ARTES AGILE

ARTES 4.0 Technology & Product Developments

Full Proposal

Part 1

Cover Letter

Proposal title

Proposal Reference: reference number

Notes for the use of this template (to be removed from the Proposal)

**INTRODUCTION:**

ARTES AGILE supports development activities within the ARTES 4.0 Technologies and Products in the Strategic and Generic programme Lines: C&G, Scylight, 4S and 5G. It is intended to facilitate short duration technical de-risking activities critical to the definition and development of future products and services for the SatCom sector.

ARTES AGILE activities are intended for NewSpace developments (allowing for fast to fail, iterative or agile developments) that are limited in duration and limited to an ESA Firm Fixed Price of less than €250,000.

ARTES AGILE activities address high technology risk developments which are necessary to confirm the viability of a product development plan. Therefore ARTES AGILE activities are limited to an agreed derisking plan, with no provision for increasing the scope of work via a contract change note (CCN).

A full comparison of the differences between ARTES AGILE and ARTES 4.0 C&G Technology and Products is provided in Annex C.

There is a two stage process for applying for ARTES AGILE support:

1. Prepare and submit an Outline Proposal using the provided templates available at https://artes.esa.int/documents. This proposal will be evaluated and feedback will be provided typically within 10 working days. Upon successful evaluation of the Outline Proposal, an invitation to submit a Full Proposal may be issued by ESA to the tenderer.
2. Prepare and submit a Full Proposal using the ARTES AGILE templates available at https://artes.esa.int/documents. This proposal is evaluated and feedback will be provided to the tenderer typically within 5 weeks. The Tenderer is reminded that ARTES 4.0 is an optional programme of the European Space Agency, and as such every activity has to explicitly receive the financial authorisation by the National Delegation(s)[[1]](#footnote-1) of the relevant countries of the consortium. The Tenderer and its Subcontractor(s) shall therefore contact their National Delegation(s) to obtain a letter of authorisation for funding for the proposed activity before submitting their Full Proposal.

No contract negotiation is foreseen, the draft contract has to be accepted as is (non-negotiable) including the predefined milestone plan.

Use of the Proposal Templates is **mandatory**. There is one proposal template, parts of which are required to be completed at the Outline Proposal stage, with the remainder to be completed in the Full Proposal.

The Tenderer shall not change the structure of the Proposal Template (i.e. the table of contents must remain unchanged) and adhere to its guidelines and requirements. However, the format and lay-out can be modified, e.g. to be in-line with the Tenderer’s corporate identity.

**NOTES:**

1. To initiate the outline proposal review process, the completed documents must be sent to one of the following the email addresses according to the ARTES 4.0 Programme Line selected in Section 1:

Competitiveness & Growth: [artes-cg@esa.int](mailto:artes-cg@esa.int)

Space for 5G: [5g@esa.int](mailto:5g@esa.int)

Space Systems for Safety and Security (4S): [artes-4s@esa.int](mailto:artes-4s@esa.int)

Optical Communication – ScyLight: [scylight@esa.int](mailto:scylight@esa.int)

The content of this template may be copied into your own corporate template for the purposes of preparing your outline proposal. Please note that the document can bear company-internal protective markings, but to avoid confusion with formal and internationally agreed markings for “Classified Information”, the following terminology shall be avoided: Restricted (or Restreint), Confidential (or Confidentiel), Secret, Top Secret

1. Material presented in this plain style must not be removed nor modified, unless stated otherwise by an explanatory note.
2. Parts highlighted in yellow in this template should be modified as appropriate for your proposed activity.
3. Text in blue and in a smaller font size (*example*) is for guidance and can be removed from the completed outline proposal document.
4. Text in grey (example) do not need to be filled in for the outline proposal, but may need to be filled in for the full proposal

**Table of Contents**

[1 ARTES 4.0 Programme Line 4](#_Toc90637656)

[2 Scope, Duration and Objectives 4](#_Toc90637657)

[3 Tendering Team and Price Breakdown 5](#_Toc90637658)

[4 Contact Details 6](#_Toc90637659)

[5 Declarations on Key Acceptance Factors and Compliances 8](#_Toc90637660)

[6 Authorisation of Funding 8](#_Toc90637661)

[7 Validity Period 8](#_Toc90637662)

[8 Compliance with the Contract Conditions 8](#_Toc90637663)

[9 Insurance Waiver 8](#_Toc90637664)

[10 Statement Relating to Export/Import Licences/Authorisations and Related Documentation 9](#_Toc90637665)

[11 Use of ESA Technical Assets 9](#_Toc90637666)

[12 Disclosure 9](#_Toc90637667)

[Annex A 11](#_Toc90637668)

[Annex B 14](#_Toc90637669)

[Annex C 15](#_Toc90637670)

**Cover Letter**

From: (insert the name of the Tenderer or use your letterhead)

Date: (Tenderer to fill in the date of the Full Proposal)

To: EUROPEAN SPACE AGENCY (ESA)  
The European Space Research and Technology Centre (ESTEC),   
Keplerlaan 1,  
2201 AZ Noordwijk,   
The Netherlands

Att.: Mrs Monica MEZZADRI (IPL-PET)

Subject: ARTES 4.0 Technology & Product Developments  
CALL FOR PROPOSALS

ESA Ref.: AO/1-10285/20/NL/AF

Our ref.: Proposal Title (proposal title)   
Proposal Ref. (proposal reference number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Madam,

# ARTES 4.0 Programme Line

## This proposal is submitted under the following ARTES 4.0 programme line:

# Scope, Duration and Objectives

## This proposed activity has the following scope:

*Please indicate in the table below a segment for which financial support is being requested in the present proposal. Place an “X” in the relevant table cell(s)*

Table 2‑1 Scope of the Proposed Activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Space Segment** | | **Ground Segment** | **System** | **Intended Start Date** | **Intended Duration (months)** |
| **Payload** | **Platform** |
| X | X | X | X | dd/mm/yy | xx |

## The proposed activity has the following background and motivation:

*Briefly explain the background and motivation for the proposed development, highlighting:*

*The problem to be solved.*

*The area/s of innovation in the proposed activity*

*The areas of development risk addressed by the activity and criticality of the work performed.*

## This proposed activity has the following objectives:

*Describe the objective/s of the proposed activity explaining what is to be developed.*

## This proposal is a fully self-contained set of documents. It is understood that it will be the sole basis of the Agency’s evaluation and that any information in the Outline Proposal and any correspondence prior to the submission of the proposal will not be considered in the evaluation. The scope and price of the present proposal is identical to the Outline Proposal which was the basis for the Agency’s invitation to submit a Full Proposal.

## We hereby inform the Agency, that we will/will not start the work before contract award.

# Tendering Team and Price Breakdown

## Our Firm Fixed Price for the activity, in accordance with the funding conditions stated in the Call for Proposals, amounts to (total price) Euro all included, with the sole exception of any import duties and value added taxes in the Agency’s Member States. This price is based on a total cost of (total cost) Euro.

The funding of the activities under the ARTES 4.0 Technology & Product Developments is based on the following principles:

* Of the acceptable cost for eligible activities, ESA will fund up to the maximum of 80% for SMEs and 50% for non-SMEs.
* The remainder of the costs shall be funded by the Contractor or industrial entities or other private parties through private sector direct or indirect co-funding.

## The geographical distribution within the Tendering Team is indicated in the table below.

Geographical Distribution within the Tendering Team

|  |  |
| --- | --- |
| Country (2-letter ISO code) | Percentage of total activity price |
| country 1 | xx % |
| country 2 | xx % |
| … | xx % |

For Contractor and Subcontractor(s) only, not for suppliers.

NOTE: The term “Subcontractor” used herein refers to a project partner who is specifically identified as a Subcontractor and named as such in an ESA contract. A subcontract is a contract to be entered into by the Tenderer with a third party and a Subcontractor is responsible for one or more work packages.

NOTE: Other industrial partners making a lesser contribution to the project with low risk can be proposed as external suppliers or service providers. Typically these partners supply fully manufactured items such as assemblies, devices, modules etc., or provide standard services that can be used without major modification. In this case they will not be explicitly named Subcontractors in a contract with ESA. However, the costs associated with these external service providers must be detailed in Exhibit A to form PSS-A2.

## The details of the Tendering Team are as follows:

**Tendering Team and Price Breakdown Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contractor | Subcontractor 1 | Subcontractor .. |
| Tenderer’s Complete Name and Legal Nature | ........ | ........ | ........ |
| SME | yes/no | yes/no | yes/no |
| Large Space Integrator | yes/no | yes/no | yes/no |
| National Delegation Support | yes/no | yes/no | yes/no |
| ESA Entity Code | 1 000 xxx xxx | 1 000 xxx xxx | 1 000 xxx xxx |
| ESA Business Unit Code (if applicable) | 8 000 xxx xxx | 8 000 xxx xxx | 8 000 xxx xxx |
| Country | ........ | ........ | ........ |
| Price Type | FFP | FFP | FFP |
| Price and cost for the activity | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Total Price to ESA per Contractor/Sub | €........ | €........ | €........ |
| Total Cost per Contractor/Sub | €........ | €........ | €........ |

## 

## Expenditure outside of supporting the ESA participating state (relevant national delegation)

Provide a list of any expenditures outside of the ESA participating state/s that is providing the letter/s of authorisation for funding.

# Contact Details

## Entity and contact details for the Tenderer (potential Contractor) are given below:

**Tenderer Details**

|  |  |  |
| --- | --- | --- |
| **Entity Details** | Full Name: | (full name of the Tenderer) |
| Address: | (address of its seat) |
| Telephone: | ........ |
| Nationality (according to ESA Convention criteria): | ........ |
| VAT Number: | ........ |
| **Contact person** to whom all communication related to the Full Proposal should be addressed: | Name: | ........ |
| Telephone nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| **Author(s)** of the Full Proposal: | Name: | ........ |
| Job Title: | ........ |
| Person who will be responsible for the **technical management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will be responsible for the **contractual management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will **sign** any resulting contract: | Name: | ........ |
| Job Title: | ........ |

## Contact details for the Subcontractor(s) are given below:

Delete this section if no subcontractors are proposed

**Subcontractor Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Subcontractor 1** | **Subcontractor 2** | **Subcontractor …** |
| Subcontractor details | Name: | ........ | ........ | ........ |
| Address: | ........  ........ | ........  ........ | ........  ........ |
| Contact person for the purposes of their Full Proposal to the Contractor | Name: | ........ | ........ | ........ |
| Telephone nr.: | ........ | ........ | ........ |
| Email address: | ........ | ........ | ........ |

# Declarations on Key Acceptance Factors and Compliances

## Form A “Declarations on Key Acceptance Factors” has been duly completed and signed.

## Form B “Declarations on Compliances” has been duly completed and signed.

## The completed and signed Forms A and B are attached as Annex A to this cover letter.

# Authorisation of Funding

## Signed letter(s) of Authorisation of Funding from the relevant National Delegation(s), authorising the Agency to fund the quoted price from their country’s contribution to the applicable ARTES 4.0 Element, are attached as Annex B to this proposal cover letter.

An **Authorisation of Funding from the relevant National Delegation** is a prerequisite for processing the Full Proposal in ESA. At the time of the submission of the Full Proposal, an Authorisation of Funding from the relevant National Delegation shall be submitted which is signed by the delegate(s) representing the country/ies in which the Tenderer and, if applicable, its subcontractor(s) reside(s), authorising the Agency to fund the quoted price from their contribution to the ARTES 4.0 Programme Line as defined above. The (various) submitted statement(s) shall demonstrate that the quoted price is fully supported. **Please note that National Delegations may support different funding levels up to the maximum specified**.

# Validity Period

## This proposal is valid for a period of four months from the date of proposal submission to ESA with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations.

## We hereby acknowledge the right of the Agency during the validity period of this proposal to require us to provide evidence of any element of our proposal and to give additional detailed information, including on the price quotation. This includes the right for ESA to perform an audit if ESA deems it appropriate.

# Compliance with the Contract Conditions

The contract conditions have been read, are understood and accepted. No sales conditions of our own are applicable.

The Personal Data “Controller to Controller” (PDCC) Annex to the Contract has been read, are understood and accepted. It is understood that this Annex forms an integrated part of the Contract and that it will not be subject of separate signatures. Should the tender lead to a Contract award, the PDCC will enter into force upon signature of the Contract by both Parties.

# Insurance Waiver

A waiver of subrogation rights from our insurer will be available at the time of contract signature.

or

(delete the inapplicable paragraph)

A waiver of subrogation rights from our insurer will notbe available. The hold harmless agreement specified in Clause 18.1.6 of the General Clauses and Conditions for ESA Contracts shall apply.

# Statement Relating to Export/Import Licences/Authorisations and Related Documentation

There are no export or import restriction issues and thus no need to obtain specific licences or authorisations.

or

(delete the inapplicable paragraph)

Export or import restrictions and/or a need of adequate licences or authorisations exist, and the status regarding such requirements is at present the following:

* the Tenderer/Subcontractor … (name) has obtained the following authorisation(s) in order to submit this tender: ….

and/or

* the Tenderer/Subcontractor … (name) will need to obtain, prior to the placing of a Contract, the following authorisation(s): ....

and/or

* the Tenderer/Subcontractor … (name) will need to obtain the following authorisation(s) for the implementation of the contract: ....

# Use of ESA Technical Assets

It is not intended to make use of ESA Technical Assets.

or

(delete the inapplicable paragraph)

It is intended to make use of ESA Technical Assets in the activity.

The intended use of these assets is compatible with the technical, operational and strategic objectives of our proposal.

Further information is provided in Part 4 of our proposal on the intended use of these assets, including a description of the alternative facilities that will be used for the same purpose if the ESA technical assets cannot be made available for use in the project.

The commercial procurement of these alternative facilities is presented as a back-up option in Part 6 of our proposal for the activity.

# Disclosure

We confirm that the information provided in this Proposal may be freely disclosed to Agency personnel solely for the purposes of the review process described in Section 4 of the Letter of Invitation.

sign and date the cover letter

Done and signed for, and on behalf of .....................

Signature: ..............................

Name and title of the signatory: (full name and function) duly authorised to commit the tendering entity and its proposed Subcontractor(s) for this purpose.

# Annex A

Form A: Declarations on Key Acceptance Factors

CfP Reference: AO/1-10285/20/NL/AF, ARTES 4.0 Technology & Product Developments

Proposal Title: …………………………………………………………………………………

By submitting this Form A as Annex to the cover letter of the Full Proposal reference [insert reference of your Proposal……], I/we the undersigned herewith officially declare that the Full Proposal fulfils the Key Acceptance Factors as listed hereunder and accepts that the Full Proposal will be excluded from further evaluation if it turns out that the Full Proposal is not in line with any of the declarations given in this form:

|  |  |
| --- | --- |
| Key Acceptance Factors | Please tick all the boxes to confirm that you meet the requirements |
| The Tenderer satisfies the qualification requirements established under Article 18.1.a) of the ESA Procurement Regulations. The Tenderer further certifies that it, and when applicable any of its Sub-contractors, does not fall under any of the exclusions laid down in the ESA Procurement Regulations under Article 18, paragraph 2. | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), to be compliant with the requirements listed in the “Certification of Free Competition” (see Part 2B-3 of the GCT). | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), to be compliant with the requirements listed in the “Certification of Non-Benefit” (see Part 2H of the GCT). | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), the acceptance of the conditions listed in the “Non Commitment of the Agency” (see Part 2B-11 of the GCT). | … |
| The Full Proposal cover letter and the Full Proposal contain a binding price. | … |
| The Full Proposal cover letter and the Full Proposal contain a Firm Fixed/Ceiling Price. | … |
| The Full Proposal cover letter contains a confirmation that the validity period is four (4) months from the date of Full Proposal submission with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations. | … |
| The Full Proposal contains a technical description. | … |
| The draft contract is fully accepted | … |
| A statement is attached to the cover letter, signed by the Delegate(s) representing the country/ies in which the Contractor (and if applicable its Subcontractor(s) reside(s), either authorising the Agency to fund the quoted price from their contribution to the applicable ARTES 4.0 Element or indicating their preliminary agreement to fund the quoted price subject to formal approval. | … |
| ESA has given its go-ahead for the submission of the Full Proposal based on the Outline Proposal. | … |
| The Tenderer has prepared its Full Proposal in line with the mandatory Proposal Templates. | … |
| The Full Proposal cover letter and its Annex A (Forms A and B) are signed by authorised representative(s) of the Tenderer. | … |

|  |  |
| --- | --- |
| Name: | ……………… |
| Current position in the Tenderer’s organisation: | ……………… |
| Signature: | ……………… |
| Date: | ……………… |

Form B: Declarations on Compliances

CfP Reference: AO/1-10285/20/NL/AF, ARTES 4.0 Technology & Product Developments

Proposal Title: …………………………………………………………………………………

By submitting the present Form B as an annex to the cover letter of the Full Proposal reference (reference of your Proposal), I/we the undersigned herewith officially declare that the Full Proposal is compliant with the following requirements as listed hereunder:

|  |  |
| --- | --- |
| Compliance Statement | Indicate\* : “Compliant” or “Partially Compliant” or “Non-Compliant” |
| The information provided to ESA for registration as potential supplier (individually for all entities involved in the Proposal) has been updated in the last 12 months. | … |
| With regard to the Agency’s Right of Audit (GCT Part 2 B7) of the Call for Proposals, the Proposal is: | … |
| The Proposal uses the Mandatory Templates of the SCT and complies with all requirements therein. | … |

\* If “partially compliant” or “non-compliant” provide a reference to the relevant Parts of the Proposal containing detailed information on the matter.

|  |  |
| --- | --- |
| Name: | ……………… |
| Current position in the Tenderer’s organisation: | ……………… |
| Signature: | ……………… |
| Date: | ……………… |

# Annex B

Authorisation(s) of Funding from National Delegation(s)

Please enclose a copy of the letter from each relevant National Delegation.

# Annex C

Comparison between ARTES AGILE and ARTES 4.0 Technology and Products activities

|  |  |  |
| --- | --- | --- |
|  | **ARTES 4.0 Standard Call for Proposals** | **ARTES AGILE** |
| Duration | As proposed | Typically ≤12 months |
| CCN | Possible | N/A |
| AC/IPC | Applicable (depending ESA price) | N/A |
| Max ESA price | Not limited | 250k Euro |
| Prior Work / IKC | Allowed under defined conditions | N/A |
| Expenditure Outside MS | Above 100k Euro (AC) and 200k Euro (IPC) approval | Above 100k Euro not allowed |
| Funding Levels SMEs | Up to 80% | Up to 80% |
| Funding Levels non-SMEs | Up to 75% (dependent on Development Phase) | Up to 50% (independent of Development Phase) |
| Proposal Template | Several (OP, FP) | One (partly in OP, remainder in FP) |
| Template Content | Detailed | Simplified |
| Contract Negotiation | Required | N/A |
| Milestone Payments | Depending Proposal and complexity (to be negotiated) | Fixed (KO, MTR, FR) |
| Payments per Milestone | to be negotiated | 60% MTR / 40% FR |
| Contract | Draft Contract proposed by ESA and negotiated | ESA contract accepted at FP submission  (not negotiable) |
| Mandatory Output | HW/SW/study report | Technology Risks,  Business and Development Plan |

1. https://artes.esa.int/national-delegations [↑](#footnote-ref-1)