

DISCLAIMER

This presentation material does not contain sufficient information to be used, in any way, in the context of the Invitation-to-Tender AO 1- 8268.

Please ensure that your Outline Proposal is compliant with ITT AO 1-8268.

This presentation was produced just to help to understand the context of the AO and, in a simplified manner, some of the Rules and Procedures associated with ESA procurements especially of this AO.

**Invitation to Tender (ITT)
AO/1-8268/15/NL/NDe**

Announcement of Opportunity (AO)

**FIRST CALL FOR OUTLINE PROPOSALS
UNDER THE PLAN FOR EUROPEAN
COOPERATING STATES (PECS) IN
BULGARIA**

ESA does business through EMITS

What is EMITS ?

1. EMITS (Electronic Mailing Invitation to Tender System)

EMITS is ESA's official electronic mailing system for handling invitation to tenders (ITT) and relevant information for ESA procurements. It also allows industry, and research and development organisations, to express interest in ITT activities

WARNING!!!!

Without an EMITS (<http://emits.esa.int>) registration (ESA Bidder Code) there is **NO** access to:

- 1) **I**nvitation **T**o **T**ender (ITT) package
- 2) Reference documentation linked to the ITT
- 3) Access to any clarifications regarding the ITT

Without EMITS registration (ESA Bidder Code) there is **NO** contract.

Further EMITS Information

EMITS - Electronic Mail Invitation to Tender System

1. Its primary objective is to guarantee the principle of fair competition and fair access to ESA's procurement at all levels.
2. Access to and use of EMITS database is protected by means of user ID and password.
3. The companies willing and qualified to become an ESA supplier must register to the list of potential suppliers. The registration is a simple procedure, applicants need only to fill in a questionnaire and return it to ESA, which shall subsequently provide them with a password to the EMITS system.

<http://emits.esa.int>



Further EMITS Information

EMITS - Electronic Mail Invitation to Tender System


EMITS is ESA's web-based system for publishing (competitive) Invitation To Tenders (ITT). It includes:

- A list of intended ITTs: potential bidders of ESA Member States may declare their interest and see which other companies have done the same
- Many technical, administrative and contractual standards and documents (General Tender Conditions, General Clauses and Conditions for ESA Contracts, PSS-A forms, engineering standards, etc.)
- Open Competitive ITTs
- Competitive ITTs published by ESA on behalf of other entities
- NEWS – Consultations to industry, Announcements, etc.

You must register in EMITS!

To register in EMITS:

Go to <http://emits.esa.int>

- Register and get a PIN that is your password to edit and complete the questionnaires supplied
- When all the questionnaires are completed and the information accepted (all semaphores are green or orange, not red ) you will get a ESA Bidder Code and full access to EMITS (with a username and password).
- Once the registration is completed the registered entity can create additional usernames (and passwords) for other sub-entities (e.g. University – entity, Faculty – sub-entities)

Detailed information in:

http://www.esa.int/SPECIALS/industry_how_to_do_business/SEMLLBC1S6F_0.html

Support information in:

http://www.esa.int/SPECIALS/industry_how_to_do_business/SEMGZPWIPF_0.html

EMITS Registration

EMITS Registration (<http://emits.esa.int>)

Click here to register or edit your registration

esa

ENTITIES LOGIN ESA Home Page Industry Information Entity Registration Service Desk Help

User: Guest

News
Open Invitations to Tender
Intended Invitations to Tender
Reference Documentation
Software Packages and Links
How to do Business with ESA

Entity Registration

? Entity Name * :

? Entity Type * : Industrial Firm

Country * :

Choose between:

- Industrial Firm
- Non-profit organisation
- Service Firm
- Other

Please first check if your Entity already exists in EMITS. This can be done using the Yellow Pages

If you have already saved information for your Entity enter your PIN number to access it:

Save Reset

First time you register a PIN is supplied. Afterwards use it to enter and edit your registration

Expand All Collapse All
Floating Menu Home

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Summary of presentation

1. The ITT Package

- a) Content
- b) Linked detailed Information
- c) Reference documentation

This is all you need to know to prepare the bid !

-
- 2. The Tendering Period
 - 3. The Tender Evaluation
 - 4. The Negotiation Period
 - 5. Basic Step-by-Step Recipe
 - 6. What to submit?
 - 7. When will I know?
 - 8. Questions
 - 9. Other Information

1. ITT Package

a) Content

In EMITS:

- **Cover letter**
In EMITS is called: “Letter of Invitation”, file: li00pe.pdf *
- **Appendix 1 – Draft Contract**
In EMITS is called: “Contract Conditions”, file: cc00pe.pdf *
- **Appendix 2 – Special Conditions of Tender**
In EMITS is called: “Tender Conditions”, file: tc00pe.pdf *
- **Clarifications (can be several)**
In EMITS: typically is called “Clarification....”, file: typically clXXpe.pdf *
- **Inapplicable document for this call**
In EMITS: is called “Statement of work”, file: ws00pe.pdf *

* This is a typical file name. There may be slight deviations.

ITT Package, a) Content Cover Letter I

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Responsible Contracts Officer: Ms N Dearey (IPL-PT)
Tel: + 31 71 565 8800
Fax: +31 71 565 5700
E-mail: Niamh.Dearey@esa.int

Subject: Invitation to Tender: AO/1-8268/15/NL/NDe
**FIRST CALL FOR OUTLINE PROPOSALS UNDER THE PLAN FOR EUROPEAN
COOPERATING STATES (PECS) IN BULGARIA.**

Ref.: Item No. 15.179.02
Budget: E/0908-11-K (PECS Technology)

Dear Sirs,

The European Space Agency (ESA) and the Ministry of Economy of the Republic of Bulgaria invite you to submit an Outline Proposal in the frame of PECS.

The Call for Outline Proposals has been published on EMITS on **11th May 2015** (<http://emits.sso.esa.int>).

Please find attached hereto the following documents:

1. ITT Package, a) Content Cover Letter **II**

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

- The name of the responsible Contracts Officer (N. Dearey)
- All programmatic and cost constraints (see following slides)
- Description of the process of evaluation and selection
- The number of paper copies (7) and electronic copies (2 pdf) on 2 CDs or USB memory sticks or SD cards.

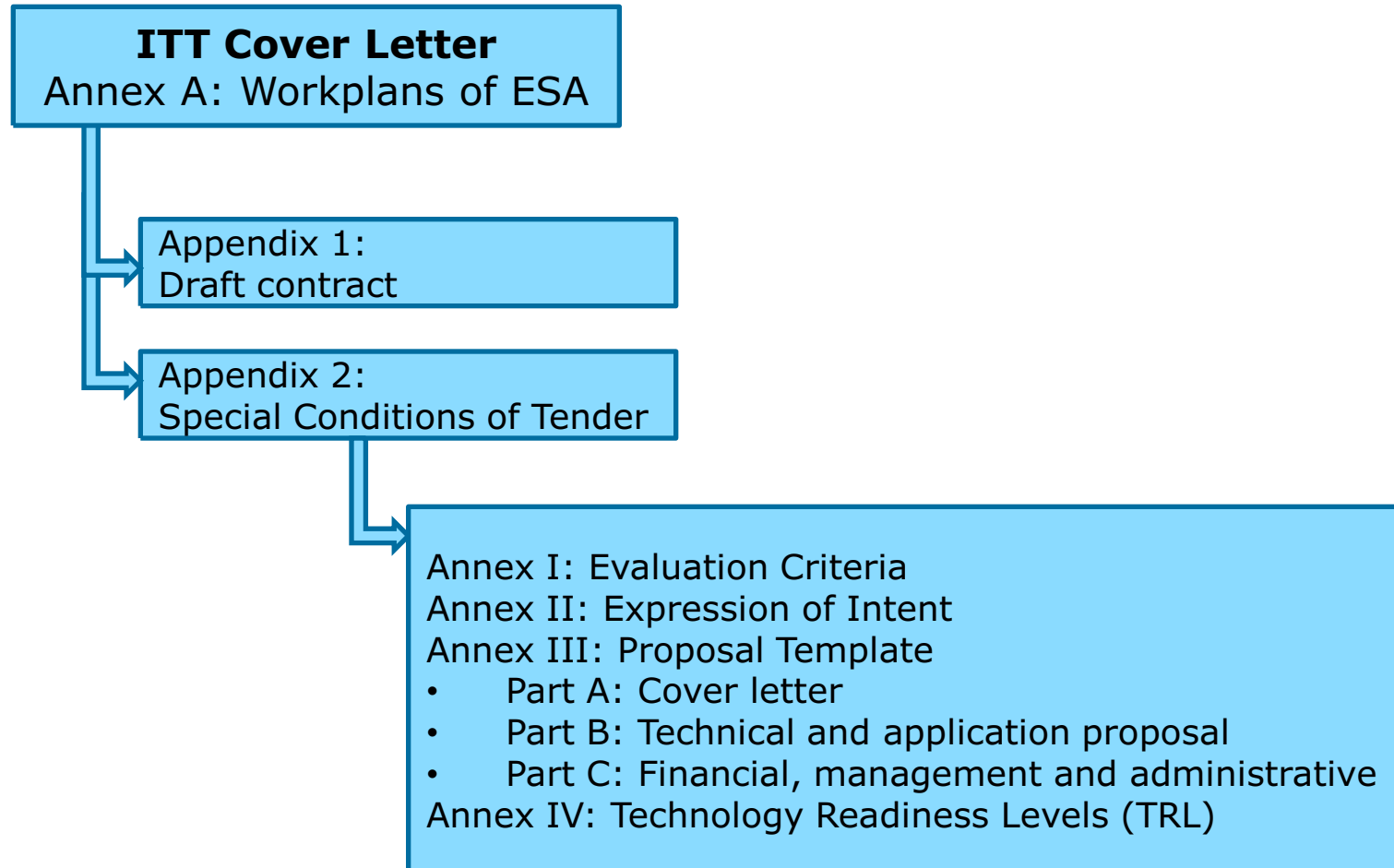
Please assemble the proposal in PDF, so that it is a single electronic file. Submit also the electronic files (Word, Excel, etc.) that compose the single PDF file. The paper copies **MUST** be signed. Each paper proposal **MUST** be individually bound (at least stapled together).

- The formal conditions of submission, i.e. the exact duration of the tendering period and the exact date (**6th of July 2015**) and time (**13:00 hours**) by which proposals must be physically in the hands of the ESTEC's Central Mail Registry. **Please use a courier service and send to the Contracts Officer (N. Dearey) the proof (tracking number).**

**The ITT is expected to be published on the
11th of May 2015**

1. ITT Package, a) Content

Cover Letter **III**



1. ITT Package, a) Content

Appendix 1 – Draft Contract I

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ESA UNCLASSIFIED ITT – For Internal Use – Limited Distribution

Appendix 1 to AO/1-8268/15/NL/NDe
ESA Contract No. xxxxxxxxxxxx

DRAFT

ESA Contract No. xxxxxxxxxxxx/15/NL/NDe

with

[CONTRACTOR]

[TITLE]

1. ITT Package, a) Content

Appendix 1 Draft Contract **II**

The draft contract, based on the current revision of the **General Clauses and Conditions (GCC) for ESA contracts** is specifically tailored to the needs of the activity covered by the ITT. The Draft Contract reflects the intended “rules of the game”: **full compliance is expected.**

- Part I. All clauses shall apply unless stated otherwise in the contract
- Part II, Option A of the GCC (concerning Intellectual Property Rights) shall apply as modified by draft Contract.
- The clauses with an "Option" will be finalised at the negotiation stage
- the Draft Contract is tailored for straightforward contracts, should the activity be more complex the Contract will be adapted accordingly.
- The Annexes form an integral part of the Contract

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender I

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ESA UNCLASSIFIED ITT – For Internal Use – Limited Distribution

Appendix 2 to AO/1-8268/15/NL/NDe
Page 1

SPECIAL CONDITIONS OF TENDER

INTRODUCTION

For the purposes of this Announcement of Opportunity (“the AO”), the Agency’s “General Conditions of Tender for ESA Contracts (Annex IV to the ESA Procurement Regulations ESA/REG/001, rev. 3”), available on <http://emits.sso.esa.int> under “Reference Documentation” “Administrative Documents” and referred to as the General Conditions of Tender (“the GCT”), shall apply as specified, amended or supplemented by these Special Conditions of Tender (“the SCT”). In the event of conflict between the GCT and the SCT, the SCT shall prevail.

Part 1 - GENERAL CONDITIONS FOR PARTICIPATING IN A TENDER

A. Eligibility Requirements

All economic operators are eligible to submit a tender provided:

- a) they satisfy the requirements set under Article II.3 of Annex V to the ESA Convention for what concerns their belonging to an Agency’s Member State, Associate State or Cooperating State;
- b) they possess the necessary professional and technical qualifications, professional and technical competences, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, and the personnel, to

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **II**

Together with the **General Conditions of Tender** (covering the more generic and formal aspects), the **Special Conditions of Tender** can be regarded as the Agency's "detailed instructions" to the Bidders e.g.:

- Length of the outline proposal
 - **20 pages** (the PSS forms do not count for the maximum number of pages)
- Period of validity of the proposal
 - **12 months**
- Number of Proposals per Bidder
 - **2 independent and unrelated proposals** (per entity registered in EMITS)
- How to obtain clarifications
- Guidelines for the Milestone Payment Plan **(in the Outline Proposal Template)**
- Contents of the Outline Proposal **(Template)**
- Evaluation Criteria and their Weighting Factors
- Expression of Intent. **Send it please!!**

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **III**

The **General Conditions of Tender** (available on EMITS) shall apply to all Invitations To Tender except for where they are modified or amended by the **Special Conditions of Tender**.

The Special Conditions of Tender has 4 Annexes:

- **Annex I:** Evaluation Criteria
- **Annex II:** Expression of Intent (to be sent to the Contracts Officer).
- **Annex III:** Template Proposal - Your outline proposal is to be submitted on this template
 - The requested PSS forms (A1, A2 and A8) and instructions on how to complete them, are available in EMITS.
- **Annex IV:** Information on Technology Readiness Levels (TRL)

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **IV**

Annex I Evaluation Criteria

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ANNEX I: EVALUATION CRITERIA AND WEIGHTING FACTORS

In evaluating the tender(s) ESA will use the following criteria:

No.	Evaluation Criterion	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 BULGARIA. CONSISTENCY WITH PROGRAMMATIC OBJECTIVES. ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT.	20 %
3	ADEQUACY OF MANAGEMENT APPROACH. CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE.	30 %
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT.	10 %

Marking:

90 Excellent

75 Very good

60 Good

50 Fair

40 Barely acceptable

0 Worthless

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender V

Annex II Expression of Interest

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Appendix 2 to AO/1-8268/15/NL/NDe
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ANNEX II : EXPRESSION OF INTENT

This form is available as a Word® version under the following URL:
http://emits.sso.esa.int/emits-doc/ESTEC/PECS_NMS/etc82xxAnnexIIBulgaria.docx

REF: AO/1-8268/15/NL/NDe

ANNOUNCEMENT OF OPPORTUNITY – FIRST CALL FOR OUTLINE PROPOSALS
UNDER THE PLAN FOR EUROPEAN COOPERATING STATES (PECS) IN BULGARIA.

To: Ms Niamh Dearey (IPL-PTS)
Fax no. +31 71 565 5773
e-mail : niamh.dearey@esa.int

We confirm that we have reviewed the above-mentioned AO with all attachments and we state the following (*):

	Yes	No
We intend to submit the following number of proposals:		
1. Title of Proposal:		
2. Title of Proposal:		
We may submit a proposal(s):		
1. Title of Proposal:		
2. Title of Proposal:		
We do not intend to submit an offer		
- Time / resources not available		
- Subject matter outside our scope of activities		

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **VI**

Annex II Expression of Intent

- **Annex II: Expression of Intent**
 - Please fill it in and send it to ESA by fax or by email (addresses in Expression of Intent)
 - It will help ESA manage the resources for the evaluations and
 - Most importantly, if you have sent the Expression of Intent, we will check that your proposal(s) were not lost in the mail.

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **VII**

Annex III Proposal Template

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Appendix 2 to AO/1-8268/15/NL/NDe

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ANNEX III : PROPOSAL TEMPLATE

In the Annex III of the Special Conditions of Tender you will find a link to the Proposal Template

The costing in the PSS forms shall not be inflated to meet the funding limits. Any proposals judged to have inflated costing, risk being eliminated.

The Proposal Template is available as a separate document under the following URL:

http://emits.sso.esa.int/emits-doc/ESTEC/PECS_NMS/etc82xxAnnexIII.doc

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender VIII

Annex III Proposal Template

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ANNEX III - PROPOSAL TEMPLATE

Annex III to
Appendix 2 to AO/1-8268/15/NL/NDe
Page 1/8

PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY **AO/1-8268/15/NL/NDe**
1st CALL FOR OUTLINE PROPOSALS UNDER THE PLAN FOR EUROPEAN
COOPERATING STATES (PECS) IN BULGARIA

Reference: ***insert your own internal reference number (if you have one)***

Dear Madam, Dear Sir,

With reference to the above AO/1-8268/15/NL/NDe, we are pleased to present the following proposal: ***insert title of the activity here (and an acronym if possible).***

1. The Prime Contractor is: ***Company name, address, fax and telephone number***
2. The sub-contractor(s) participating to the activity are: ***Company name, address and nationality.***
3. Our firm fixed price for the activity in accordance with the funding limit¹ is: ***insert total price (in EURO).***
Please mention the price breakdown in EURO between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price (in EURO).
4. The subject of the activity is: ***insert either a), b), c), d) or e).***¹
5. The proposed contract duration is : ***insert total duration in months.***
6. Our bidder code is: ***Prime Contractor bidder code***
The bidder code of our Sub-Contractor(s) is: ***insert bidder codes for all Sub-Contractors***

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender **IX**

Annex III Proposal Template

- **Annex III: Proposal Template**
 - **Part A:** Cover Letter
 - **MUST** be signed
 - **Part B** – Technical/Scientific Outline Proposal
 - **Part C** – Financial, Management and Administrative
 - The PSS* forms **MUST** be submitted by both the bidder (contractor) and his sub-contractors (one set each). Please note that all PSS forms **MUST** be signed.

Note: all greyed paragraphs of the template are for your information and may be deleted. The title "**ANNEX III – PROPOSAL TEMPLATE**" may also be deleted to include activity title and reference.

*Procedures, Standards and Specifications (**PSS**) forms give detailed costing information

1. ITT Package, a) Content

Appendix 2 Special Conditions of Tender X

Annex IV Technology Readiness Level

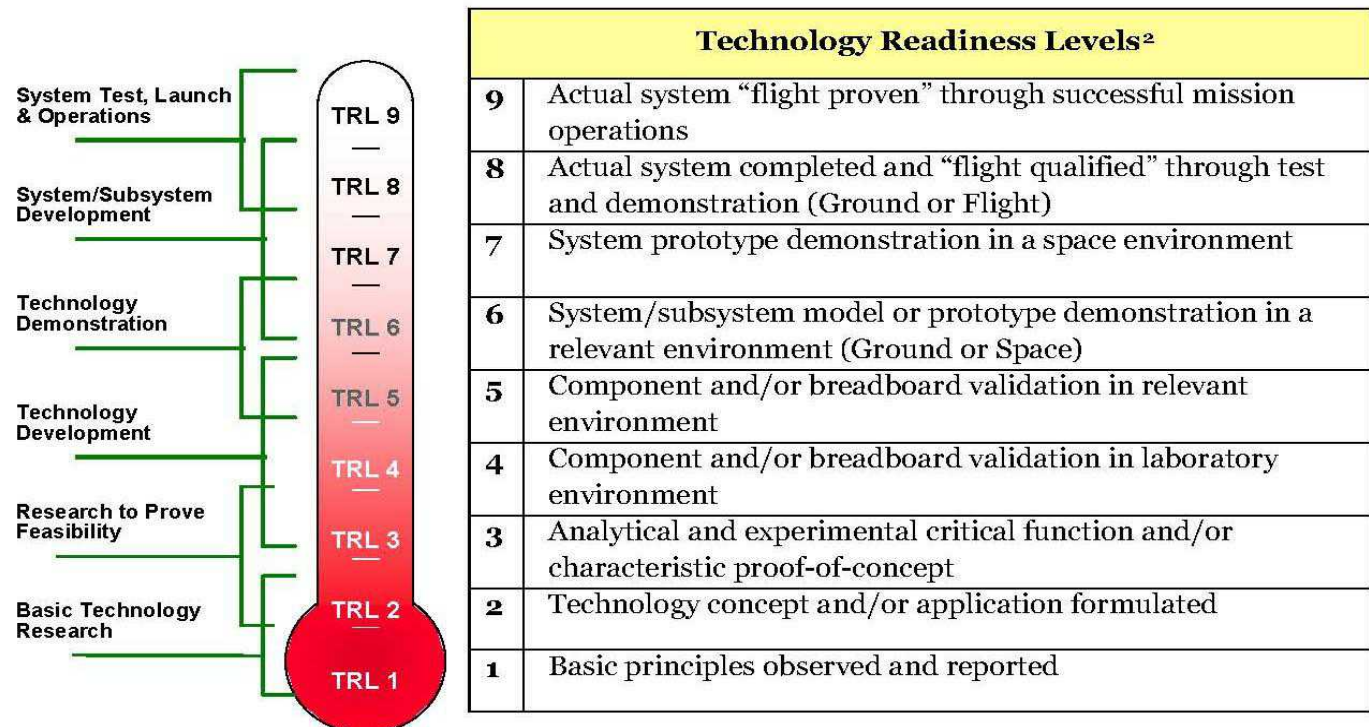
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ANNEX IV - TECHNOLOGY READINESS LEVEL (TRL)

ESA has adopted the Technology Readiness Level (TRL) scale as a way to measure the maturity of a technology. It has now become a well-established standard.



jency

Figure 1 – Technology Readiness Levels adopted in ESA since 2005

- **Annex IV: Technology Readiness Levels (TRL)**
 - Outline Proposal requires that you identify the start and target TRL of the proposed activity
 - Contains information to help you identify the start and target TRL

1. ITT Package

b) Linked Detailed Information I

Links in ANNEX A of the ITT Cover letter

- Work plans for all relevant ESA programmes (recent past, current and future)
 - General Studies
 - Technology Research Programme
 - Cosmic Vision
 - Robotic Exploration
 - General Support Technology Programme
 - Earth Observation
 - Global Navigation Satellite System
 - Advanced Research in Telecommunication Systems (ARTES)

1. ITT Package

b) Linked Detailed Information **II**

Links in ANNEX A of the Cover letter

- **Intended** Invitations-to-Tender (EMITS) covering all ESA Programmes
- Currently **Open** Invitations to Tender (EMITS) covering all ESA Programmes

Link in ANNEX III of Appendix 2 – Special Conditions of Tender

- Proposal Template – **MUST** be used to submit a proposal

1. ITT Package

c) Reference Documentation I

- **ESA Procurement Regulations**, Reference: ESA/REG/001, Rev.3
- **General Clauses and Conditions (GCC) for ESA Contracts**, Reference: ESA/REG/002, Rev. 1
- **General Conditions of Tender for ESA Contracts (GCT)**, Reference: ESA/REG/001 rev. 3, Annex IV
- **PSS Forms for cost proposal submission**

For this Call for Outline Proposals you will need PSS A1, A2 (and its "Exhibits A & B") and A8.

These Reference Documents can be obtained in EMITS under:
Reference Documentation/Administrative Documents
with a GUEST login (no password needed)

1. ITT Package

c) Reference Documentation **II**

- To get:
- ESA Proc. Reg.
 - GCC ESA/REG/002
 - GCT
 - PSS Forms

<http://emits.esa.int>

User: ndearey - CPO Supervisor - Questionnaire Reader

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

ESA PSS-A Forms Templates

The 'PSS forms' are a set of tables defined in the General Conditions of Tender for ESA Contracts ESA/REG/001, rev.3, Annex IV. These tables are used to break down and give transparency to the total price of an industrial proposal.

PSS is a historical acronym : the ESA Procedures Specifications and Standards, to which is added an 'A' series of tables, or costing forms.

Tenderers for contracts with ESA or its suppliers can find the original templates of the required PSS-A forms in this page. The users are recommended to read carefully the Instructions included in each template.

PSS	Type of listing	Forms
PSS-A1	COMPANY COST RATES AND OVERHEADS	
PSS-A2 Incl. Exhibit A&B	COMPANY PRICE BREAKDOWN FORM	
PSS-A4	PROJECT MANPOWER AND PRICE BREAKDOWN FORM	
PSS-A6	CONTRACT PRICE SUMMARY FORM	
PSS-A8	PROJECT MANPOWER AND PRICE SUMMARY PER WP	
PSS-A10	COMPANY MANPOWER AND COST PLAN	
PSS-A15	CONTRACT PRICE PROJECTION in THOUSANDS EURO	
PSS-A15.1	COMPANY PRICE PROJECTION VS. PAYMENT PLAN in THOUSANDS EURO	
PSS-A20	WORK PACKAGE DESCRIPTION	
PSS-A40	HIGH-RELIABILITY PARTS PROCUREMENT QUESTIONNAIRE	
PSS-A45	PRODUCT TREE AND HARDWARE BREAKDOWN	

Expand All | Collapse All
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2. The Tendering Period

- During the tendering period **ALL** questions must be submitted in writing to the Contracts Officer (Niamh.Dearey@esa.int).
- Those Questions and Answers that are of relevance to all Bidders, will be published on EMITS as a clarification for the benefit of all Bidders.
- At the end of the tendering period there is a formal opening (Tender Opening Board - TOB) of the outline proposals that have arrived at the Central Mail Registry in time. The compliant proposals will be accepted for evaluation by the Tender Evaluation Board (TEB). Non-compliant proposals will be rejected and not evaluated.
- Note that ESA will **NOT** send an acknowledgement of receipt regarding your outline proposal.
- Be sure that your proposal arrives in time (**before 13:00h CET on the 6th July 2015**) and send by email a scan of your courier receipt to the Contracts Officer. Proposals shall NOT be sent by email.
- Bidders are not entitled to contact ESA staff about the outcome of the evaluation of the AO after the closing date (13:00, 6th of July 2015). After the technical evaluation by ESA and the review by the Ministry of Economy and Energy of the Government of Bulgaria, **ALL** bidders will be notified.

3. The Tender Evaluation Tender Evaluation Board

The technical evaluation is performed by the Tender Evaluation Board (TEB):

- TEB is composed of technical ESA staff that are experts in the specific area of the proposal
- Statement of Non-Disclosure and Non-Interest Form signed by all TEB members
- All outline proposals are reviewed technically by the TEB
- The TEB will assess the proposals and mark them. A TEB report will be written containing all details of the evaluation.
- A summary TEB report with the technical evaluation, ranking of proposals and recommendations is then discussed with the Ministry of Economy and Energy of the Government of Bulgaria. **During this discussion, no detailed financial information (e.g. hourly rates) will be disclosed.**

3. The Tender Evaluation Evaluation Criteria

See ANNEX I of Special Conditions of tender.

ESA's Tender Evaluation Board (TEB) will evaluate the outline proposals using the following criteria:

No.	Evaluation Criterion	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 BULGARIA. CONSISTENCY WITH PROGRAMMATIC OBJECTIVES. ADEQUACY OF THE CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT.	20 %
3	ADEQUACY OF MANAGEMENT APPROACH. CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE.	30 %
4	COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT.	10 %

3. The Tender Evaluation Programmatic Review

ESA together with the Ministry of Economy and Energy of the Government of Bulgaria will perform the programmatic evaluation:

1. Taking into account the summary TEB report containing the technical evaluation, marks, ranking and recommendations
2. Considering programmatic priorities and national interests
3. Recommending activities for implementation

The programmatic review is currently planned for mid October 2015.

4. The Negotiation Period

Positive Outcome

See section **8)** of the **Cover Letter**:

8. Process for the selection of Outline Proposals

Following the evaluation of the Outline Proposals by ESA and after agreement with the Ministry of Economy and Energy of the Republic of Bulgaria, for the Outline Proposals which have been recommended for implementation, the tenderers will either be invited to:

- a) negotiate a contract on the basis of the Outline Proposal, or
- b) submit a full proposal.

Note: a full proposal will be requested for all proposals submitted for Flight Hardware.

4. The Negotiation Period

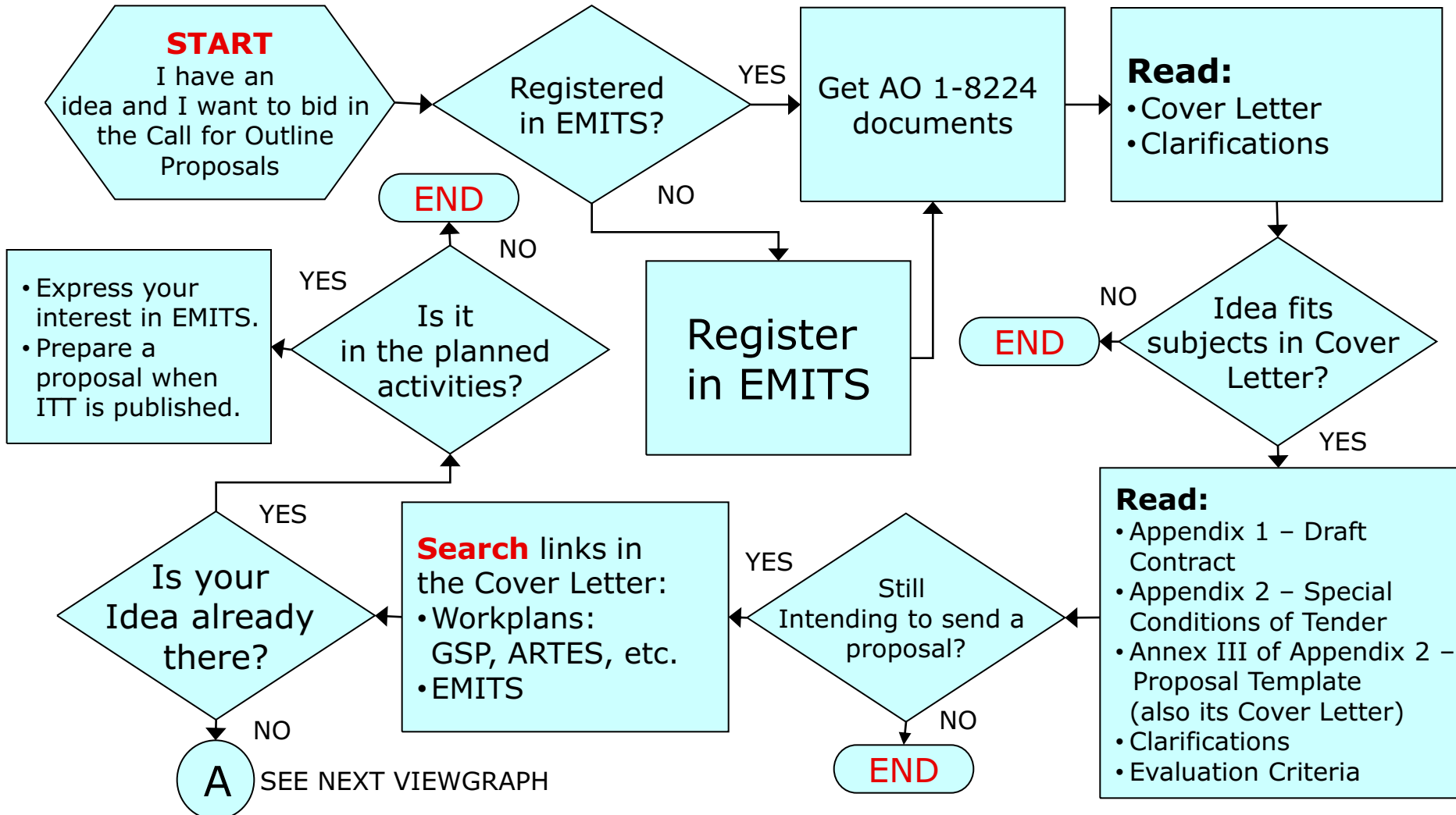
Negative Outcome

See **PART 2, Section F 8 of Special Conditions of Tender:**

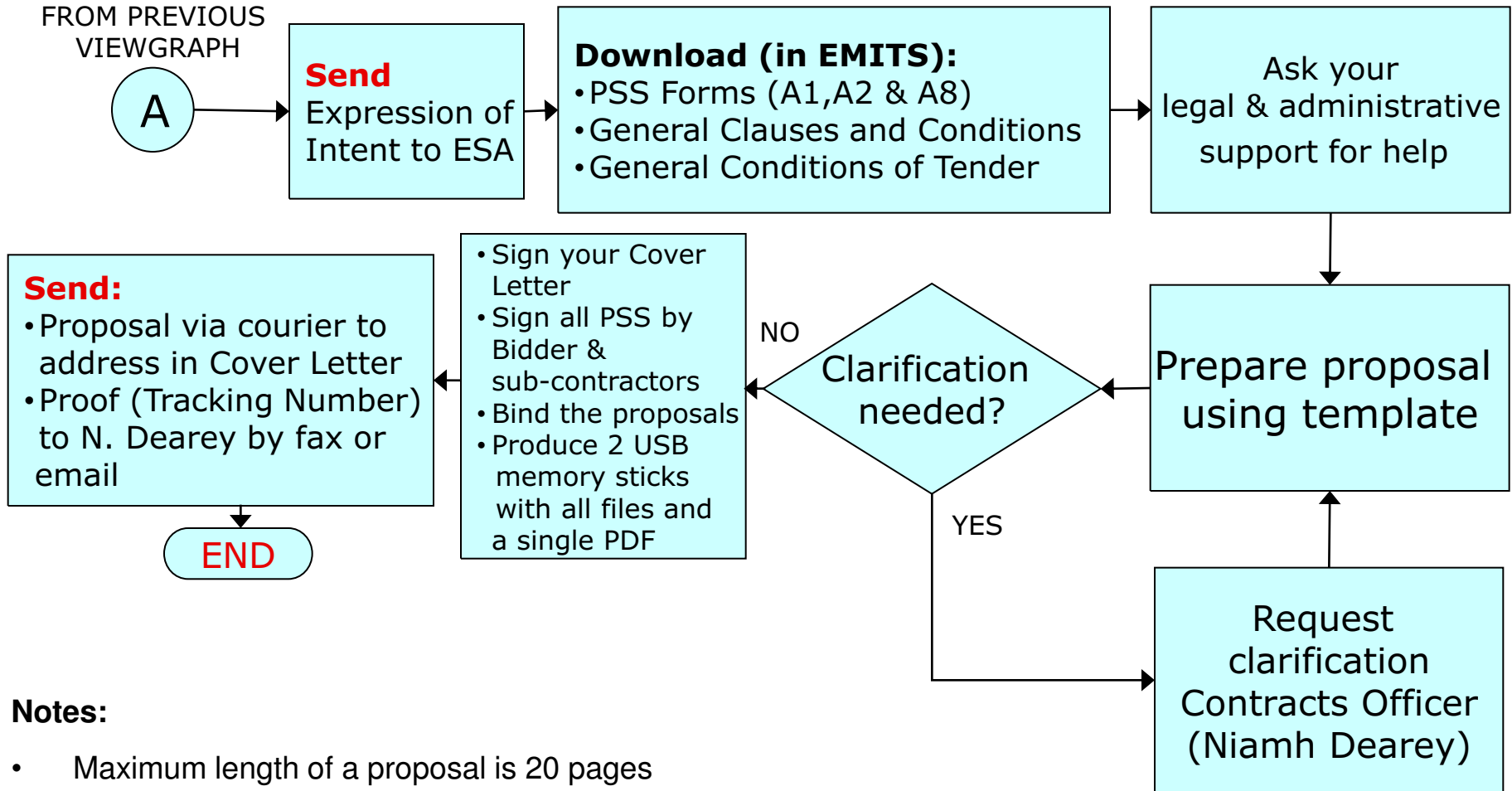
8. Information after tender evaluation

Tenderers will be informed in writing whether or not their proposal has been selected for placing of a contract. Upon receiving notice that his tender has been unsuccessful, a Tenderer may request in writing from the nominated Contracts Officer an **oral debriefing** explaining the reasons why his tender was not successful. Any information will be limited to the findings of the Agency's Tender Evaluation Board on the tender in question and shall not cover the quality or content of other tenders.

5. Basic Step by Step Recipe I



5. Basic Step - by- Step Recipe **II**



Notes:

- Maximum length of a proposal is 20 pages
- Maximum of 2 independent and unrelated proposals.

6. What to Submit? Who can be involved?

From Cover Letter

- 1. The present Call for Outline Proposals is addressed only to Bulgarian companies (including SMEs) or academic and research organizations.**

Recipients of the present Call are therefore requested to note that the Agency can only consider Proposals from companies or organizations residing in Bulgaria. Consortia including companies & organizations within other ESA Member States may be accepted if duly justified. Tasks assigned to non-Bulgarian entities shall in any case not constitute the core activities of the proposed study or development and shall not exceed 20% of the total price. This limit does not apply to procurement of equipment required to carry out the work when duly justified.

6. What to Submit? Who can be involved?

Tips:

- ✓ If your company/institute has no expertise in space activities, a non-Bulgarian partner may be part of the team but you have to ensure that you are doing the core activities (as prime or sub-contractor as appropriate). Example: one of the Large-Space-Integrators (LSI), defining requirements and/or specifications or performing qualification.
- ✓ If test or qualification facilities are necessary and these are not available in Bulgaria or the know-how to do it, you may have a non-Bulgarian partner within the ESA Member States (as prime or sub-contractor as appropriate).

6. What to Submit?

What types of activities? **I**

From the Cover Letter:

2. The subject of the present Call is exclusively for:

- a) **Flight Hardware activities related to ESA's missions, in the form of payloads or its sub-systems, or satellite-platform technologies and sensors, or to generic technologies with potential for re-use (the start TRL shall be at least 3 and the target TRL shall be at least 5);**
- b) **Research and Development activities (including technology demonstrations, industrial processes and their qualification/certification) leading to products (hardware or software) or to generic technologies with potential for re-use (the start TRL shall be at least 2 and the target is below TRL 5);**
- c) **Space applications, products and services making use of space infrastructure that is already existing or scheduled for operation in the near term (the start TRL shall be at least 4).**
- d) **Preparatory activities (paper studies, e.g. feasibility studies, user requirements or market surveys) to support national competitiveness related to ESA programmes (optional or mandatory) to which Bulgaria may in the future have an interest to subscribe;**

(cont.)

6. What to Submit?

What types of activities? **II**

(continued) From the Cover Letter:

e) **Awareness and education activities:**

- i. **to raise awareness about space technologies and their practical application (including demonstration activities in secondary education institutions and science centres);**
- ii. **to increase young people's motivation to choose space related education and industry as a career.**

6. What to Submit? For what price?

From the Cover Letter:

- 3. Tenderers are invited to submit Outline Proposals quoting for :**
 - a) Flight hardware activities at a price not higher than Euro 400.000;**
 - b) Research and development activities at a price not higher than Euro 200.000;**
 - c) Space applications, products and services at a price not higher than Euro 150.000;**
 - d) Preparatory activities at a price not higher than Euro 50.000;**
 - e) Awareness and education activities at a price not higher than Euro 50,000.**

- 4. The total budget earmarked for this Call for Outline Proposals is :
Euro 2,000,000 (Two Million Euro).**

6. What to Submit?

Academic or Industrial Organisations?

From Cover Letter:

5. Prime Contractorship

Tenderers' teams may be composed of industry, academic/research organizations or both, however:

Type a) Flight hardware proposals must be led (prime contractor) by industry. Exceptions may be granted for activities pertinent to ESA's Space Science Programme, leadership by academia may be allowed if duly justified and in any case an important credible industrial participation is required.

Type b) R&D proposals must be led by industry for target TRL higher than 3. For target TRL 3 or below the proposal may be led by industry or academic/research organisations.

Type c) Space application, product and service development activities should preferably be led by industry but in any case the consortia making a proposal must include partners who have the capability to develop the application, product or service to the point where it can be brought to the market and become part of an ongoing, sustainable business.

Type d) Preparatory activities may be led by any legal entity depending on the specific context while ESA mission related services must be led by industry.

Type e) Awareness and education activities may be led by either industry, universities/research organizations or other national entities depending on the context.

6. What to Submit?

Academic or Industrial Organisations?

Tips:

- a) **Flight Hardware** - these proposals **MUST** be led by industry
 - Platform technologies are those that are associated with the satellite (platform) excluding the payload (e.g. instruments). Examples are: satellite structural elements, space (micro-) electronics, harnesses, mechanisms, ...
 - For all proposals of this type, careful phasing must be done. The proposal **MUST** include an estimate for the Cost-to-Completion and at least one of the phases must be within the maximum cost (400k€).

- b) **R&D** - these proposals **MUST** be led by industry if target TRL is higher than 3.

- c) **Applications** – credibility depends on the consortium to develop and establish a service. Anyway the proposal **SHOULD** preferably be led by industry.

- d) **Preparatory** - may be led by either depending on the context but **ESA mission related services** **MUST** be led by industry.

6. What to Submit?

What content? I

From Cover Letter:

9. The proposed activity shall have potential for further use or development in ESA activities.

a) The proposed activity shall address at least one of the following:

- foster the development of space-related capabilities, especially in industry, in preparation for a potential future accession of the Republic of Bulgaria to the ESA Convention;**
- 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.**

6. What to Submit?

What content? **II**

From Cover Letter:

9. The proposed activity shall have potential for further use or development in ESA activities. (continued)

b) In addition, the technical subject shall take into account the following:

- Of special interest are activities:**
 - activities leading to cross-sectorial products/services relevant to different types of satellite missions that are used in several types of satellite platforms, in particular those relevant to Space Science;**
 - activities having the potential to increase competitiveness and bring long-term benefits to Bulgarian industry and to Bulgaria in its participation in space activities;**
 - activities having the potential to stimulate economic growth or other societal benefits within Bulgaria in the medium-term (i.e. within five years) and on a long term sustainable basis.**

6. What to Submit?

What content? **III**

From Cover Letter:

9. The proposed activity shall have potential for further use or development in ESA activities. (continued)

b) In addition, the technical subject shall take into account the following:

- The Intellectual Property Rights (IPR) of what is being pursued with the activity must also be considered and explicitly addressed in the Outline Proposal. In principle, the proposed activity should lead to a product/application/service with a Bulgarian national IPR; however, this requirement may be waived when there is a clear Bulgarian national benefit for example in the form of the establishment of a long-term supplier relationship.**

6. What to Submit?

What content? **IV**

Tips:

- ✓ If it is a **single-shot activity** => **forget it!**
- ✓ It must have a good chance of being **used in an ESA programme.**
- ✓ If what you propose **does not exist in Europe** (in the world it would be fantastic) and it has a use in ESA space activities then ... very good chances. You must ensure that the benefit (and the IPR) will be Bulgarian.
- ✓ To have an activity with another European player where a customer-supplier relationship is established through the **development of a product...** that would be very good.

6. What to Submit? What content? **V**

From Cover Letter:

9. The proposed activity shall have potential for further use or development in ESA activities. **(continued)**

c) Tenderers shall avoid duplication of ongoing and intended activities in ESA described in the documents provided in Annex A. Such duplication will lead to rejection of the Outline Proposal. However, complementarity to these activities is allowed.

Search the Workplans (documents) and the websites supplied to be sure that your idea/proposal is not already covered. If it is, your proposal will be rejected.

7. When will I know?

Expected Schedule:

Publication in EMITS

- 11th of May 2015

Deadline for Submission of Outline Proposals

- 6th of July 2015

Tender Evaluation Board (TEB)

- mid September 2015 (planned)

ESA-Bulgarian Delegation Meeting

- mid October 2015 (planned)

Communications to Bidders

- 4 to 6 weeks after the meeting
- negative outcomes will be communicated first
- positive outcomes conditional to approval by ESA Delegate Bodies

First contracts based on Outline Proposal

- after signature of the PECS Charter (foreseen in March 2016)

8. Questions

Questions:



For issues **DIRECTLY** related to this Call contact:

Email: niamh.dearey@esa.int

Phone: +31 71 565 8802

Fax: +31 71 565 5773

For issues **NOT** related to this Call (AO 1-8268), feel free to contact me:

Email: bernard.zufferey@esa.int

Phone: +31 71 565 3498

9. Other information

ECSS (European Cooperative Space Standards)

<http://www.ecss.nl>

9. Other Information

1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender

Annex IV

Regarding the maturity status of software the same number of TRL are indicatively used. A short description using software engineering terms is shown in Figure 2.

TRL	Software Maturity
9	Live Product
8	General Product
7	Early Adopter Version
6	Product Release
5	BETA Version
4	ALPHA Version
3	Prototype
2	Algorithm
1	Mathematical Formulation

Figure 2 – Technology Readiness Levels using software engineering terms

9. Other Information

1. ITT Package, a) Content

Appendix 2 – Special Conditions of Tender

Annex IV

Figure 3 gives an indicative correspondence between commonly used engineering terms and TRL levels:

TRL	Commonly Used Engineering Terms
9	Mission Operations. Flight Qualified Hardware/Software
8	Theoretical First Unit. Flight Unit. Flight Spare.
7	System Demonstration.
6	High-Fidelity Laboratory Prototype. Engineering Qualification Model. Subsystem model. Development Model. System Model.
5	High-Fidelity Breadboard. Brassboard. Engineering Breadboard. Function-Oriented Model.
4	Component. Breadboard.
3	Laboratory Experiments.
2	Systems Analyses. Pre-Phase-A Studies.
1	Scientific Research.

Figure 3 – Technology Readiness Levels and associated Common Engineering Terms.

9. Other Information

1.ITT Package, a) Content

Appendix 2 – Special Conditions of Tender

Annex IV

Figure 4 gives an indicative list of readiness levels for applications and service developments

TRL	Applications and Services
9	Application/service operationally deployed and used by paying customers
8	Application/service completed and validated, commercial offer ready
7	Trials with customers/users to validate utilisation and business models
6	Demonstration of prototype in relevant environment, price policy identified
5	Application/service verified using operational elements, customers/users not involved
4	Application/service verification in laboratory environment, market segment(s) and customers/users identified
3	Concept analysis performed and target market identified
2	Application/service concept formulated, market opportunities not yet addressed
1	Scientific Research.

Figure 4 –Readiness Levels for Applications and Service Developments

9. Other Information

Annex III Proposal Template

Part A: Cover Letter

Image of first half page

ANNEX III - PROPOSAL TEMPLATE

Annex III to
Appendix 2 to AO/1-8268/15/NL/NDe
Page 1/8

PART A: COVER LETTER:

Subject: ANNOUNCEMENT OF OPPORTUNITY **AO/1-8268/15/NL/NDe**
1st CALL FOR OUTLINE PROPOSALS UNDER THE PLAN FOR EUROPEAN
COOPERATING STATES (PECS) IN BULGARIA

Reference: *insert your own internal reference number (if you have one)*

Dear Madam, Dear Sir,

With reference to the above AO/1-8268/15/NL/NDe, we are pleased to present the following proposal: *insert title of the activity here (and an acronym if possible).*

1. The Prime Contractor is: **Company name, address, fax and telephone number**
2. The sub-contractor(s) participating to the activity are: **Company name, address and nationality.**
3. Our firm fixed price for the activity in accordance with the funding limit¹ is: **insert total price (in EURO).**
Please mention the price breakdown in EURO between Prime-Contractor and Sub-Contractor(s) (if any) and the percentage with respect to the total price (in EURO).
4. The subject of the activity is: **insert either a), b), c), d) or e).**¹
5. The proposed contract duration is : **insert total duration in months.**

9. Other Information

Annex III Proposal Template

Part A: Cover Letter

This is what it should contain

Contains details on:

- The team submitting the proposal
- Cost of the proposal
- What type of activity (a, b, c, d or e)
- Duration of the proposal
- Who submitted the proposal
- Who prepared it
- Who is the point of contact
- Author of the proposal
- Legal representative
- Validity of the proposal
- Acceptance of contract conditions
- etc.

It MUST be signed

9. Other Information

Annex III Proposal Template

Part B: Technical and Application Proposal

What it wants from you !

Image of first half page

ANNEX III - PROPOSAL TEMPLATE

Annex III to
Appendix 2 to AO/1-8268/15/NL/NDe
Page 3/8

Notes: The font size (Arial 10) and margins are not to be adjusted. All parts and sections of this template are to be filled-in, no parts or sections shall be deleted. The text highlighted in grey is for information only and can be removed from your proposal.

PART B: TECHNICAL AND APPLICATION PROPOSAL

1. TECHNICAL OBJECTIVES:
Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).
2. REQUIREMENTS:
Identify and discuss the requirements to be addressed in relation to the specific Technical Objectives as outlined in Section 1 above
3. TECHNOLOGY READINESS LEVEL:
Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex IV to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b), c), d) or e) and with the programme of interest.

9. Other Information

Annex III Proposal Template

Part B: Technical and Application Proposal I

1. TECHNICAL OBJECTIVES:

Outline the main technical objectives and the proposed approach to reach them. Identify and discuss briefly the application area where the technical objectives will have an impact (expand on the application area in 6. below).

2. REQUIREMENTS:

Identify and discuss the requirements to be addressed in relation to the specific Technical Objectives as outlined in Section 1 above

3. TECHNOLOGY READINESS LEVEL:

Indicate and discuss the current level of maturity of the technology (TRL) and the level of technical maturity to be reached at the end of the activity (TRL). Please refer to Annex IV to the Special Conditions of Tender for the Description of TRLs. Please note that the TRL has to be compatible with the type of activity proposed, a), b), c), d) or e) and with the programme of interest.

9. Other Information

Annex III Proposal Template

Part B: Technical and Application Proposal **II**

4. ENGINEERING APPROACH:

a) Technical Steps

Present and discuss in detail the scientific/technical steps to achieve the objectives outlined under point 1.

b) Implementation aspects

Elaborate in detail the engineering approach pertinent to the implementations of the technical steps. Discuss the trade-offs that need to be taken into account and show the overall logic of the work being proposed. Show how the proposed approach addresses the objectives.

c) Problem Areas

Identify and discuss in detail the problem areas. Propose and discuss credible solutions to mitigate them.

9. Other Information

Annex III Proposal Template

Part B: Technical and Application Proposal **III**

5. TECHNICAL FEASIBILITY AND DEVELOPMENT RISK :

Assess the technical feasibility of achieving the targeted maturity status of the development, and assess the development risk.

6. APPLICATION OF TECHNOLOGY DEVELOPMENT

Present the prospects to apply the outcome of the activity and analyse briefly the financial risks involved (if applicable). In the case of applications/products consider commercial or scientific space applications in the light of the Objectives and Requirements above. In this case, contacts with, or involvement of potential customers or users are welcome and shall be documented (in the case of an Integrated Application proposal, the involvement of users is essential and needs to be presented). Discuss the benefits of the proposed activity to your company/institution and, if applicable estimate the potential market. If the application is pertinent to an ESA Programme(s) please identify which would be relevant to your proposal; indicate the structuring effect of the proposed activity, in terms of possible continuation in ESA programmes, the relevant time frame, targeted missions, and cooperation potential.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative

Image of first half page

ANNEX III - PROPOSAL TEMPLATE

Annex III to
Appendix 2 to AO/1-8268/15/NL/NDe
Page 4/8

PART C: FINANCIAL, MANAGEMENT AND ADMINISTRATIVE

1. BACKGROUND AND EXPERIENCE OF THE COMPANIES:
Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 20 pages with Annexes*).

2. TEAM ORGANISATION AND PERSONNEL
 - a) Structure of the Companies (prime contractor and subcontractor) and project team
Present the structure of the prime contractor and subcontractors, if any, by means of organigrammes (organisational charts).

Present also the structure of the project team in an organigramme including the subcontractors, if any. The organigramme of the project team shall clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.

 - b) Management Plan, Communications and Reporting
Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative I

1. BACKGROUND AND EXPERIENCE OF THE COMPANIES:

Briefly describe relevant experience for prime contractor and subcontractors, if any, for the performance of the work (the bidder may submit additional information beyond the 20 pages with Annexes*).

2. TEAM ORGANISATION AND PERSONNEL

a) Structure of the Companies (prime contractor and subcontractor) and project team

Present the structure of the prime contractor and subcontractors, if any, by means of organigrammes (organisational charts).

Present also the structure of the project team in an organigramme including the subcontractors, if any. The organigramme of the project team shall clearly show the tasks, position, authority and name of the persons proposed for the work, and in particular the study/project manager and the contracts officer. Show the lines of communication and reporting within the team.

b) Management Plan, Communications and Reporting

Present your management plan, policies and procedures for this activity including a discussion of the management control organisation, the procedure that will be used to exercise control over the project and the proposed subcontracting control (if any). Lines of communications and reporting, and means for settling disagreements shall be described.

c) Key personnel

Include a short and concise Curriculum Vitae (CV) pertinent to the activity for all key personnel that will be allocated to the activity together with information concerning the proportion of the person's working time that is devoted to the work offered.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **II**

3. FACILITIES:

Submit a brief description of the intended facilities relevant to the work (the bidder may submit additional information beyond the 20 pages with Annexes*).

*Any Annexes attached to the proposals are for information only and will not be considered for evaluation.

4. WORK DESCRIPTION:**

a) Flowchart

Insert a flowchart to show the work logic.

b) Work Breakdown Structure (WBS) (See Annex D, Paragraph D of the General Conditions of Tender)

Insert a Work Breakdown Structure (WBS) for the total scope of the activity showing the links and dependencies between the work packages.

c) Work Package Descriptions (WPD) (See Annex D, Paragraph D of the General Conditions of Tender)

Individual WPD shall be established per work package identified in the WBS; describing the following:

- responsible company
- beginning and end date of each work package
- person responsible for the work package
- description of the activities in the work package
- inputs to the work package
- outputs of the work package
- the outputs to the work packages are to be clearly identified (e.g. TN1 etc.) and shall be included in the List of Deliverables.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **III**

4. WORK DESCRIPTION:** (continued)

With respect to the standard requirements for management, reporting, meetings and deliverables (Appendix 2 to the Draft Contract), please include a work package for Management and Reporting. All management tasks, such as meetings, progress reports and final documentation shall be carried out under this work package.

** As Flight Hardware activities need to be phased, detailed information for the phase being proposed shall be provided. For the activities in following phases less detailed information is expected. Flight Hardware activities may exceed the period of 2 years when considering all its phases. An estimate of the cost to completion of all phases has to be provided.

5. PLANNING**

Insert a GANTT bar chart schedule for the proposed activity. The schedule from the start of the activity until the end of the contract shall, in principle, not exceed two (2) years unless fully justified. If the scope of the activity is software development then this must be delivered and the standard 6 months warranty period should be reflected in the bar chart and may lead to a total period exceeding 2 years.

6. FINANCIAL DATA**

a) PSS Forms

Complete the following PSS forms and attach them to your Outline Proposal. Please note that the PSS forms attached to the proposal do not count for the purpose of the maximum pages. The PSS forms are available on EMITS http://emits.sso.esa.int/emits-doc/pss/pss_i5.html and instructions for completing the forms are provided. All PSS forms including those for your sub-contractors are to be signed by the authorised representative of the company.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **IV**

6. FINANCIAL DATA** (continued)

Please note that all fields in National Currency and in EURO must be filled in. Please do not forget to fill in the exchange rate.

- PSS A1
- PSS A2 - see Note 1.
- PSS A2 exhibit A – Other Cost Element Details (if applicable).
- PSS A2 exhibit B – Travel Plan (mandatory), see Note 2.
- PSS A8

Note 1: For non-profit organisations, no profit can be accepted. For other organisations, the profit shall not exceed eight per cent (8%) of the base cost defined in the item nine (9) of the Company Price Breakdown Form PSS A2, issue 5.

Note 2: Final presentation shall take place at the Agency's premises. The cost of attendance/participation to conferences can only be covered if it is directly pertinent to the work being proposed, and shall be justified .

b) Cost-to-Completion

If applicable, provide an estimate of the cost to completion for the technical objectives stated.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative V

6. FINANCIAL DATA** (continued)

c) Payment Plan

The payment plan to be proposed shall take into account Article 3 of the Draft Contract, Clause 28 of the General Clauses and Conditions and the following provisions:

- All claims for payment shall be linked to the achievement of defined schedule milestones. These milestones are to be in the form of significant events in the programme to be selected on the basis of providing a check point for progress in the work performed. Examples of such milestones are the satisfactory completion of Design Reviews, satisfactory completion of tests, hardware deliveries and closure of contract. It should be noted that the commencement of an activity is not deemed to be a suitable milestone for payment purposes.

- Final payments shall be 15% of the Contract price as a minimum. For software deliverables 5% of the final payment will be due after expiry of the 6 months warranty period.

- Advance payments to be made after contract signature, may be agreed in line with the following provisions:

- Advance payments shall not exceed 15% of the contract price. A higher amount can be proposed if properly justified by e.g. the need for early investments, Long Lead Items etc.
- Advance payments for SMEs may be increased to a maximum of 35% of the contract price, if justified, or a positive cash flow negotiated. SMEs are classified according to the criteria of the European Commission (Recommendation 2003/361/EC of 6 May 2003 (OJ L 124, 20.5.2003, p. 36)).

The Advance payment constitutes a debt of the Contractor to the Agency until it has been set-off against a subsequent milestone. The advance payment shall nominally be set-off against the 1st progress payment.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative VI

6. FINANCIAL DATA** (continued)

Example of Milestone Payment Plan:

PRIME CONTRACTOR MILESTONE PAYMENT PLAN		
Milestone Description	Scheduled Dates	Payments from ESA to Prime Contractor
Milestone 1: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
Milestone 2: [Upon successful completion of WPxx and/or successful [review] and acceptance of all related deliverables]		
FINAL: [Upon the Agency's acceptance of all deliverable items due under the Contract and the Contractor's fulfilment of all other contractual obligations including submission of the Contract Closure Documentation] (minimum 15% of the contract price)		
[OPTION - FINAL 2] Upon successful completion of the 6 month warrantee period		
TOTAL		

Example of an Advance Payment Plan (delete if not applicable)

Prime (P)	Company Name	Vendor Code (at contract signature)	Advance Payment (in Euro)	Offset against	Offset by (in Euro)	Condition for release of the Advance Payment (if applicable)
				MS 1		Upon signature of the Contract by both Parties

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **VII**

6. FINANCIAL DATA** (continued)

Example of Milestone Payment Plan for sub-contractors (delete if not applicable)

Sub Contractor(s) Milestone Payment Plan			
Milestone Description	Scheduled Dates	Payment from Prime Contractor to Sub-contractor 1	Payment from Prime Contractor to Sub-contractor 2
TOTAL			

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **VIII**

7. MEETING PLAN

Complete the table below showing all meetings : meetings with sub-contractor(s) (if applicable), progress meetings with the Agency.

Note: the kick-off meeting and final presentation shall be held at the premises of the Agency.

Work Package Number	Purpose	Location	Companies attending	Date	Milestone (if applicable)

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **X**

9. INTELLECTUAL PROPERTY RIGHTS (if applicable)

- a) If the tenderer intends to use own background data (Background IPR), corresponding to existing intellectual property rights owned by the tenderer or by a proposed sub-contractor in the present activity, a comprehensive list of such Background IPR (including the name of the owner, reference numbers of registered property rights, if applicable) shall be provided.
- b) If the tenderer intends to use 3rd Party Intellectual Property in the present activity, the proposal shall provide a comprehensive list of such 3rd Party Intellectual Property (including the name of the owner, reference numbers of registered property rights, if applicable). If such arrangement or agreement could result in costs to be borne by the Agency these must be separately identified and covered in the total amount of the price quoted.
- c) Present the expected Intellectual Property that will be created as a result of the present activity and its ownership. (Foreground IPR).
- d) In the case of the participation of subcontractors in the present activity, explain the agreement reached between the parties on the ownership of the IPR and the principles for its exploitation, use and benefits.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **XI**

10. CONDITIONS RELATING TO EXPORT/IMPORT LICENCES/AUTHORIZATIONS AND RELATED DOCUMENTATION

Indicate any export or import restrictions the prime contractor and/or subcontractors are subject to, in accordance with national legislation, at the time of the submission of his tender and state the necessary licences, authorisations or preliminary authorisations and related Documentation:

- Prime contractor (or subcontractors) has obtained in order to submit a tender; and/or
- Prime contractor (or subcontractors) has or will need to obtain prior to placing of the Contract: and/or,
- Prime contractor (or subcontractors) has or will need to obtain for the implementation of the contract.

Should in the execution of the Contract a need arise to provide the Agency with information which is subject to export control laws and regulations , the Contractor shall secure that such information is only passed on to the Agency in accordance with the provisions of such export control and regulations.

9. Other Information

Annex III Proposal Template

Part C: Financial, Management & Administrative **XII**

11. INSURANCE WAIVER

Please indicate whether a Waiver of subrogation rights will be obtained and provided . Bidders are encouraged to discuss with their insurance company to obtain a waiver of subrogation rights from the insurers (foreseen in Clause 18.1.3 of the GCC). This waiver will be available on the side of ESA in case of reciprocity. Failure to present such a waiver at a potential contract signature will result in a hold harmless agreement between the parties in accordance with Clause 18.1.6 of the ESA GCC.