call.

This includes:

- The name of the responsible Contracts Officer, **Ysee Douenne**.
- **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**



## 3a. Tender Package – Cover Letter

**The Cover Letter indicates the formal conditions of submission.**

**This includes:**

- The exact duration of the tendering period;
- The exact date, **13<sup>th</sup> December 2024**;
- The exact time, **13:00 (CET / Amsterdam time zone)** by which proposals must be submitted.

**The Call is expected to be published on:**

**4<sup>th</sup> November 2024**

**To be found on:**

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



## 3a. Tender Package – Cover Letter



### See Section 2 of the Cover Letter

- The present Call for Proposals is addressed **only to Cypriot** companies (including SMEs) or academic and research organisations.
- Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from companies or organisations **residing in Cyprus**, which operate in accordance with the **laws of the Republic of Cyprus**.
- Tasks may be assigned to **non-Cypriot entities** registered in other ESA Member States as sub-contracts (or services).
  - Such tasks shall in any case not constitute the core activities of the proposed study or development and, for sub-contracts, shall not exceed 20% of the total price.



## 3a. Tender Package – Cover Letter

### Tips – when to include a sub-contractor:



- (Foreign) Sub-contractors are **highly encouraged** where it leads to a long-term relationship that may help establish supply chain partnerships
- Be sure to **explain clearly** what the sub-contractor / service provider / partner / customer is doing and **why they are needed in the proposal**
- The **rationale** of the proposed industrial organisation should be **well-justified**.

### Examples:

- A potential customer may help you with **defining technical requirements and/or specifications or performing tests and/or qualification** (*as sub-contractor or external service provider*).
- If test or qualification facilities are necessary and these are not available in the country or the know-how to do it, **you may have a European partner within the ESA Member States** (*as sub-contractor or external service provider depending on scope*).
- If your company/institute has no or little expertise in space activities, a European partner may be part of the team (*as sub-contractor or external service*), but **you MUST ensure that Cypriot entities are doing the core activities** (*Intellectual Property MUST remain within Cyprus and minimum 80% budget MUST go to Bulgarian entities*).

## 3a. Tender Package – Cover Letter



### What is the difference between a Subcontractor and External Services?

**External services** cover recurring services that need no development effort: e.g. hire of facilities, standard tests, computer services, manpower services (*e.g. consultancy*), plating of parts, services for procurement of HIREL parts, etc. The costs for these should be shown on the **PSS A2 form of the Prime Contractor** under Other Cost Elements Point 3.7 and further detailed on Exhibit A.

A Third Party should be involved as **subcontractor** (*not as external services*) when they are contributing to the development work of the project, when they are **responsible for the realisation of specific work packages**. To include a Third Party as Subcontractor also involves a **firm commitment** by the Third Party (*contract between Prime contractor and Subcontractor*) and is especially recommended when this Third Party is essential to carry out the activity and there are not multiple alternatives.



## 3a. Tender Package – Cover Letter

See Section 2 of the Cover Letter



The total maximum budget for this Call is:

**1,600,000 EUR**

(One Million and Six Hundred Thousand Euro)

*(maximum sum total of all contracts awarded)*

## 3a. Tender Package – Cover Letter



**See Section 4 of the Cover Letter**

The subject of this Call is exclusively for the following activity types:

- **Type A** – Research and preparatory activity
- **Type B** – Flight and Ground segment related research and development activities
- ~~Type C – Flight Opportunities~~ NOT APPLICABLE TO THIS TENDER
- **Type D** – Space science activities
- ~~Type E – Satellite development~~ NOT APPLICABLE TO THIS TENDER
- **Type F** – Space (downstream) applications
- **Type G** – Education activities
  - **G1** – University courses
  - ~~G2 – PhD Theses~~ NOT APPLICABLE TO THIS TENDER



# 3a. Tender Package – Cover Letter



## Type A – Research and preparatory activity

- Aimed at **preparation for participation in ESA optional programmes** or the initial steps of a **product development** for Space, with potential for use in future ESA missions or commercial missions.
- E.g., feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard based demonstrators.

### Constraints:

- All general constraints apply
- Minimum start TRL: **TRL 1**
- Maximum end TRL: **TRL 3**
- Expected duration: **9-15 months**
- Minimum mark for recommendation: **55**
- Price: not higher than **200,000 EUR**
- Prime contractorship: may be led by either industry, universities/research organisations or other national entities depending on the context
- **Inclusion of an end-customer is strongly encouraged**



- ✓ This is essentially a 'Cypriot-only TDE' with open call.
- ✓ Very good for start-ups and companies new to space.
- ✓ Can support both subscribed programmes and those to be subscribed to in the future.



## 3a. Tender Package – Cover Letter

### Type B – Flight and Ground segment related research and development activities

- Activities in the form of equipment to build competences and capabilities centred on **products or generic technology** development with potential for re-use on ESA or commercial missions.
- Ground equipment and mission operation systems (*EGSE, MCS, OGSE, ground stations or test equipment related*) may also be considered if it is clearly demonstrated that it would lead to a recurring product/ service.

#### Constraints:

- All general constraints apply
- Minimum start TRL: **TRL 3**
- Maximum end TRL: **TRL 5**
- Expected duration: **15-24 months**
- Minimum mark for recommendation: **60**
- Price: not higher than **500,000 EUR** for **hardware development activities** and a price not higher than **250,000 EUR** for all other activities
- Prime contractorship: **MUST** be **led by industry** and **MUST** include a **potential end customer as subcontractor**.
- Cooperation with Academia is encouraged.



- ✓ Preparation and support for future subscriptions to ESA programmes.
- ✓ Building a sustainable business based on products.



# 3a. Tender Package – Cover Letter



## Type D – Space science activities

- Supporting the involvement of Cypriot researchers leading to potential of future involvement in ESA science mission core team and publication of peer reviewed scientific papers.

### Constraints:

- TRL requirements: **not applicable**
- Expected duration: **24-36 months**
- Minimum mark for recommendation: **55**
- Price not higher than **70,000 EUR**
- Prime contractorship **MUST** be **led by Academia**
- **MUST** include **non-Cypriot entity with ESA core science team experience**



- ✓ To provide a path to inclusion in ESA science core teams
- ✓ International collaboration is key



# 3a. Tender Package – Cover Letter



## Type F – 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 ensure the **introduction of a product to a first customer** and to **enter into customers supply chain**.

### Constraints:

- All general constraints apply
- Minimum start TRL: **TRL 5**
- Maximum end TRL: **TRL 8**
- Expected duration: **no time indication foreseen**
- Minimum mark for recommendation: **60**
- **MUST be co-funded** to a **minimum level of 25% of the total cost** of the activity (e.g., If ESA pays 150k EUR, the total cost is at least 200k EUR). No profit is allowed.
- Agency funding not higher than **200,000 EUR**
- Prime contractorship: **MUST be led by industry** with the capability to commercialise the service
- **MUST include an end-user customer as a subcontractor**, may include academia for technical support
- Cannot be used for repetitive product uptake scenarios.



- ✓ To enter the market with space technology-based products and enable sustainable business.
- ✓ To bring Downstream Applications into operational use.



## 3a. Tender Package – Cover Letter

### Type G - Education activities

**G1 – University courses** (development of additional courses/modules to an existing BSc or MSc degree) leading to a qualification in space-related topics that **correspond to the needs of the Cypriot space industry** and to encourage a career in space and answer to national space industry needs.

#### Constraints:

- TRL requirements: **not applicable**
- Expected duration: **maximum of 36 months**
- Minimum mark for recommendation: **55**
- Price: not higher than **100,000 EUR**
- Prime contractorship: **MUST be led by academia** and **industry MUST be involved** as a partner in the definition of the courses, practical lessons and/or topics.
- The provision of industrial internships as part of the course is encouraged as part of course module development.



- ✓ Development of key space competences.
- ✓ Development of a qualified Cypriot workforce.
- ✓ Improving cooperation of Academia and Industry.

# PECS for product/service development: Downstream



## Type F) Space (Downstream) Applications

Typical outcome:

- Final performance requirements.
- System qualified and ready to be applied in a real user case
- Customer(s) committed to buy.

## Type B) Flight and Ground Segment R&D Activity

Typical outcome:

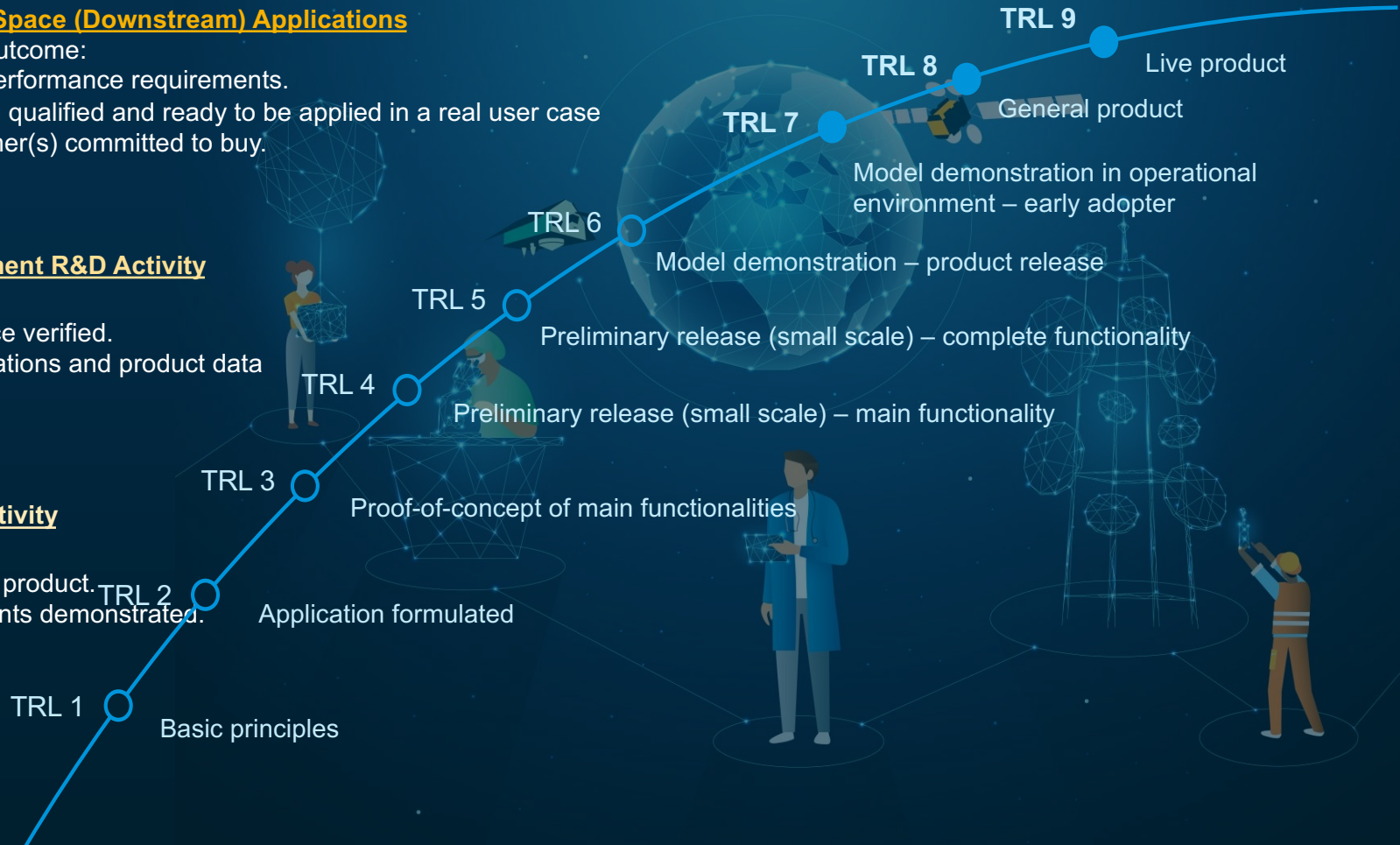
- Prototype tested and performance verified.
- Preliminary requirement specifications and product data sheet.

## Type A) Research and Preparatory Activity

Typical outcome:

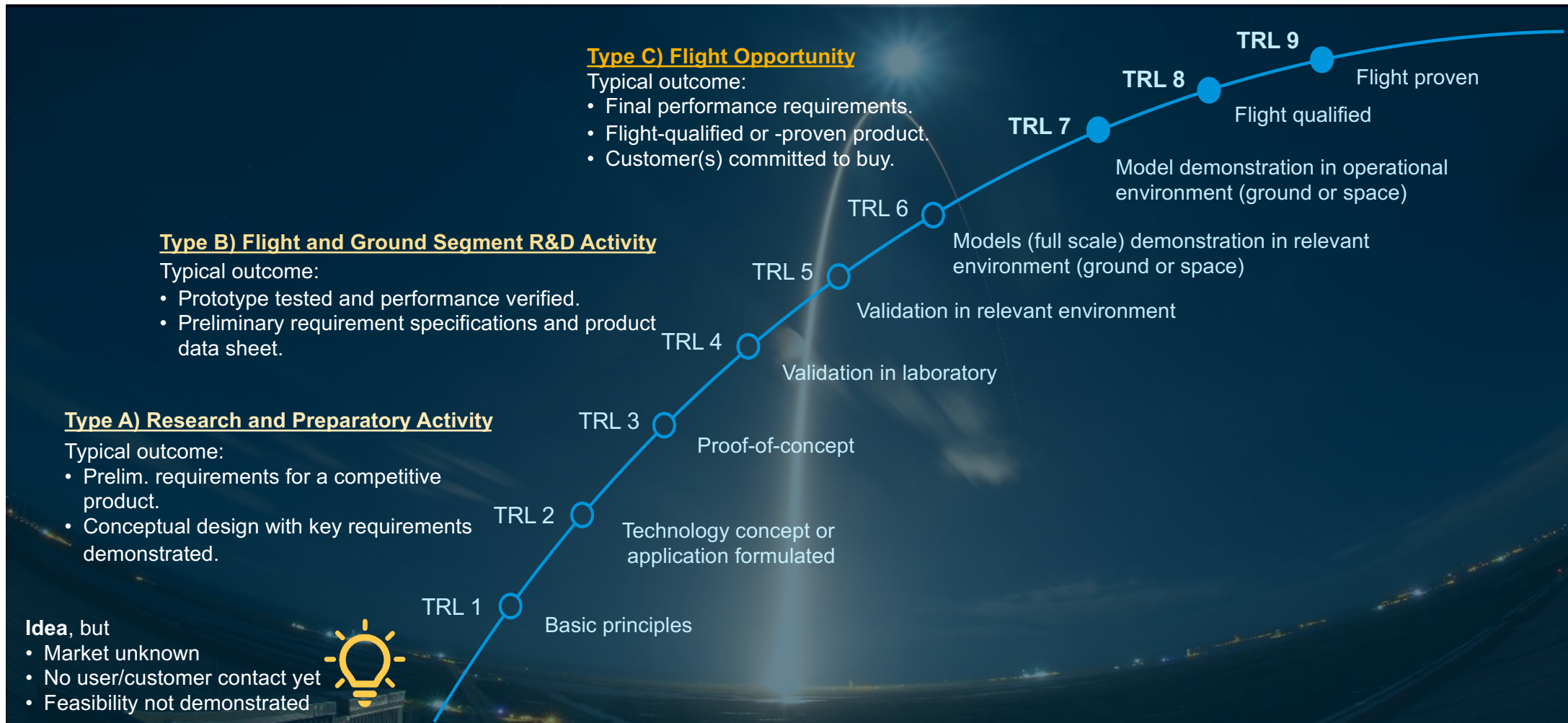
- Prelim. requirements for a competitive product.
- Conceptual design with key requirements demonstrated.

- Idea, but
- Market unknown
  - No user/customer contact yet
  - Feasibility not demonstrated





# PECS for product/service development: Upstream



## 3a. Tender Package – Cover Letter



### See Section 4 of the Cover Letter

The proposed activity shall have potential for further use or development **in at least one** of the following:

- ESA Mandatory activities (ESA Science programmes, technology programmes) or in ESA Optional programmes that Cyprus subscribes to or intends to subscribe to;
- foster the development of space-related capabilities, especially in industry;
- address specific niche markets (no competitive products available elsewhere in Europe or when a second source would be an asset);
- foster the creation of strong and long-term relations between national firms and well-established space firms in ESA Members States;
- foster the creation of strong and long-term relations between national firms and national universities and research institutions.



## 3a. Tender Package – Cover Letter

### See Section 4 of the Cover Letter

In addition, the technical subject shall **take into account the following special interests:**

- activities leading to cross-sectorial products/services relevant to different types of satellite missions that are used in several types of satellite platforms;
- activities that prepare the participation of Cyprus in ESA Mandatory activities or in ESA Optional programmes that Cyprus subscribes to or intends to subscribe to;
- activities having the potential to increase competitiveness and bring long-term benefits to Cypriot industry and to Cyprus in its participation in space activities;
- activities having the potential to stimulate economic growth or other societal benefits within Cyprus in the medium-term (i.e., within five years) and on a long-term sustainable basis.
- Activities having the potential to develop key space competences in Cyprus.

## 3a. Tender Package – Cover Letter

### See Section 4 of the Cover Letter

- Duplication

Tenderers shall avoid duplication of ongoing and intended activities in ESA activities. Such duplication and overlap may lead to rejection of the proposal. Duplication of activities carried out in EU (or public) programmes may also lead to rejection. However, complementarity to these activities is allowed.

- Infrastructure and tools

The procurement of infrastructure and generic tools (Hardware and Software) is considered out of scope of the CfP.



✓ Request a one-to-one meeting after this meeting if you would like to discuss your idea



## 3a. Tender Package – Cover Letter



**See Section 6 of the Cover Letter**

Please ensure that your tender **complies with the following essential requirements:**

- a) You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract (*ref. paragraph 9 of the Cover Letter of the Proposal Template*).
- b) Your tender is **valid during a period of fourteen (14) months** from the time limit for tender submission.
- c) The total number of **pages for the proposal shall not exceed 25**. These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).
- d) In “esa-star”, the submission shall contain three separate documents:
  - Document 1: The signed Cover Letter;
  - Document 2: **One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.**
  - Document 3: CVs

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## 3a. Tender Package – Cover Letter

### See Section 6 of the Cover Letter

The number of proposals per Tenderer (as prime contractor) **shall be restricted to a maximum of 2 (two)** independent and unrelated proposals.

The maximum number of contracts that an entity (as prime contractor) can be awarded per given activity type **shall be restricted to a maximum 1 (one)**.



Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer.

In the case of a university or research organisation, the faculties, departments or institutes can be considered as separate tendering entities (Business Unit).

## 3b. Tender Package – Draft Contract

| Cover Letter                        |  |  |
|-------------------------------------|--|--|
| <b>Appendix 1</b><br>Draft Contract | <b>Appendix 2</b><br>CfP Tender Conditions | <b>Appendix 3</b><br>Proposal Template |

## 3b. Tender Package – Draft Contract



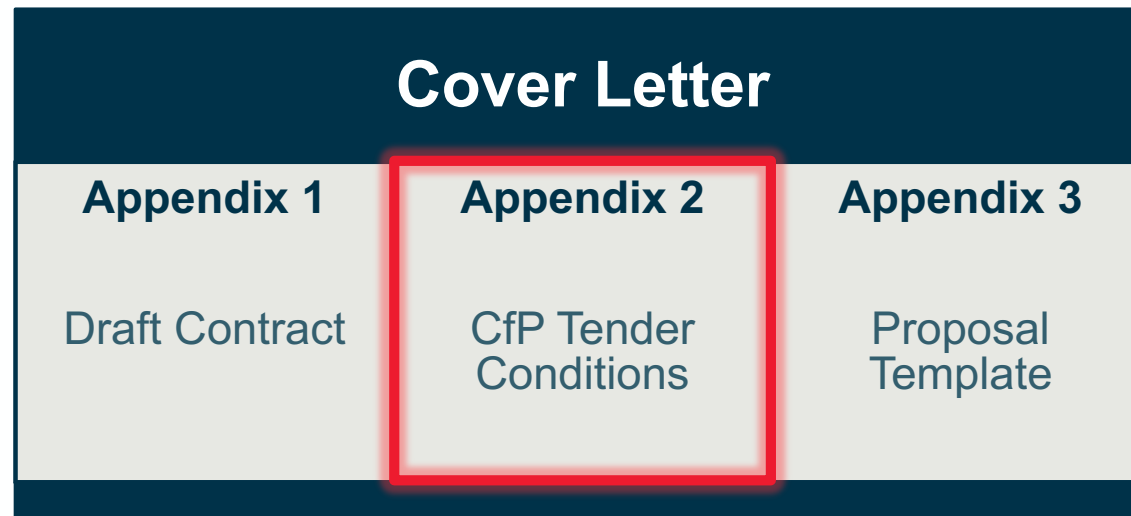
### Full compliance to terms and conditions are expected

- The Draft Contract, is based on the EXPRO (+) Contract and the “relevant” parts of the ESA General Clauses & Conditions (*ESA GC&C*) are embedded in the Contract with some adaptations.
- The Clauses with an "Option" will be finalised at the negotiation stage.





## 3c. Tender Package – Tender Conditions



## 3c. Tender Package – Tender Conditions

- The Call for Proposals Tendering Conditions (“CfP/TC”) apply instead of the ESA General Conditions of Tender.
- What type of information will you find?
  - Formal conditions for tendering (*eligibility, negotiation, retention, etc.*)
  - Compliance and Key Acceptance Factors
  - Communication with ESA
  - Proposal submission conditions
  - General considerations regarding esa-star
- The **Proposal Template** supports the compliance with the Special Conditions of Tender.



**Annex II to the Tendering Conditions contains important practical information for submitting proposals to ESA-STAR.**

# 3d. Tender Package – Proposal Template

| Cover Letter   |                       |                   |
|----------------|-----------------------|-------------------|
| Appendix 1     | Appendix 2            | Appendix 3        |
| Draft Contract | CfP Tender Conditions | Proposal Template |



# 3d. Tender Package – Proposal Template



## Structure of the Proposal Template

- **Cover Letter**
  - **MUST** be signed.
- **Proposal Template:**
  - Technical and Application Part
  - Management Part
  - Financial Part
    - The PSS forms **MUST** be submitted by both the Tenderer (*contractor*) and his sub-contractors (*one set each*).
    - Please note that all PSS forms **MUST** be signed.
  - Contract Conditions Part

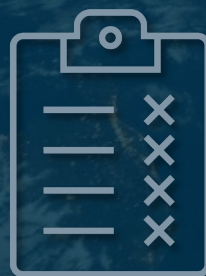


## 3d. Tender Package – Proposal Template

### IMPORTANT INFORMATION

- All **red font** paragraphs of the template are for your information Only.
  - The **red font** must be deleted.
- **NO CHANGES** in the structure, title headings, margins, font are allowed.
- When submitting to ESA-STAR, **three documents shall be submitted:**
  - The signed Cover Letter
  - **One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.**
  - CV's shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
- The total **number of pages** for the proposal **shall not exceed 25.**
  - These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).

## 4. The Tender Evaluation





## 4. The Tender Evaluation

### 1. Tendering Opening Board (TOB) meeting

- After the announced submission deadlines, there is a formal opening (*i.e.*, *TOB meeting*) of the proposals that have been submitted.
- The proposals with compliant Cover Letters will be accepted for evaluation by the TEB.
- The proposals with **non-compliant cover letters will be rejected and not evaluated.**

### 2. Tendering Evaluation Board (TEB) meeting

- The TEB is composed of ESA staff supported by ESA experts in the specific area of the proposal.
- Statement of Non-Disclosure and Non-Interest Form is 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.
- The Deputy Ministry of Research, Innovation and Digital Policy of the Republic of Cyprus is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations.

# 4. The Tender Evaluation



## Evaluation Criteria

| No. | 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 and constraints as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.   | 30%               |
| 3   | Adequacy of management approach. Rationale of the industrial organisation. Credibility of the cost estimation and the proposed schedule.  | 25%               |
| 4   | Compliance with the administrative tender conditions of the Call for Proposals and acceptance of the draft contract. Consistency of the IPR policy with regard to the role of the industrial partners.  | 5%                |



# 4. The Tender Evaluation



## Evaluation Marking

Each criteria is marked 0-100, then weighting factors are applied to get a final mark.

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

If any criteria scored below 40 the proposal is rejected and no overall mark calculated.

### Examples:

| Criteria         | WF   | Proposal 1  | Proposal 2 | Proposal 3      |
|------------------|------|-------------|------------|-----------------|
| 1                | 40%  | 60 (24)     | 60         | 50 (20)         |
| 2                | 30%  | 50 (15)     | 75         | 50 (15)         |
| 3                | 25%  | 60 (15)     | 30 (!)     | 50 (12.5)       |
| 4                | 5%   | 100 (5)     | 90         | 60 (3)          |
| TOTAL            | 100% | 59          | -          | 50.5            |
| Type A Threshold | 55   | Recommended | Rejected   | Not Recommended |



# 4. The Tender Evaluation



## Programmatic Review

ESA together with the Deputy Ministry of Research, Innovation and Digital Policy of the Republic of Cyprus performs the programmatic evaluation of the proposals.

For the activity types indicated below, only proposals with an overall marking equal to or above the threshold shown will be recommended for review and approval.

| Type      | A  | B  | C   | D  | E   | F  | G1 | G2  | H   |
|-----------|----|----|-----|----|-----|----|----|-----|-----|
| Threshold | 55 | 60 | N/A | 55 | N/A | 60 | 55 | N/A | N/A |

The programmatic evaluation of the proposals:

- 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;
- This meeting is planned in **February 2025**.



## 5. The Negotiation Period



## 5. The Negotiation Period

**See Section 11 of the Cover Letter**

**For approved proposals, the Agency will either:**

- i. start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the Deputy Ministry of Research, Innovation and Digital Policy of the Republic of Cyprus ;  
**or**
- ii. issue a request for an updated proposal, especially hardware related activities, to those Tenderers that submitted the selected 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.



## 6. Debriefing



## 6. Debriefing

### See Section 11 of the Cover Letter

- 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 Agency's Contracts Officer to advise them of the reasons why the proposal has not been retained. For this scheme, this is done via an **oral debriefing only**, no written inputs will be given.
- 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.

# 7. Schedule



# 7. Schedule



| What                                  | When  |
|---------------------------------------|---|
| Publication in esa-star               | <b>4<sup>th</sup> November 2024</b>                                     |
| Deadline for submission of Proposals  | <b>13<sup>th</sup> December 2024, 13:00 hours</b> (Amsterdam time zone) |
| Tender Evaluation Board (TEB) meeting | February 2025   |
| Programmatic review                   | February 2025   |
| First communication to Bidders        | 4-6 weeks after the programmatic review                                 |
| First contracts based on Proposals    | Q2 2025   |



# Questions?

For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please **do not ask general questions** – they are very limited in time.



For issues **DIRECTLY** related to this Call, contact the **Contract Officer**:

**eMail:** [Ysee.Douenne@ext.esa.int](mailto:Ysee.Douenne@ext.esa.int)

For issues **NOT** related to this Call, feel free to contact:

**eMail:** [Jennifer.Ngo-Anh@esa.int](mailto:Jennifer.Ngo-Anh@esa.int)





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