ARTES 4.0 Technologies and Products

Full Proposal

Part 1

Cover Letter

Proposal title

Proposal Reference: reference number

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

***[N.B. Use this template to prepare your Full Proposal. Once the Full Proposal is complete and internally validated, please remove all captions in red colour (instructions for Tenderers), delete all ESA headers/footers, add your own logos, headers/footers prior to finalising your Full Proposal for submission to ESA. The Full Proposal shall be submitted in a searchable and indexed PDF file for easier viewing.]***

Material presented in this plain style must not be removed nor modified, unless stated otherwise by an explanatory note.

Parts highlighted in yellow may or may not need to be filled in, depending on the scope of the proposal (please refer to the related explanatory notes to determine if they apply or not).

Text in red font must be modified and/or completed by the Tenderer for the proposed activity (this supplementary information should be presented in plain typeface, i.e. not red, in the final version of the Full Proposal).

Text in blue italics is used for explanatory notes and guidance to help you to develop the Full Proposal content. They should be removed from the final document before submission.

A single Cover Letter shall be included covering all Development Phases for which support is being requested under the ARTES 4.0 Technologies and Products Call for Proposals.

Use of this Full Proposal Template is **mandatory**. The Tenderer shall not change the structure of this Full 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.

**Cover Letter**

From: **..........** *(****Tenderer*** *to insert name of the company/institute submitting the Tender)*

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

To: EUROPEAN SPACE AGENCY (ESA),

The European Space Research and Technology Centre (ESTEC),

Keplerlaan 1,

2201 AZ Noordwijk,

The Netherlands,

***Attn: Ms. Giusy Menghini (CIC-CTT)***

Subject: **ESA CfP/4-40028/25/NL/GM**

**ARTES 4.0 Technology and Product Development Activity – Standard Call for Proposals for Cooperative Agreements**

Category: Calls for Proposals

Our Ref.: Proposal No. **.........** *(****Tenderer*** *to insert its Proposal reference number)*

*Proposal title……….(****Tenderer*** *to insert its Proposal title)*

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

Dear Sir/Madam,

With reference to the above Call for Proposals (CfP) we are pleased to present this Full 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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 |

## 

1. The Tenderer (potential Partner) is:

***....*** *(full name of company or institute)*

***....*** *(address of its seat)*

Telephone: **........**

Nationality (according to ESA Convention’s criteria): **........**

VAT Number: **…….**

ESA Entity Code: ***1 000 xxx xxx***

(If not registered yet, it should be stated: “not registered yet, registration request made on … (date)”.)

1. Overall Planning and Cost Summary

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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). | | | | | |

1. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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€ | ……… | ……… |

1. The Partner and Subcontractor(s) participating to the activity is (are):

Please fill in the tables below and do not forget the obligation for all components of the proposed bidding Team to have at least completed the “Light Registration” in esa-star Registration.

## 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.

**Proposed Team and Price Breakdown Information**:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Partner** | **Subcontractor 1** | **Subcontractor 2** |
| Economic Operator Complete Name and Legal Nature ([[2]](#footnote-3)) |  |  |  |
| SME (indicate YES or NO) |  |  |  |
| Large Space Integrator (indicate YES or NO) ([[3]](#footnote-4)) |  |  |  |
| ESA Entity Code (10000xxxxx) ([[4]](#footnote-5)) |  |  |  |
| ESA Business Unit Code (80000xxxxx) |  |  |  |
| Country (ISO Code) |  |  |  |
| 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 per Entity |  |  |  |
| Total Cost per Entity |  |  |  |
| **TOTAL PRICE** |  | | |

1. **Geographical Distribution within the Proposed Team**

(for the Partner and Subcontractor(s) only, not for suppliers):

|  |  |
| --- | --- |
| **Country (2-letter ISO code)** | **Percentage of total amount %** |
| Country 1 | xx % |
| Country 2 | xx % |
| Country 3 | xx % |

1. We hereby certify that the information provided to ESA for entity registration (individually for all entities involved in the tender) has been updated in the last twelve (12) months.
2. Our Firm Fixed Price for the activity in accordance with the funding conditions stated in the CfP, amounts to: ***……......*****Euro** *(insert the amount of the total price for the Agency)*, This amount is calculated as follows: *[insert percentage* ***……..****%.* contributed by the Agency and *[insert percentage* ***………****%*. contributed by the Partner toward the *the total cost of the activity that amounts to* ***…….*****Euro** *(insert the total cost of the activity),* all included with the sole exception of any import duties and value added taxes in the Agency’s Member States. *(In case of Proposal including Subcontractor(s), an additional price information is to be stated in section 2: a summary price breakdown showing the amount allocated individually to each of the participants, including the own share of the Partner.)*

Please refer to the maximum funding levels in the ESA Cover Letter (Section 2.4 Tables A and Table B).

1. The contact person of the Tenderer to whom all communications relating to this tender should be addressed is the following: ***......*** *(name of contact person(s) as well as telephone number, email address – it being understood that two (2) contact persons, one technical and one legal/commercial, might be advantageous. Please fill in as needed.)*
   * 1. for technical matters as follows:

|  |  |  |
| --- | --- | --- |
|  | **To:** | **With copy to:** |
| Name |  |  |
| Telephone No. |  |  |
| Email Address |  |  |

* + 1. for contractual and administrative matters as follows:

See Appendix 1 Draft Cooperative Agreement

* + 1. for Personal Data Protection matters to be addressed to the Data Protection contact point as follows:

See Appendix 1 Draft Cooperative Agreement

Concerning the persons who would be responsible on the Partner’s side for all communications concerning the technical and contractual management in case of award of the Cooperative Agreement, their names and contact information (including telephone numbers, email addresses) can be found in the information that we have inserted in Appendix 1 “Draft Cooperative Agreement”.

1. This Full 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.
2. Regarding the technical and management contents of this Full Proposal, we hereby certify that this tender fully complies with the technical and management requirements of the subject CfP.
3. In addition, the technical contents of this Full Proposal are free from any plagiarism. When use is made of material being quotations or citations from existing public literature, such use is clearly indicated and due reference indications (source and author) are provided.
4. We hereby state that we have read and understood all the terms and conditions of the Draft Cooperative Agreement and its General Terms and Conditions included in the subject CfP and that we accept the said terms and conditions without any reservations.

We also confirm that any sales conditions of our own shall not apply.

[Full and unconditional compliance is required for your tender to be considered for evaluation and award of the Cooperative Agreement. No amendments and/or reservations shall be made by the Tenderer. You are however required to make a proposal on how to complete the parts of the Appendix 1 ‘Draft Cooperative Agreement’ which are identified with captions in blue colour. The remaining text on the document (text in other colours than blue) shall not be edited.]

We hereby confirm that no explicit or implicit modifications are proposed to the Draft Cooperative Agreement. The Cooperative Agreement is submitted as part of this Full Proposal in esa-star under the section denominated Contract Proposal, duly completed with the information required therein (identified in blue).

*[Please also note that in case a proposal is selected for Cooperative Agreement implementation, the Agency reserves the right to request amendments to the information filled in by the Tenderer (e.g. proposed Milestone Payment Plan), in the case that some elements are not in line with the Agency’s requirements.]*

1. ***[Option A****: the Personal Data Protection clause contained in the draft Cooperative Agreement is to be made applicable when the only personal data exchanged/processed in the frame of the Cooperative Agreement are the contact details of the representatives/contact points of the Parties and the personal data of the Key Personnel (e.g., CVs).]*

We hereby explicitly state that we have read, understood and accepted the Personal Data Protection conditions stipulated in the Draft Cooperative Agreement .

***[END OPTION A]***

*[****OPTION B - EXCEPTIONALLY (for example but not exclusively in the case of workshops) and to be agreed with the Outline Proposal Point of Contact:*** *: the PDP Annex is to be made applicable when the Proposal foresees processing of personal data as part of the work to be performed under the Cooperative Agreement. It addresses as well the exchange/processing of the contact details of the representatives/contact points of the Parties and the personal data of the Key Personnel (e.g., CVs).]*

We hereby explicitly state that we have read, understood and accepted the Personal Data Processing Annex (the “PDP Annex”) to the Draft Cooperative Agreement.

*(This Annex forms an integrated part of the Cooperative Agreement and the Tenderer’s attention is drawn to the fact that it will not be subject to separate signatures. Should the tender lead to award of a Cooperative Agreement, the PDP Annex will enter into force upon signature of the Cooperative Agreement by both Parties. Special attention is drawn to section 1.3.2.3 (Personal Data Processing) of the Full Proposal Template.)*

***[END OPTION B]***

1. *(One of the two following alternative statements, i.e., 14.a) or 14.b), is to be deleted.)*

*14. a)* Concerning the feasibility to export the Work resulting from the Cooperative Agreement as foreseen in the Draft Cooperative Agreement including its Appendices, we hereby declare that we have examined the case and drawn the conclusion that there are no export restriction issues and thus no need to obtain specific licences or authorisations.

***or***

*14. b)*  Concerning the feasibility to export the Work resulting from the Cooperative Agreement as foreseen in the Draft Cooperative Agreement including its Appendices, we hereby declare that we have examined the case and drawn the conclusion that export restrictions and/or need of adequate licences or authorisations exist, and that the status regarding such requirements is at present the following:

* + the Tenderer***or******(option)***its Subcontractor *… (name)* has obtained the following authorisation(s) in order to submit this tender: *………. (to specify).*

***and/or******(option)***

* + the Tenderer ***or*** ***(option)*** its Subcontractor …. *(name)* will need to obtain prior to the placing of a Cooperative Agreement, the following authorisation(s):  *…… (to specify)*.

1. The legal representative to sign the resulting Cooperative Agreement on behalf of the Partner will be: ***.....*** *(name and title of the person)*
2. The Full Proposal is valid during the following time period, reckoning from the closing date for tender submission: 120 calendar days *(to insert a number compatible with ESA’s CfP Cover Letter)* .
3. We hereby acknowledge the right of the Agency, during the validity period of this Full Proposal, to require the Tenderer to provide evidence of any element of its Full Proposal and to give additional detailed information, including on the price quotation, whatever the type of price is. This includes the right for ESA to perform an audit if ESA deems it appropriate.
4. We hereby inform the Agency, that we will/will not start the work before contract award.
5. Prior work is/is not proposed.
6. 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.
7. By submitting the Full Proposal, I/we the undersigned herewith officially declare that the Proposal fulfils the Key Acceptance Factors, as indicated in section 3 of the subject CfP Cover Letter and in the dedicated section of the esa-star Tendering.

Done and signed for and on behalf of ***.....................*** *(Name of the company or institute acting as the Tenderer):*

Signature: ***..............................***

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

**Annex 1**

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

CfP Reference: CfP/4-40028/25/NL/GM, ARTES 4.0 - Technologies and Products Development Activities – Standard Call for Proposals for Cooperative Agreement

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 confirms, on its behalf and on behalf of its Subcontractor(s), to satisfy the “Eligibility Requirements” (see section 1.1 of the CfP/TC). | … |
| The Tenderer confirms, on its behalf and on behalf of its Subcontractor(s), to be compliant with the “Non Benefits Requirements” (see section 1.8 of the CfP/TC). | … |
| The Tenderer confirms that the tender Cover Letter and the Full Proposal contain a binding price. | … |
| The Tenderer confirms that the tender Cover Letter and the Full Proposal contain a price type compliant with the one requested in the CfP. | … |
| The Tenderer confirms that it accepts the Cooperative Agreement and its General Terms and Conditions **as non-negotiable**. | … |
| A statement is attached to the cover letter, signed by the Delegate(s) representing the country/ies in which the Partner (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 Programme Line 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. | … |

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

**Annex 1**

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

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

**END FULL PROPOSAL PART 1 TEMPLATE]**

1. For example, Development Phases partly funded by ESA, or covered by other programmes/funds. [↑](#footnote-ref-2)
2. Specify here the type of business entity to which the company belongs (e.g Limited Company, Société Anonyme, AG, etc.). [↑](#footnote-ref-3)
3. According to registration with ESA. [↑](#footnote-ref-4)
4. The ESA Entity Code corresponds to the esa-p Vendor Code. [↑](#footnote-ref-5)