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Full Proposal Template for ARTES 4.0 Downstream Applications Demonstration Projects

# INTRODUCTION

This *Full Proposal Template* is a tool to help the tenderer to prepare a comprehensive Full Proposal responding to the ARTES 4.0 DOWNSTREAM APPLICATIONS Call for Proposal (CfP) for a Demonstration Project.

This template structures the requirement of content expected in a Full Proposal to be delivered to ESA for evaluation.

Before starting to write a Full Proposal, please make sure you have downloaded the latest version of the Invitation to Tender documents. Log in to esa-star Publication System ([https://esastar-publication.sso.esa.int](https://esastar-publication.sso.esa.int/)), visit the ‘Open Invitations to Tender’ and see the tender documentation of the ‘Open Call for ARTES 4.0 DOWNSTREAM APPLICATIONS’ (AO10494) for demonstration project activity:

1. Letter of Invitation
2. Special Conditions of Tender for Demonstration Projects (Appendix 1.c)
3. Contract Conditions/Draft Contract (Appendix 2)
4. Management Requirements for Demonstration Projects (available through Appendix 3 of the draft contract)

Please also consider any published clarifications, which provide specific information beyond the tender documents, as well as the *General Conditions of Tender for ESA Contracts*, *General Clauses and Conditions for ESA Contracts* and the *PSS forms* available under Reference Documentation/Administrative Documents.

Please note that, the Full Proposal will be based on information, possibly expanded whenever required, that have been already provided in the Outline Proposal that has been accepted by ESA.

Concerning the use of this template, please note the following styles and the related instructions:

* Material presented in this plain style is either suggested content for a Full Proposal, or describes the content to be inserted in the corresponding paragraph, as relevant. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer’s discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency’s requirements of the present Call for Proposals are properly addressed.
* This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information shall be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.
* This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information should be removed from the final version of the Full Proposal.
* Parts with the paragraph title highlighted in green in this template shall correspond to the relevant sections provided in the Outline Proposal to be repeated “as is” in the full proposal for sake of completeness

Please note that the [Excel Workbook “BA MSP-PSS Tool”](https://business.esa.int/sites/default/files/BA%20MSP-PSS%20Tool.zip) is available to facilitate the preparation of some of the elements of the MANAGEMENT AND ADMINISTRATIVE PROPOSAL (Section E). Please consult your point of contact in ESA for assistance.

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).

Please note that the Full Proposal is the only document that will be considered by the ESA Tender Evaluation Board, which will not have access to the Outline Proposal. Therefore, the Full Proposal shall be considered as a full self-contained document, and the contributions coming from the Outline Proposal shall be explicitly appearing in the Full Proposal.

**The length of the Full Proposal up to and including Section D shall not exceed 40 pages (without changing font size or page margins).**

Some Participating State Delegations may require accessing the full proposal to grant their Authorisation of Funding (AoF). Please timely coordinate with the relevant delegation(s) about the applicable process.

Please use this page as the cover page of the Full Proposal and remove the previous three pages (Template Title page and Introduction)

Project Name

Full Proposal for ARTES 4.0 DOWNSTREAM APPLICATIONS Demonstration Project

Programme Line: BASS

Date: ……

Reference: ……

ESA Template Ref. 1.9 issued 11/03/2024

**N.B Before submitting the final proposal, make sure that all text elements with red font (examples to be amended) and blue (explanatory text) are removed, including this one!**

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# COVER LETTER

THE COVER LETTER IS PROVIDED AS A SEPARATE DOCUMENT

# PROJECT SUMMARY AND RATIONALE

## Background Information

Project Name: ……

Prime and contact points: ……

Prime information: ……

Rest of the consortium: ……

## Service Description and Selling Point(s)

Description of the product / service you intend to offer

Innovation / key selling point(s) with respect to what is available in the market

How does the proposed final product / service fit within your current business activities and your mid-/long-term strategy?

## Space Asset(s) and Rationale

Space technology / space asset(s) intended to be used, and rationale

# Business Plan

## Customer Segments

The key customers/customer segments targeted by our product / service are: ……

The potential customers already identified are: ……

The following table provides a summary overview of the customers and associated high level characterisation of their needs (in terms of their jobs-to-be-done, pains (e.g. problems) and gains (e.g. desirable benefits) in relation to the target service(s)/product(s).

Table C.1 Key Customers/Customer Segments and their Needs

| **Key Customer / Customer Segment** | **Customer’s relevant Tasks/Jobs** | **Customer’s Pains (e.g. problems)** | **Customer’s Gains (e.g. benefits)** | **Rationale for Involvement** |
| --- | --- | --- | --- | --- |
| e.g. Farmer XXX (potato production) | Forecast yields | Manual survey expensive (XX EUR per ha) | Reduce manual labour by YY% | Key player in the market of ZZZ |
| ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… |

## Value Propositions

The table below identifies the specific characteristics of our product / service that will address the previously identified customer problems/needs. (e.g. performance, cost, new features) and define its value proposition i.e.: value that the product or service offers to its customers.

Table C.2 Key Product Characteristics

| **Customer Segment** | **Envisaged Product/Service Offer incl. Key Characteristics** | **Value Proposition** |
| --- | --- | --- |
| Potato producers | Yield estimation service – prediction of XX months in the future | More reliable planning for harvesting and transportation (AA % cost reduction) |
| ……… | ……… | ……… |
| ……… | ……… | ……… |
| ……… | ……… | ……… |

## Channels

In the commercial exploitation stage, our product / service will be sold to the customers via these channels: ……

## Customer Relationships

Our relationships with the key customers already exist / must be created / have to be improved.

## Revenue Streams

In the commercial exploitation stage, our product / service will be sold to our customers using the following pricing structure:

*Provide the figures and the rationale for the assumptions that justify the pricing for each Service Type.*

The price figures presented above are used in Table C.13a of the Cashflow Forecast Workbook“.

## Key Resources and Dependencies

To realise our product / service and deliver the value propositions we need the critical resources and dependencies that are defined in the following table, as applicable.

Table C.6 Key Resources and Dependencies

|  |  |  |
| --- | --- | --- |
| **Required Resource** | **In Place** | **Potential Issues** |
| ……… | yes/no | ……… |
| ……… | yes/no | ……… |
| ……… | yes/no | ……… |

## Key Activities

To realise our product / service and deliver the value propositions we need to perform the key activities identified in the table.

Table C.7 Overview of Key Activities

| **Key Activity** | **Description** | **When are going to be performed (during or after the project)** |
| --- | --- | --- |
| ……… | ……… | ……… |
| ……… | ……… | ……… |
| ……… | ……… | ……… |

## Key Partners

The value chain involves the key partners defined in the table below.

Table C.8 Key Partners

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Name** (company name, country, web link) | **Background / Experience** | **Involvement in the Project** (e.g. none, sub, supplier, pilot user, customer, integrator) | **Involvement in the Commercial Exploitation**  (yes/no, role) | **Type of Agreement** (e.g. NDA, partnership agreement, contract) |
| ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… |

Please, take into account partners during the project stage may not be the same as during exploitation (e.g. HW factory producing the designed product may not have a role during the project, but it will be necessary during exploitation). Please explain the status of those relationships (existing, in progress, to be established…) complementary to the info of the table above.

The following diagram describes the project partners and their role in the commercial exploitation stage of the product / service.

Figure C.8 Project Team Composition and Roles



## Cost Structure

The key elements of cost for realising the value proposition are the following:

*Provide the figures and the rationale for the assumptions that justify the costs and expenses for each Service Type.*

The price figures presented above are used in Table C.13a and C.13b of the Cashflow Forecast Workbook.

## Competitive Landscape

Our product / service is addressing the market of …… (e.g. provide few examples), which has the following characteristics: …. (e.g. geographical reach, trends, sales model).

Our key competitors and the nature of the competition are identified in the table below.

Table C.10a Summary of the Competition

|  |  |  |  |
| --- | --- | --- | --- |
| **Competitor** | **Characteristics** | **References** | **Comparison with what Proposed** |
| ……… | ……… | ……… |  |
| ……… | ……… | ……… |  |
| ……… | ……… | ……… |  |

Our key competitive differentiations are summarised in the following table.

Table C.10b SWOT Analysis

|  |  |
| --- | --- |
| **STRENGTHS**  - List of strengths | **WEAKNESSES**  - List of weaknesses |
| **OPPORTUNITIES** - List of opportunities | **THREATS** - List of threats |

## Market Analysis

The market, its size and the geographical reach are: ……

The position of our product / service in the market is summarised in the matrix below.

Table C.11 Market positioning

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MARKETS | New (MN) | ………. | ………. | ………. |
| Adjacent (MA) | ………. | ………. | ………. |
| Existing (ME) | ………. | ………. | ………. |
|  | | Existing (PE) | Incremental (PI) | New (PN) |
| PRODUCT / SERVICE | | |

Our projection in terms of the market we aim to capture in the short term for each of the identified customer segments is shown in the table 2 of the Cashflow Forecast Workbook.

Present the underlying assumptions that led to the projected sales volumes over time.

The assumptions behind the above sales projection are ……

## Exploitation Plan

Time of commercial entry into the market and way forward to bring the activity results to commercial product / service: ….

## Cashflow Forecast

A profit and loss and cash flow statement is provided in the tables below.

Table C.13a Sales of products/services

A screenshot of a computer screen

Description automatically generated

(The above is just an example. The above table should come from the one submitted in the Outline Proposal)

Table C.13b Profit and Loss

A screenshot of a spreadsheet

Description automatically generated

(The above is just an example. The above table should come from the one submitted in the Outline Proposal)

Table C.13c Human resource costs per year per full time employee



(The above is just an example. The above table should come from the one submitted in the Outline Proposal)

Table C.13d Operating profit

A screen shot of a diagram

Description automatically generated

(The above is just an example. The above table should come from the one submitted in the Outline Proposal)

Figure C.13e Operating Profit and Cashflow

A graph of a profit and cashflow

Description automatically generated

(The above is just an example. The above graph should come from the one submitted in the Outline Proposal)

## Environmental and Social Benefits

The proposed project and the resulting services will contribute to Environmental and Social benefits as indicated in the Table below.

Explain how your proposed solution has no negative impacts on the environment and society.

In case benefits for the environment are foreseen, please complete the below table. For the definition of the topics, refer to the [EU Green Deal](https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/european-green-deal_en).

**Table C.14a. Environmental Benefits (if applicable)**

|  |  |
| --- | --- |
| **Relevant Topic** | **Applicable**  put an X if applicable |
| Green Buildings and Sustainable Cities |  |
| Clean Water |  |
| Protecting Ecosystems |  |
| From Farm to Fork |  |
| Sustainable Tourism |  |
| Green Finance |  |
| Green Energy |  |
| Sustainable Mobility |  |
| Circular Economy |  |
| Other (specify) |  |

If a positive impact for the society is foreseen, please complete the below table(more than one topic is possible). For the definition of the topics, refer to the [SDGs](https://sdgs.un.org/goals).

**Table C.14.b. Social Benefits (if applicable)**

|  |  |
| --- | --- |
| **Topic** | **Applicable**  put an X if applicable |
| No Poverty |  |
| Zero Hunger |  |
| Good Health and Well-being |  |
| Quality Education |  |
| Reduced Inequalities |  |
| Other (specify) |  |

# TECHNICAL PROPOSAL

## User Requirements

The following table provides a first iteration of the user requirements.

Table D.1 User Requirements

| **Req. ID** | **User Requirement Name** | **Description and Rationale** | **Related customer segments** | **Verification method and Pass/Fail criteria** |
| --- | --- | --- | --- | --- |
| UR-A\_001 | ……. | ……. | ……. | ……. |
| ……. | ……. | ……. | ……. | ……. |
| ……. | ……. | ……. | ……. | ……. |

*Verification method shall be considered and (where relevant) documented while writing the requirements (e.g. some of the possible verification methods being Review of Design (RoD), Test (T), Simulation(S) etc.). Hint: words such as “adequate, easy, high speed, maximise, minimise, quickly, robust, sufficient, use’-friendly” are likely to indicate unverifiable requirements and should not be used.*

The intended approach to identify the user requirements during the project execution will be based on …. (e.g. waterfall, agile). The planned level of involvement of the pilot user in this process is ….

## System / Service Architecture

A high level block diagram of the system / service showing the key attributes and key building blocks and the main interfaces is provided in Figure D.2

Figure D.2 System/service Architecture



EXAMPLE

With reference to the figure above, the pilot system to be deployed in the proposed activity will consist of the following elements:

* Remote terminals…/ number of remote sites
* Service centre…
* Etc.

If more than one pilot demonstrator is proposed, identify which part of the pilot system are used in each proposed pilot demonstrator

## Implementation Approach

The expected goals / outputs at the end of the activity and the way they will contribute to the final product / service are: ……

The starting point for our project is: ……

The key activities proposed to execute are:

The elements to be developed in the proposed activities are ……

Our proposed development approach is the following: …… (describe the source of the key building blocks, such as existing elements and/or all items to be developed). This will result in the following hardware / software models to be built, verified and delivered: proof of concept, fully operational prototype, commercial product/service.  
The overall product development approach is here outlined: …….

The Tenderer is invited to consider Model-based systems engineering (MBSE) approach, namely for large and complex projects, or when MBSE tools are already used internally by the Tenderer.

## Pilot-Demonstration Service

The pilot-demonstration service activities will be based on the following undertakings: objectives, users/customers involvement, envisaged utilisation of the system, e.g. 2 hours of use every day, duration of the pilot-demonstration stage e.g. 8 months, etc.

The following space asset(s) will be used in the pilot-demonstration: ….

The expected preparation activities of the pilot-demonstration will include: specify as needed (e.g. deployment, integration within the user environment, acceptance, logistics, training).

The users, customers, stakeholders participating in the pilot-demonstration, the related level of involvement and a short description of the activities to be performed by them is summarised in the table below.

­­­

Table D.4 Involvement of Users, Customers and Other Stakeholders in the Pilot-Demonstration

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role in the Pilot-Demonstration** | **Activities** | **Agreement and associated status** |
| ……… | ……… | ……… | e.g in place as reflected in the Letter of Support, sub-contracts, … |
| ……… | ……… | ……… | e.g iIn place as reflected in the Letter of Support, sub-contracts, … |
| ……… | ……… | ……… | e.g iIn place as reflected in the Letter of Support, sub-contracts, … |

The success criteria / goals to be achieved during the pilot-demonstration to gain customer commitment are: …..

Preliminary considerations for evaluating system and service performance during the pilot-demonstration are here summarised:

* Define the specific objectives of the pilot (list of high level objectives technical, business, etc.)
* Identify the Key Performance Indicators (KPIs) to assess whether the objectives have been met
* Map each objective to one or more KPI
* Identify an expected value for each of the KPI
* Describe tools and procedures to collect the value of each KPI…..

Our approach to promote the commercial uptake of the product / service is: ….. (e.g. incentives for project pilot-demonstration users to subscribe to the operational service).

During the pilot, the operations will be reported on weekly basis in line with the template of the Pilot Operations Summary Report (POSR).

## D4.1 Environmental Impact KPIs

*This section D4.1 is required only if ‘Table C.14.a* *Environmental Benefits is applicable*

In order to measure the environmental impacts of service, the following KPIs will be measured during the pilot stage: …..

*KPIs related to the environmental impacts can be selected among the ones reported in the table below. KPIs have been differentiated according to the category to which the /service belongs. It is suggested that for each category at least one among the proposed KPIs is selected. You can select a KPI from another category if applicable to your proposed service.*

*You can propose new KPIs as long as i) they are measurable during the pilot and ii) they can be used to assess the environmental impacts of the service.*

*Please note that KPIs should always be a comparison between the starting/previous situation and the new one, so the change is evident.*

*Please provide an explanation of how it is foreseen to measure the selected Environmental Impact KPIs e.g., will this be carried out by the team, the users, by existing environmental impact monitoring tools or outsourced to another company?*

Table D4.1.a Environmental Impacts

|  |  |
| --- | --- |
| **Category** | **KPIs** |
| Green Buildings and Sustainable Cities | Material waste reduction (tonnes)  Reduced energy consumption (kWh) |
| Clean Water | Reduction in untreated water flowing into water bodies (litres)  Water saved |
| Protecting Ecosystems | Habitat preserved on land (km^2)  Habitat preserved in water (km^2 or km^3?) |
| From Farm to Fork | Reduction of fertiliser used (expressed in %)  Fertiliser use efficiency  Water saved (litres) |
| Sustainable Tourism | Air Quality  Reduction in NO2(CO2) concentrations  Reduction in PM10  Reduction of time spent in the traffic |
| Green Finance | Quantity financial products supported (EUR)  De-risking/exposure decrease in financial assets |
| Green Energy | Energy used on renewable energy (kWh)  CO2 emissions saved |
| Sustainable Mobility | Air Quality  Decrease on used fuel (EUR)  Reduction in NO2(CO2) concentrations  Reduction in PM10  Carbon footprint sequestration  Reduction of time spent in the traffic |
| Circular Economy | Reclamation of waste materials (number of plastic detected, in tonnes)  Use of recycled/secondary/reused materials (tonnes) |
| Other (specify) | Other (specify) |

## D4.2 Social Impact KPIs

*This section D4.2 is required only if ‘Table C.14.b* *Social Benefits is applicable*

In order to measure the social impacts of service, the following KPIs will be measured during the pilot stage: …..

*KPIs related to the social impacts can be selected among the ones reported in the table below. KPIs have been differentiated according to the category to which the /service belongs. It is suggested that for each category at least one among the proposed KPIs is selected. You can select a KPI from another category if applicable to your proposed service.*

*You can propose new KPIs as long as i) they are measurable during the pilot and ii) they can be used to assess the social impacts of the service.*

*Please note that KPIs should always be a comparison between the starting/previous situation and the new one, so the change is evident.*

*Please provide an explanation of how it is foreseen to measure the selected Environmental Impact KPIs e.g., will this be carried out by the team, the users, by existing environmental impact monitoring tools or outsourced to another company?*

Table D4.1.b Social Impacts

|  |  |
| --- | --- |
| **Topic** | **KPIs** |
| No Poverty (SDG 1) | Percentage reduction in poverty levels in the project area  Increase in income or livelihood opportunities for target communities |
| Zero Hunger (SDG 2) | Increase in food production and availability  Increase in access to nutritious food for target communities |
| Good Health and Well-being (SDG 3) | Reduction in disease prevalence in the project area  Increase in access to healthcare services for target communities` |
| Quality Education (SDG 4) | Increase in the number of children enrolled in school  Increase in the literacy rate among target communities |
| Gender Equality (SDG 5) | Increase in the number of women in leadership positions within the project  Increase in the number of girls enrolled in school |
| Reduced Inequalities (SDG 10) | Reduction in income inequality or wealth disparities in the project area  Increase in access to resources and opportunities for marginalized groups |
| Other (specify) | Other (specify) |

## Technical and Non-Technical Risks

The major technical, operational and business related risks associated with the proposed activity and the associated mitigation plans are: ……

These risks are summarised in the following table.

(Complete the following table as appropriate)

Table D.5 Overview of the Major Risks and the proposed Risk Mitigation Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Identifier** | **Description** | **Likelihood** | **Severity** | **Mitigation Actions** |
| ……… | ……… | low/medium/high | low/medium/high | ……… |
| ……… | ……… | low/medium/high | low/medium/high | ……… |
| ……… | ……… | low/medium/high | low/medium/high | ……… |

## Letters of Participation by Users and Other Stakeholders

The users, customers and other stakeholders involved in the proposed project have issued statements confirming their participation in the pilot application and indicating their interest in the commercial stage of the activity.

The Letters of Participation by Users and Other Stakeholders shall include an indication of the financial and non-financial contributions to the Project (e.g. funds, manpower, facilities, access to resources). A statement on the willingness to pay/subscribe to the service upon successful conclusion of the Demonstration Project is strongly encouraged. In general, participating Users and Other Stakeholders should not receive financial compensation for participating in the Project.

## Annex D.X

**Statement from users, customers and/or stakeholders**

*Statements from users, customers and/or stakeholders confirming their participation in the pilot and indicating their interest in the future use and subscription of the product/service.*

# Management and Administrative Proposal

## Background experience

*Presentation of the Tenderer / Subcontractor(s) and their organisational structure (e.g. key company details, turnover, ownership…).*

*Background description and relevant experience of the tenderer, subcontractors, users, partners (if applicable).*

*Description of direct and indirect results of any previous ESA ARTES Applications contracts (for instance via the relevant Summary & Achievements document, if available) involving any company of the bidding team. The direct results shall show the revenues and profits, in Euro, obtained in the 3 years following the end of the ESA projects. Presentation of the service provider and its role in the consortium team, if included.*

*Indicate the “Vision” of the tenderer and, where relevant, of its subcontractor(s). How does it fit into the company(ies) strategy / roadmap.*

## Organisation and management

*Presentation of the project team and of the structure of the project organisation (including users / stakeholders), and where it is proposed to subcontract part of the work, the structure of the industrial group. Include identification of the nominated Project Manager and Contractual Manager, both should usually belong to the organisation of the Prime Contractor.*

*Lines of communication and reporting, and means for settling disagreements.*

*Management plans, policies and procedures: management control organisation, procedures that will be used to exercise control over the project and the proposed subcontracting control (if any) and coordination with the user community.*

The following person (typically the Project Manager) is nominated to manage the SharePoint collaborative space that will be made available by ESA for exchange of documents and manage Action Items during the execution of the study:

Name: …

Email: …

## Commitment to the project

*Description of commitment to the success of the project by the Tenderer / Subcontractor(s), in terms of level of co-funding, sources of co-funding (internal vs external investment), financial risks (mortgage-backed loans), reallocation to the project of internal revenue generation resources (e.g. sales manager to dedicate 50% of their time as business development manager for the project).*

## Facilities

*Description of all facilities to be used including those facilities which are still to be developed / built and / or purchased, with a statement on whether the costs of developing / building / purchasing the facility are to be directly or indirectly charged to the Contract. Modifications to existing facilities are also to be described. For this purpose, facilities may include, as applicable, hardware, computer software, manufacturing equipment, test equipment, production and integration lines, service centres and infrastructures hosting the user communities.*

*Description of means of access to space assets and space based services as relevant, information resources, such as libraries, databases… the company has, if these are required for the work proposed.*

## Key personnel

Key personnel are identified as persons who, because of their individual qualifications and positions are proposed for the work and indicated as such in the tenderer's Organisation Breakdown Structure. As a minimum, each person assigned as Work Package Manager shall be nominated as Key Personnel. Key representative of the users shall also be presented.

The following table provides an overview of the allocation of the Key Personnel to the proposed activities.

Table E.5 Key Personnel(\*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Role in the Project** | **Company** | **Manager of WP(s)** | **WP(s) allocation in h** | **Average allocation of time for the duration of the project (1700 h/year)** |
| Mario Primi | Indicate role | Prime | WP1100, WP1200, WP1400, WP3400, WP4300, WP5100 | WP1100(800) WP1200(840) WP1400(850) WP3300(860) WP4200(890) WP4300(915) WP5100(940) | 37% |
| Luca Secondi | Indicate role | Prime | WP1300, WP2100 | WP1300(40) WP2100(100) | 4% |
| Franca Terzi | Indicate role | Subcontractor A | WP2200 | WP2200(70) | 3% |
| Luigi Quarti | Indicate role | Subcontractor A | WP2300 | WP2300(120) | 5% |
| Elena Quinti | Indicate role | Subcontractor B | WP2400, WP3200, WP4100 | WP2400(130) WP3200(200) WP3300(235) WP4100(290) | 11% |
| Marcello Sesti | Indicate role | Subcontractor B | WP3100, WP3300 | WP3100(1500) WP3300(1645) | 65% |
| Marco Settimi | Indicate role | Prime | WP4200 | WP4200(360) | 14% |
| Andrea Ottavi | Indicate role | Subcontractor C | WP5200, WP5300 | WP5200(20) WP5300(55) | 2% |

*(\*) The table above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

The CVs for all key personnel are provided in Annex F. Each CV provides:

- a summary of the work experience of the person concerned;

- a brief description of their present job and responsibilities;

- their specific qualifications and experience of direct relevance to their role in the project.

## Travel and subsistence plan

Travel and subsistence plan is provided in the Exhibit B of the PSS-A2 forms.

## Monthly Progress Reports

A concise monthly progress report will be provided to the Agency within the first five working days of each month. The template available in the [Business Applications web site](https://business.esa.int/documents), section “documents” will be used.

## Minutes of Meetings

Each review meeting will be organised using the Draft Agenda available in the [Business Applications web site](https://business.esa.int/documents). Formal written minutes of meetings attended by the Agency will be agreed and will be signed and made available to the Agency at the end of the meeting.

The minutes will, as a minimum, identify all agreements made and actions accepted during the meeting.

The following identification scheme will be used to define the Action Items:

Action X.Y

where X is the identifier of the meeting (0: Negotiation Meeting, 1: First Review Meeting, 2: Second Review Meeting, etc.), and Y is the Action number starting from 1 at each new meeting.

All Actions Items will be recorded in the Distributed Project Collaboration Tool made available by ESA, and the associated status will be kept up-to-date by the Project Manager.

## Project Web Page

A first version of the project web page will be produced as part of the deliverable documentation package for the BDR using the latest template specified by the Agency.

The project web page will be updated periodically during the development so that the project and its current status are properly portrayed.

For each milestone review as a minimum, the current status paragraph of the project web page and, if appropriate, other web page content, will be updated and communicated to the Agency.

The final version of the project web page will be provided to the Agency together with the final version of the Final Report. It will include a paragraph summarising the most significant achievements of the project.

## Annex F - CV of Key Personnel

**Curricula Vitae of the Key Personnel**

Provide completed CVs for all members of the key personnel using the following template, or equivalent. Competence in technical, business development, market expert or insider, commercial and sales shall be explicitly presented.

|  |  |
| --- | --- |
| **Name** | |
| Specific Qualifications and Experience Relevant to the Project Role: | … |
| Entity: | … |
| Present Position and Responsibilities in the Entity: | … |
| Education: |  |
| Year(s) | Educational details |
| Year(s) | Educational details |
| Work Experience: |  |
| Year(s) | Entity, Project, Position, Responsibilities, Achievements |
| Year(s) | … |
| Year(s) | … |

# IMPLEMENTATION Proposal

## List of Deliverables

The documents that will be delivered during the project are summarised in the table below.

Table F.1a Deliverable documents

| **Name** | **Deliverable** | **Initial Submission** | **Updating** |
| --- | --- | --- | --- |
| PBC | Project Bar Chart | within the proposal | as part of the MPR and at reviews |
| MPR | Monthly Progress Report | TO + 1 month | every month, within first five working days |
| MOM | Minutes of Meetings | NM | every meeting |
| RD | Requirements Document | within the proposal | BDR |
| SSA | System and Service Architecture | within the proposal | BDR, CDR |
| PilUP | Pilot-Demonstration Utilisation Plan | within the proposal | FAT, SAT |
| DM | Digital Media (as part of the FDP) | FR |  |
| SVD | System Verification Document | CDR | FAT, SAT |
| BP | Business Plan | within the proposal | BDR, other milestones as relevant |
| POSR | Pilot-Demonstration Operations Summary Report | SAT | Once every two weeks basis, unless otherwise agreed with ESA |
| PWP | Project Web Page | BDR | current Status to be updated as part of the Monthly Progress Report |
| FREP | Final Report | FR |  |
| FDP | Final Data Package | FR |  |
| S&A | Summary and Achievements | FR |  |
| SSP | Single Slide Presentation | FR |  |

Each deliverable document will include a title page reporting the project name, the contract number, the title of the document, a reference identifier, the author(s) and related organisation(s), the date of issue and the revision number.

All deliverable documents will include a record of the document history, indicating in short for each document revision the corresponding date and the reason(s) for the revision. The relevant copyright marking in line with the contract provisions shall be clearly identified.

All documentation will be delivered in electronic form, in MS Word or equivalent, with all pictures and tables embedded in the document. The documentation will be able to be printed and will allow the insertion of comments and track changes. Intermediate versions of the documents, before its final official release, shall be delivered in Track Changes.

All deliverable documents will be delivered using the Agency’s web-based project planning and collaboration tool. Documents will be delivered at least five working days prior to the associated review.

The following table describe the list of Hardware and Software and associated Documentation that will be delivered to ESA as part of the proposed project.

Table F.1b Deliverable Items

Entries in the table are just examples to be amended as relevant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **ID** | **Item description** | **Number of Items** | **Deliverable Point** | **Notes** |
| Hardware | HW.01 | Satcom user terminal | 6 | According to ESA MR | 80 cm dish… |
| HW.02 | Handheld tablet | 8 | According to ESA MR | Model…. |
| HW.03 | Server | 1 | According to ESA MR | Model .... |
| HW.04 | Portable Demonstrator | 1 | According to ESA MR | ……… |
| ……… | ……… | ……… |  | ……… |
| Software(\*) | SW.01 | M&C Fleet | 1 | According to ESA MR | ……… |
| SW.02 | Mobile App | 8 |  | Embedded in HW.02 |
| ……… | ……… | ……… |  | ……… |
| Manuals | DOC.01 | User manual | 8 | According to ESA MR | ……… |
| DOC.02 | Service Centre Installation | 1 | According to ESA MR | ……… |
| ……… | ……… | ……… |  | ……… |

Please note that the Hardware (listed above) shall only include the items fully costed to the project.

Hardware procured and charged under an amortisation scheme (e.g. two years use of a server with a five years lifetime) are not project deliverables, but shall be itemised in the Exhibit A of the PSS-A2 forms.

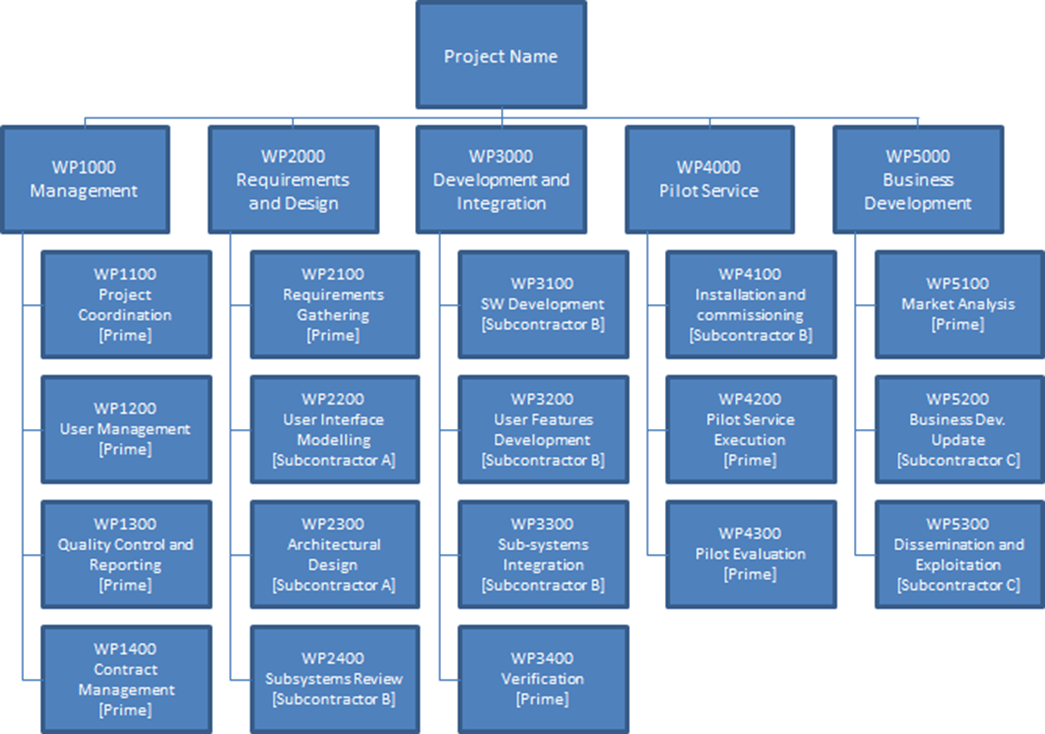
(\*) Delivery of the Software will be performed by storing the SW modules and versions developed under the project in a secure software repository (on-site or in the cloud). Up to two years after the contract closure date, ESA will be provided access to the repository by contacting the Project Manager.

## Work Breakdown Structure (WBS)

The figure below presents the work breakdown structure, covering the entire scope of the proposed work.

Replace the following diagram with an equivalent showing the proposed work breakdown structure; provide at least two levels. Entries in the table are just examples to be amended as relevant

Figure F.2 Work Breakdown Structure(\*)



*(\*) The diagramme above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

## Work Package Descriptions (WPDs)

A work package description form (PSS-A20) is presented herewith below for each of the work packages at the lowest level of the work breakdown structure.

In general, in case the WBS is based on two levels WPs, the WPDs will refer only to the second level WPs, and the first WPs will not be associated to any WPD.

The work package descriptions comply with the following requirements:

* There is a single work package manager for each work package, who is a member of the key personnel.
* Work packages start and end on milestone events and do not span the entire duration of the activity (except for the project management work package and the closely associated management functions).
* Inputs from other work packages are clearly identified.
* The work to be performed is described in sufficient detail for the Agency to be able to judge the value for money, including scope of work and man-hours.
* Each task is traceable with a corresponding work package output.
* Each work package has at least one traceable work package output (hardware, software and/or documentation item, deliverable to the Agency).
* All deliverable hardware, software and documentation items are traceable to the identified work packages.

Provide completed work package descriptions for each work package identified in the work breakdown structure. Entries in the table are just examples to be amended as relevant

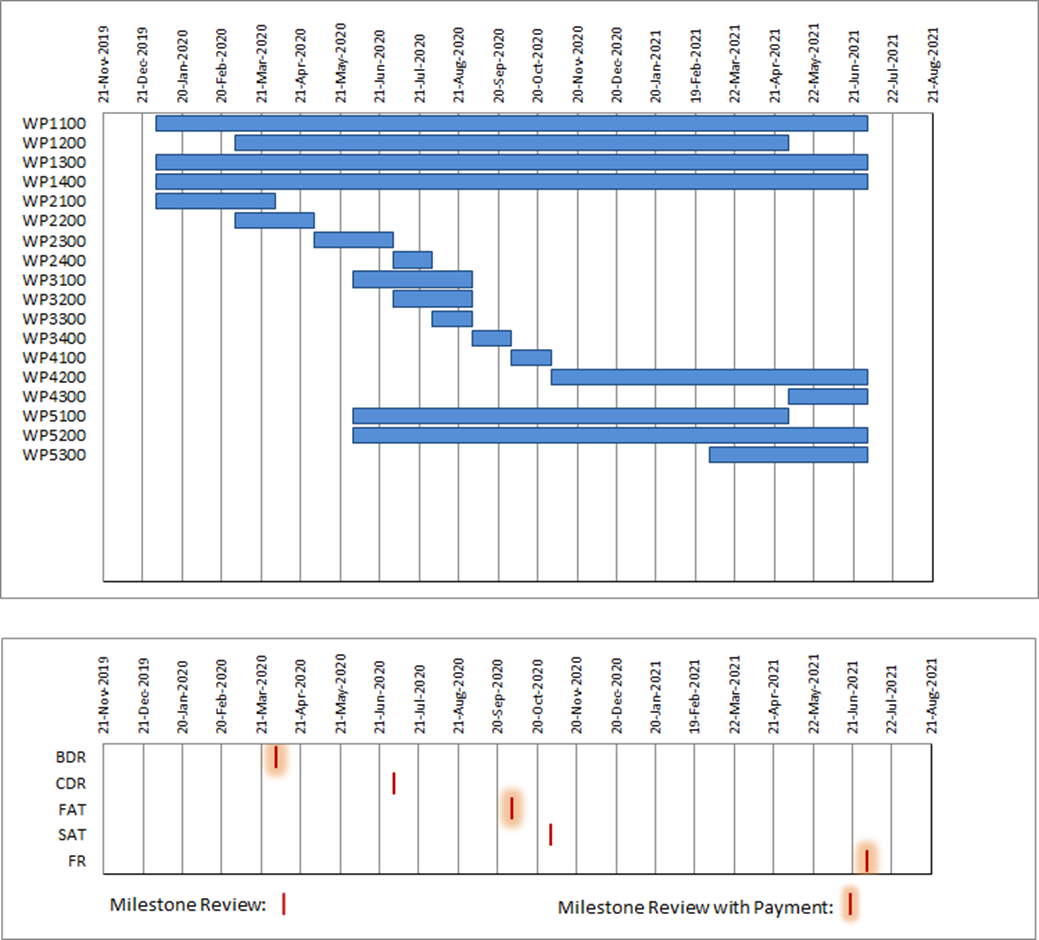
|  |  |
| --- | --- |
| PROJECT: Project Name PHASE: N.A. | WP: 1100 |
| WP Title: Pr. Management  Company: Prime  WP Manager: Project Manager Name  Start Event: KOM Planned Date: To  End Event: FR Planned Date: To+24m | Sheet 1 of 1  Issue Ref …  Issue Date … |
| Inputs:  - Project Proposal  - Management Requirements for Demo Projects  …  Tasks:  - Coordinate activities with Subcontractors  - Liaise with ESA  - Quality Control of Deliverables  …  Outputs:  - Minutes of Review Meetings  - Monthly Progress Report  - Project Web Page  - Final Report  - Summary and Achievements  … | |

*(\*) The form above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

## Planning

*The project schedule shows the start date, the end date and the duration of each work package and the timing of the contractual reviews and other review meetings. The planning shall take into account the need of the Agency to review and / or approve intermediate deliverables and allows at least 10 working days for the Agency to do this.*

F**igure F.4 GANTT Chart(\*)**



*(\*) The Gantt chart above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

# FINANCIAL Proposal

## Cost and Price Summary

The cost and price for the project is as defined in the following table.

**Table G.1a Cost and Price Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entity** | **Country**  **(ISO Code)** | **Role** | **Cost in Euro** | **Price in Euro** |
| Tenderer | … | Prime | €…,… | €…,… |
| Subcontractor 1 | … | Subcontractor | €…,… | €…,… |
| Subcontractor 2 | … | Subcontractor | €…,… | €…,… |
| … | … | … | … | … |
|  | | **Total:** | **€…,…** | **€…,…** (…% of total cost) |

*[When mentioning the Price of the activity, please, refer to the amount to be funded by ESA. The total cost of the activity is the complete activity cost composed of the ESA funding (firm fixed price to ESA) and the company’s contribution.*

Table G.1b **External Service Providers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Provider** | **Country**  **(ISO Code)** | **Charged to Entity** | **Nature of the service** | **Cost Breakdown in Euro** | **Cost in Euro** |
| Service Provider 1 | … | Prime | … | Number of units, €/unit €…,… | €…,… |
| Service Provider 2 | … | Subcontractor 1 | … | €…,… | €…,… |
| Service Provider 3 | … | Subcontractor 1 | … | €…,… | €…,… |
| … | … | … | … | … | … |

*Costs related to marketing activities (PR material, participation in conferences, exhibitions, etc.) are eligible up to 3% of the total cost.]*

Table G.1c **Cost Elements Outside Contractor(s) Country(ies)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Cost Elements** | **Supplier and Country** | **Responsible Company(ies)**  (Prime or Subco) | **Amount in kEUR** |
| 1. ……… | ……… | ……… | ……… |
| 2. ……… | ……… | ……… | ……… |
| 3. ……… | ……… | ……… | ……… |
| **Total cost outside Contractor(s) Country(ies) but within ESA member States**\* | | | ……… |
| **Total cost outside Contractor(s) Country(ies) outside ESA member States**\*\* | | | ……… |

\* Please note that expenditure outside the member state of the bidder may be subject to approval by the relevant National Delegation  
\*\* If the expenditure is outside ESA member states for an amount equal or above 200 kEUR, specific authorisation(s) from additional committee(s) may be required.

## PSS Forms

The PSS forms are attached in Annex PSS Forms 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 (reflecting the lowest level of the WPDs);

PSS A15-1.

The PSS forms in Excel format can be downloaded from the Agency’s Electronic Mail Invitation to Tender System (https://esastar-publication.sso.esa.int) under AO/1-10494/20/NL/CLP, Reference Documentation > Administrative Documents > PSS Forms. The PSS Forms shall be signed (in particular the PSS-A1 and A2) by an authorised representative of the relevant contractors (Prime and each subcontractor, as relevant). Insert in this template the scanned PSS-A1 and PSS-A2 forms signed.

Notes for the compilation of the PSS Forms:

1. PSS-A1 shall include the validity period covering the full duration of the project
2. PSS-A2 shall include Exhibit A (other direct cost elements) and Exhibit B (travel plan and cost detail)
3. To facilitate the participation of the key users to major projects reviews (typically, BDR and FR), travel costs incurred by users can also be included in the project costs
4. Contributions from users and/or other stakeholder(s) can be recognised as allowable cost of the project. These contributions must be restricted exclusively to the demonstration project supported by ESA. They must be recorded in the PSS-A2 form(s) of the Tenderer (or its Subcontractor, where applicable) under “OTHER COST ELEMENTS”, and be further detailed in a letter of support signed by the user or stakeholder and in the Exhibit A of the relevant PSS A2 form, indicating the number of hours and hourly rates, facilities (if any) and the WP number(s) to which the users/stakeholder contributes
5. All hardware, software and or services procured for the project shall be listed in the PSS-A2 under the voice 3.6-External Major Products (for hardware and software) and 3.7-External Services (for services). These costs shall be broken down detailing each single cost element in the Exhibit A of the PSS-A2, indicating the number of units and the total costs. The cost elements detailed in exhibit A shall be self-explanatory
6. Hardware and software whose use is not limited to the demonstration project shall be amortised over its lifetime and only the period (months) in which they will be used for the project shall be listed as eligible project costs
7. All hardware, software whose cumulative value exceed 10.000 Euro shall be provided with details of the procurement source (Name of the company and country)
8. All external services whose cumulative value exceed 10.000 Euro shall be provided with details of the procurement source (Name of the company, country, number of man hours quoted and rate/hour, detailing any major additional cost item quoted in the service)
9. If the country of procurement of hardware, software and/or external services is different from the one of the company that is procuring them, an approval of the National Delegation of the country may be required. It is duty of the prime contractor to inform the National Delegation of the intention to procure the item outside the country of origin and seeking for its approval
10. PSS-A8 shall be compiled taking into account the WPs specified in WPD. Typically, if the WBS is structured with a two levels WPs, the PSS-A8 shall refer to the WPs of Level 2, e.g. WP1100, WP1200, .., WP2100, WP2200, …
11. PSS\_A15 shall show the full cost profile of the company disbursement, and the payments received  
    from ESA (e.g. 50% of the project costs) reflected in the Milestone Payment Plan.

## ANNEX PSS Forms

PSS-A1;

PSS-A2 (including Exhibits A and B);

PSS A8;

PSS A15.1.

*PSS forms can be generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, please insert the PSS forms generated by the Tool in the Word documents at the output*

## Source of the Entity Contribution

The source of the entity contribution (including from any private third party) to the overall development costs is as follows:

Tenderer name (tenderer): ….

Candidate Subcontractor 1 name (subcontractor): …….

Candidate Subcontractor 2 name (subcontractor): …….

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

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

Evidence concerning the availability of the entity contribution is provided in Annex G.

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 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.

**Table G.6 Summary of exchange rates applied**

**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

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.

The proposed payment plan shall take into account Article 3 of the Draft Contract 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 of the work performed
* The payment plan shall consist of progress and final payment milestones only, adding up to the total contract price
* The final payment shall not be less than 15% of the total contract price also taking into account any offsetting of the Advance Payment(s) amount

**Table G.9.1 Milestone Payment Plan(\*)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Description** | **Schedule Date** | **Amount in EUR** | **Country  (ISO Code)** |
| MS1- Upon successful BDR Review and the Agency’s acceptance of all related deliverables | 01/04/2020 | 187,585 | IT AT DE |
| MS2- Upon successful FAT Review and the Agency’s acceptance of all related deliverables | 30/09/2020 | 160,787 |
| MS3- Upon successful FR Review and the Agency’s acceptance of all related deliverables | 01/07/2021 | 187,585 |
| **Total** |  | **535,958** |  |

*(\*) The table above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

Include the following explanatory text and table if you wish to propose an advance payment plan.

The advance payment shall take into account Article 3 of the Draft Contract and the following provisions:

* An advance payment is not granted automatically, it is required to demonstrate a significant need for cash disbursement at the beginning of the execution of the contract. The % of the advance payment for non-SME is max 10% (for SME entities, please see below)
* The amount of any proposed advance payment and the corresponding amount(s) to be offset against the relevant milestone payment(s) shall be clearly stated in Euro, along with a justification for the need for cash disbursement at the beginning of the execution of the contract.
* Nevertheless, 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 prime 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 contract 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 contract.

*[if needed]:* An advance payment is proposed in the table below. his proposal reflects the need for significant cash disbursement at the beginning of the activity, as shown in the cash flow profile presented in form PSS‑A15.1.

*[in case of no SME involved]:* The reasons for this early cash disbursement are …….

**Table G.9.2 Payment plan breakdown(\*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  |  |
| **Milestone** | **Prime (IT)** | **Subcontractor A (AT)** | **Subcontractor B (IT)** | **Subcontractor C (DE)** |
| MS1 - BDR | 89,585 | 26,250 | 43,750 | 28,000 |
| MS2 - FAT | 76,787 | 22,500 | 37,500 | 24,000 |
| MS3 - FR | 89,585 | 26,250 | 43,750 | 28,000 |
| **Total** | **255,958** | **75,000** | **125,000** | **80,000** |

*(\*) The table above is an example generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, this table shall be replaced with the corresponding element generated by the Tool in the Word documents at the output*

**Table G.9.3 Advance payment(s) and other financial conditions(\*)**

|  |  |
| --- | --- |
|  |  |
| **Advance payment (in EUR):** | **146,585** |
| **Off-Set against** | **Off-set by (amount in EUR)** |
| MS1 - BDR | 30,750 |
| MS2 - FAT | 49,644 |
| MS3 - FR | 66,192 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prime (P) / Subco (SI)** | **Company Name** | **Entity Code** | **Country (ISO Code)** | **Advance Payment (in EUR)** | **Off-Set against** | **Off-set by (amount in EUR)** | **Condition for release of the Advance Payment (if applicable)** |
| P | **Prime** |  | IT | 89,585 | MS1 - BDR | 0 | After signature of the Contract by both parties |
| MS2 - FAT | 38,394 |
| MS3 - FR | 51,192 |
| SI | **Subcontractor A** |  | AT | 26,250 | MS1 - BDR | 0 | After signature of the Contract by both parties |
| MS2 - FAT | 11,250 |
| MS3 - FR | 15,000 |
| SI | **Subcontractor B** |  | IT | 12,500 | MS1 - BDR | 18,750 | After signature of the Contract by both parties |
| MS2 - FAT | 0 |
| MS3 - FR | 0 |
| SI | **Subcontractor C** |  | DE | 8,000 | MS1 - BDR | 12,000 | After signature of the Contract by both parties |
| MS2 - FAT | 0 |
| MS3 - FR | 0 |

*(\*) The tables above are examples generated via the Excel Workbook “BA AO10494 MSP-PSS Tool”, which can be used by the Tenderer as described in the introduction. In case of use of the tool, these tables shall be replaced with the corresponding elements generated by the Tool in the Word documents at the output*

## Annex G Source of Entity Contribution

Evidence of availability of entity contributions

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

# CONTRACTUAL Proposal

## Compliance with the Contract Conditions

Tenderers are required to make use of the ‘smart contract’ tool. This tool consists of an Excel file where relevant contractual information can be inserted or options selected by the Tenderer. From the completed Excel table, a Word file of the draft contract can then be generated which incorporates the information provided. This updated draft contract is intended to provide the tenderer with a better understanding of the contract which would result from a successful tendering process. In case of successful evaluation, it will also expedite the completion of the contract on ESA side. The tool is also aimed at demonstrating full compliance with contractual provisions.

Any proposed modifications or amendments to the Contract conditions will be taken into account in the evaluation.

Please be aware that not all provisions of the contract can be modified using the excel file.

The smart contract tool and guidance on how to use the tool can be found here:

https://esastar-publication.sso.esa.int/ESATenderActions/details/6900

Please consult the "ReadMe" file first before completing the Tenderer section of the Excel table. Both the completed Excel table and the Word document generated as per the instructions in the "ReadMe" file should be included in the electronic version of your proposal. In case of successful evaluation and negotiation, the Agency will then need to complete the contract in the part of its competence and as relevant before releasing the contract for signature.

The completed Word and Excel files generated from the Smart Contract Tool are uploaded under the “Other” proposal element in esa-star.

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

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 include and complete the following statements as appropriate

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: ....

# List of ACronyms

|  |  |
| --- | --- |
| ARTES | Advanced Research in Telecommunication Systems |
| BASS | Business Applications – Space Solutions |
| BDR | Baseline Design Review |
| BP | Business Plan |
| CBA | Cost Benefit Analysis |
| CDR | Critical Design Review |
| CFCA | Co-Funding Confirmation Arrangement |
| COD | Contract Outcome Data |
| DM | Digital Media (as part of the FDP) |
| ESA | European Space Agency |
| ESG | Environmental, Social and Governance |
| FAT | Factory Acceptance Test |
| FDP | Final Data Package |
| FR | Final Review |
| FREP | Final Report |
| HW | Hardware |
| IRR | Internal Rate of Return |
| KSF | Key Success Factor |
| KPI | Key Performance Indicator |
| MOM | Minutes of Meetings |
| MPR | Monthly Progress Report |
| NPV | Net Present Value |
| PBC | Project detailed Bar Chart |
| PD | Portable Demonstrator |
| PilUP | Pilot-Demonstration Utilisation Plan |
| POSR | Pilot-Demonstration Operations Summary Report |
| PSS Forms | Procedures Specifications and Standards Forms, used to break down and give transparency to the total cost and price of the proposal |
| PWP | Project Web Page |
| RD | Requirements Document |
| S&A | Summary and Achievements |
| SAT | On-Site Acceptance Test |
| SSA | System and Service Architecture |
| SVD | System Verification Document |
| SW | Software |
| WBS | Work Breakdown Structure |
| WP | Work Package |
| WPD | Work Package Description |