ARTES 4.0 Technologies and Products

Agile + Outline Proposal

Part 1

Cover Letter

Proposal title

Proposal Reference: reference number

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**Cover Letter**

From: (insert the name of the Tendereror use your letterhead)

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

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

Att.: Ms Giusy Menghini (CIC-CTR)

Subject: ARTES 4.0 Technologies and Products for C&G, Optical and Quantum Communication – ScyLight, Space Systems for Safety and Security (4S) and 5G/6G and Sustainable Connectivity CALL FOR PROPOSALS

ESA Ref.: CfP 4-40017/24/NL/GM

Our ref.: Proposal Title (proposal title)   
No. (proposal reference number)

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Dear Madam,

# Scope of the Proposal

## With reference to the above Call for Proposals we are pleased to present our proposal addressing the following Programme Lines, Development Phases and Domains:

Select one ARTES 4.0 Programme Line as agreed with the Agency during the Outline Proposal evaluation:

The proposal addresses the following ARTES 4.0 Programme Line:

|  |  |
| --- | --- |
| ARTES Core Competitiveness Generic Programme Line - Component B: Competitiveness & Growth |  |
| ARTES Strategic Programme Line Space for 5G/6G and Sustainable Connectivity |  |
| ARTES Strategic Programme Line Space Systems for Safety and Security (4S) |  |
| ARTES Strategic Programme Line Optical and Quantum Communication – ScyLight |  |

## Scope

Please indicate in the table below a segment (Space Segment Payload, Space Segment Platform, Ground Segment) and one or more ARTES development phase(s) (Definition, Technology, Product, Demonstration/Atlas), for which financial support is being requested in the present proposal.

Place an “X” in the relevant table cell(s) and remove the table rows / columns as appropriate.

Table 1.1 Scope of the Proposed Activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Space segment** | | **Ground segment** | **End-to-End System** |
| **Development Phase** | **Payload** | **Platform** |
| Definition Phase | X | X | X | X |
| Technology Phase | X | X | X | X |
| Product Phase | X | X | X | X |
| Demonstration Phase | (Atlas) X | (Atlas) X | X | X |

## Overall Planning and Cost Summary

The Planning and Costing Summary table provides an estimation of the cost and schedule for all development and follow up activities[[1]](#footnote-2) required before commercial exploitation.

Table 1‑2 Planning and Costing Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Included in proposed activity?** | **Cost (k€)** | **ESA funding % of Costs** | **Start Mon-YY** | **Completion Mon-YY** |
| Definition Phase | yes/no | …… | …… | …… | …… |
| Technology Phase | yes/no | …… | …… | …… | …… |
| Product Phase | yes/no | …… | …… | …… | …… |
| Demonstration Phase | yes/no | …… | …… | …… | …… |
| Commercial |  | …… | …… | …… | …… |
| Development Phases that overlap in time are allowed.  Please note that the provided table shall be limited to a maximum of 20 years span (within a ±10 years time interval with respect to the commercial launch date of the product). | | | | | |

### Expenditure Outside of the Countries of the Bidding Consortium

Expenditure above 50 k€ outside of the countries of the bidding consortium members (i.e. in other ESA Member States and/or outside of the ESA Member States) is/is not foreseen.

Include the text and complete the table below only if expenditure above 50 k€ is foreseen outside of the countries of the bidding consortium members.

The estimated expenditure is detailed in the table below.

Table 1‑3 Estimated Expenditure Outside of the Bidding Consortium

|  |  |  |  |
| --- | --- | --- | --- |
| Destination of Expenditure | Total Expenditure | Country(ies) | Nature of Expenditure, Potential Supplier(s) and Justification |
| Other ESA Member States | ……… k€ | ……… | ……… |
| Outside of the ESA Member States | ……… k€ | ……… | ……… |

## 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.

# 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.

# Overview of the Proposed Activity

## Objectives

The objective(s) of the proposed activity is/are to develop / validate / qualify / demonstrate a ……

State the objective summarising the goal and define the target product(s) that will be ready for commercial exploitation once developments (with ARTES support or otherwise) have been completed.

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

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 for a clearly defined task related to the Tenderer’s offer and which is sufficiently non-standard to require specifications/task descriptions to be generated specifically. A Subcontractor can himself place subcontracts. 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 (e.g. hire of facilities, computing/analysis services, manpower services including consultancies, foundries (ASICs, MMICs, etc.), plating of parts, services for procurement of HIREL parts, etc.). 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.

Table 1-4 - Geographical Distribution within the Tendering Team

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

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

The information hereunder shall be mirrored in the “consortium structure” in esa-star

Table 1‑5 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 |
| 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 Definition Phase *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Price and cost for Technology Phase *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Price and cost for Product Phase *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Price and cost for Demonstration Phase *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Total Price to ESA per Contractor/Sub | €........ | €........ | €........ |
| Total Cost per Contractor/Sub | €........ | €........ | €........ |

# Contact Details

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

**Table 1‑6 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

**Table 1‑7 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: | ........ | ........ | ........ |

# Prior Work

## Prior Work is/is not proposed.

# 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 Definition/Technology/Product/ Demonstration Phase(s).

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 Definition/Technology/Product/Demonstration Phase(s).

# 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 1 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 2 to this proposal 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 1**

**Form A: Declarations on Key Acceptance Factors**

CfP Reference: CfP/4-40001/23/NL/AF, Technologies and Products for C&G, Optical and Quantum Communication – ScyLight, Space Systems for Safety and Security (4S) and 5G/6G and Sustainable Connectivity

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 Price. | … |
| The Tenderer confirms that it and its subcontractor(s) completed at least the “Light Registration” in esa-star Registration. | … |
| The Tenderer confirms that the “consortium structure” in esa-star mirrors the Proposed Project Team in the Cover Letter. | … |
| 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. | … |
| 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: CfP-/4-40001/23/NL/AF, ARTES 4.0 Technologies and Products for C&G, Optical and Quantum Communication – ScyLight, Space Systems for Safety and Security (4S) and 5G/6G and Sustainable Connectivity

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. | … |
| With regard to the requirements in ESA’s Policy on the Prevention, Detection and Investigation of Fraud (cf Cover letter of the Call for proposals, Section 1.g), and in particular paragraph 5.8, the tender is: |  |

\* 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 2**

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

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

1. For example, Development Phases partly funded by ESA, or covered by other programmes/funds. [↑](#footnote-ref-2)