ARTES 4.0 Technologies and Products

Full Proposal

Part 6

Financial Proposal for the … Phase

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 are optional, 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 separate and self-contained Financial Proposal shall be included for each Development Phase for which support is being requested under the ARTES 4.0 Technology & Product Developments 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.

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# Cost and Price Summary

The cost and price for the proposed Definition/Technology/Product/Demonstration Phase are as defined in Part 1 – Cover Letter.

Our financial proposal for the proposed Development Phase is compliant with the maximum funding levels specified in the Call for Proposal Letter of Invitation.

The requested support does not include any costs associated with marketing or commercialisation activities.

# PSS Forms

The following PSS forms are attached in Annex 1 herewith for the Tenderer and for each of the proposed Subcontractor(s), showing, per entity, the total cost of the proposed work (i.e. including the entity’s share):

PSS-A1;

PSS-A2 (including Exhibits A and B, where applicable);

PSS A8;

PSS A15.1.

All PSS forms are signed by an authorised representative of the entity concerned.

Electronic versions of the PSS forms are also attached in Excel® file format to the electronic version of the financial proposal.

# Travel and Subsistence Plan

The proposed travel and subsistence plan for the activity, including the related cost details, are submitted in Exhibit B to form PSS-A2 for each member of the project consortium.

# Third Party Licence Costs

No licences of intellectual property rights owned by any third party are to be purchased for the execution of the activity.

or

(delete the inapplicable paragraph)

Licences of intellectual property rights owned by third parties are planned to be purchased for the execution of the activity. The table below is a summary of the third party licence costs.

Third party licence costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Proposal Template** | **Owner** | **Total Costs** | **Purchased By (project partner)** | **Required for the Use of Deliverables (yes/no)** |
| … | … | €… | … | … |
| … | … | €… | … | … |
| … | … | €… | … | … |
| … | … | €… | … | … |

The fees for these intellectual property rights licences are included in the total price of the proposal and are itemised in Exhibit A to form PSS-A2 for the entity concerned.

The technical justification for the use of third party products/licences is presented in the technical Part 3 of

the proposal.

As indicated in the table above, licenses of intellectual property rights acquired within the activity are/are not expected to be required for the use of the items for provided for validation.

Include the following if licences are expected to be required for the use of the items provided for validation

The table below indicates the items for validation concerned, the licences required by the Agency for their use and the conditions under which these licences must be purchased by the Agency.

Licences required by the Agency for the use of the affected validation items

|  |  |  |  |
| --- | --- | --- | --- |
| **Third Party Product/Licence** | **Item(s) for Validation** | **Agency Licence for the Use of the Validation Item(s)1 (transferred/purchased)** | **Optional Binding Price for the Licence** |
| … | … | … | €… |
| … | … | … | €… |
| … | … | … | €… |
| … | … | … | €… |

1. “transferred” = licence is transferred to the Agency at the end of the activity; “purchased” = the licence must be purchased by the Agency.

Each optional binding price is supported by a copy of the supplier’s proposal, document reference, which is attached to the proposal.

# Source of the Entity Contribution

The source (e.g. internal R&D funds, loss against the cooperative agreement, bank loan, ...) of the entity contribution (including from any private third party) to the overall development costs is as follows:

Partner name (Partner): ….

Source: ...................

Subcontractor 1 name (subcontractor): …….

Source: ...................

Subcontractor …. name (subcontractor): …….

Source: ...................

It is confirmed that, in all cases, the entity contribution excludes:

third party public funds and

overheads included in rates charged to the Agency for the Cooperative Agreement , or any other cooperative agreement/contract with the Agency, or sub-contract awarded under an Agency cooperative agreement/contract.

**Co-funding in-kind is not foreseen under the present Call for Proposals .**

Evidence concerning the availability of the entity contribution is provided in Annex 3:

Examples of possible sources of co-funding are: existing funds in bank account coming from sales/profit, already approved/prospective bank loan, investment from external source e.g. private investment funds, other contributions. EU and/or national funds coming from e.g. R&D programmes are not allowed. Use of future earnings as co-funding sources is not allowed, unless binding contracts that guarantee future earnings can be demonstrated.

The purpose of this information is to provide evidence on the capabilities of the involved company(ies) to finance their share of the cost of the proposed activity elements (procurements, facilities, labour cost) and, as such, can serve the obligations of the activity.

# Statement of Profit

This financial offer is exclusive of profit.

# Currency and Conversion Rates

This financial proposal is presented in Euro.

All members of the Bidding Team are located in countries participating in the Euro, so no currency exchange rates are applicable.

or

(delete the inapplicable paragraph)

Include and complete the following information for all members of the Bidding Team located in countries not participating in the Euro

The following table identifies the entities within the Bidding Team who are not located in countries participating in the Euro and the currency exchange rates that have been applied in each case.

This exchange rate shall be stated in the PSS forms and shall be clearly explained in Exhibit A to form PSS‑A2. Any other factors (e.g. hedging costs, forward buying rates, etc.) used for the purpose of its calculation shall be indicated.

Summary of exchange rates applied

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entity** | **National Currency** | **Exchange Rates Applied** | **Detailed in the Entity’s PSS-A2 Form and its Exhibit A** | **Other Factors Used to Calculate the Exchange Rates** |
| … | … | … | yes/no | … |
| … | … | … | yes/no | … |
| … | … | … | yes/no | … |
| … | … | … | yes/no | … |

Should any country(ies) to which the above entity/entities belong adopt the Euro following the submission of proposals, the applicable conversion rates shall be the ones then adopted by the appropriate European Authorities.

# Type of Price

The price quoted is a Firm Fixed Price.

# Quotations Free of Taxes and Customs Duties

The price quoted is free of taxes and customs duties.

or

(delete the inapplicable paragraph)

We believe that we cannot obtain exemption from tax or customs duties because ……. Consequently, we consider that we will remain subject to the payment of taxes or customs duties under the conditions indicated below:

|  |  |
| --- | --- |
| Applicable rates: | …… |
| Estimated total tax amount: | …… |
| Estimated total customs duty amount: | …… |

# Milestone Payment Plan

The proposed milestone payment plan is detailed in the tables below. It is based on the information provided in for PSS-A15.1 and reflects the economic reality of the project.

Details of the milestone review meetings referenced in the payment plan are provided in Part 5 of this proposal for the Definition/Technology/Product/Demonstration Phase.

The proposed payment plan shall take into account section 5 of the Draft Cooperative Agreement 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/ "gates” in the programme, to be selected on the basis of providing a check point for progress of the work performed
* The payment plan shall consist of progress and final payment milestones only, adding up to the total Cooperative Agreement price
* The final payment shall not be less than 10% of the total cooperative agreement price also taking into account any offsetting of the Advance Payment(s) amount
* All claims for payment, except the advance, shall be linked to the achievement of defined schedule milestones with tangible Work including, as the case may be, achieved performance of service. Examples of such milestones are the satisfactory completion of first level WPs and validation of the related output(s) at second level WPs.

Note that no direct payments by ESA to Subcontractor(s) are foreseen.

The proposed milestone payment plan is detailed in the tables below. It is based on the information provided in for PSS-A15.1 and reflects the economic reality of the project.

You are requested to indicate below, for information purposes only, the Milestone Payment Plan that is envisaged for the Subcontractor(s).]

Milestone payment plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone (MS) Description** | **Schedule Date** | **Payments from ESA to Partner (in Euro)** | **Country** **(ISO code)** |
|
| Progress (MS 1): Upon successful completion of WP s xxx as defined in the Full Proposal and successful review and validation of all related results and reports | To + … months | XXX | XXX |
| Progress (MS 2): Upon successful completion of WP xxx as defined in the Full Proposal and successful review and validation of all related results and reports  | To + … months | XXX |
| Final Settlement (MS 3): Upon the Agency’s review and validation of all the Cooperative Agreement(CA) results and reports and the Partner’s fulfilment of all other contractual obligations including a Report on the Registration Status of Intellectual Property Rights (RRS) and evidence of the implementation of the co-funded element by the Partner and the Subcontractors | To + … months | (not less than 10% of the total Cooperative Agreement price) |
| **TOTAL** | XXX |

[Whenever an SME (as per definition in <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>) is involved as partner or subcontractor, it shall be entitled to a 35% advance payment irrespective of any cash disbursement needs. Further, the SME has the right to request the offset of the 35% advance at the end of the Cooperative Agreement i.e. the two last milestones (ideally 25% at the last milestone and 10% at the preceding milestone), if this can be justified in view of the economic progress in the Cooperative Agreement.]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner (P)** | **Company Name** | **ESA Entity Code** | **Country (ISO code)** | **Advance Payment (in Euro)** | **Offset against[[1]](#footnote-2)** | **Offset by Euro** | **Condition for release of the Advance Payment** |
| P |  |  |  | Amount | MS-1 | Amount | Upon signature of the Cooperative Agreement by both Parties |

# “Prior Work”

This proposal does not include Prior Work.

or

(delete the inapplicable paragraph)

As stated in the proposal cover letter, our proposal includes Prior Work.

We acknowledge and understand that the Prior Work is performed at our financial risk as clarified in the CfP Cover Letter, unless the Cooperative Agreement is awarded by the Agency.

Prior Work is compliant with all of the nine conditions as defined in the table below:

Conditions for Prior Work

|  |  |
| --- | --- |
| 1 | Prior Work shall be of direct relevance to the implementation of the Cooperative Agreement. |
| 2 | Prior Work may only begin within a maximum of 12 months prior to submission of an acceptable Full Proposal. |
| 3 | Prior Work has not been covered by any public funding. |
| 4 | Prior Work did not progress beyond the first review milestone of the Development Phase. |
| 5 | Prior Work is only allowed for the first Development Phase of an ARTES 4.0 Technology & Product Developments cooperative agreement/contract, except Definition Phase.  |
| 6 | The Full Proposal includes technical specifications of the product to be developed. |
| 7 | The Full Proposal includes a development plan.  |
| 8 | The proposed Prior Work is presented separately in the Full Proposal with its own work packages, cost sheets (PSS forms) and the description of the Prior Work activities.  |
| 9 | Expenditures for Prior Work amount to no more than the maximum percentage of the price of the first development phase (except definition phase) proposed by the entity actually performing Prior Work as specified below:

|  |  |
| --- | --- |
| **Development Phase** | **Maximum Percentage of** **the Development Phase Price** |
| Definition Phase1 | 0% |
| Technology Phase | 10% |
| Product Phase | 15% |
| Demonstration Phase | 15% |

 |
|  | 1 Prior Work cannot be proposed for Definition Phase activities. |

The proposed Prior Work is presented separately in the proposal with its own work packages and the description of the Prior Work activities, as can be found in … (indicate relevant section of proposal).

Expenditures incurred prior to full proposal submission are proposed herein as Prior Work for a total amount of €…….

The following dedicated PSS forms (attached in Annex 2 herewith), show the total cost of the proposed Prior Work (i.e. including the entity’s share) per entity:

PSS-A1: Partner name (Partner), Subcontractor 1 name (subcontractor), Subcontractor …. name (subcontractor);

PSS-A2 (including Exhibits A and B, where applicable): Partner name (Partner), Subcontractor 1 name (subcontractor), Subcontractor …. name (subcontractor);

PSS A8: Partner name (Partner), Subcontractor 1 name (subcontractor), Subcontractor …. name (subcontractor).

#  “In Kind Contribution” (IKC)

This proposal does not include any in kind contribution.

# 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.

As a back-up option, in case the ESA technical assets cannot be made available for use in the project, the commercial procurement of equivalent technical facilities is proposed at a cost of €….

Further information is provided in Part 4 of our proposal on the intended use of the ESA Technical 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.

Part 1 of our proposal includes a formal statement on the use of the ESA Technical Assets.

1. Signed PSS Forms

Please enclose the following signed forms for each member of the project consortium:

* PSS A1;
* PSS A2 (including Exhibits A and B, where applicable);
* PSS A8;
* PSS A15.1.
1. Signed PSS Forms (Prior Work)

Include for Prior Work only

Please enclose following signed forms for each member of the project consortium:

* PSS A1;
* PSS A2 (including Exhibits A and B, where applicable);
* PSS A8.
1. Source of Entity Contribution

Evidence of availability of entity contributions

Please include evidence of availability of entity contributions for each member of the project consortium.

E.g. bank statements or guarantees, company financial reports, letters of commitment from investors, loan agreements, etc.

**[END FULL PROPOSAL PART 6 TEMPLATE]**

1. An SME has the right to request offset of the 35% advance at the end of the Cooperative Agreement, i.e. the last two milestones (ideally 25% at the last milestone and 10% at the preceding milestone), if this can be justified in view of the economic progress in the Cooperative Agreement. [↑](#footnote-ref-2)