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Noordwijk, 5 March 2025

Subject: Invitation to tender for IMPLICATIONS OF A ZERO-DEBRIS APPROACH TO FUTURE SATCOM MISSION DESIGN (ARTES FP 1A.129) - EXPRO

Ref.: ESA AO/1-12496/25/NL/GM
Activity No. 1000041245 in the “esa-star” system

Budget Line: E/0501-01D (ARTES Future Preparation)

ARTES 4.0 CORE COMPETITIVENESS GENERIC PROGRAMME
LINE – FUTURE PREPARATION

Category: ESA EXPRESS PROCUREMENT (EXPRO+) / OPEN-COMPETITIVE

Dear Sir or Madam,

The European Space Agency (“the “Agency” or “ESA”) hereby invites you to submit a tender for the above subject.

This Invitation to Tender (ITT) has been established and will be processed following a procedure, tailored to low- to medium-value procurement actions, called “**EXPRESS PROCUREMENT PLUS – EXPRO+**”.

In this case a competitive evaluation procedure will be used since other Tenderers have been invited to submit tenders for the subject activity.

Your tender is required to conform to the conditions specified in this letter and in the applicable appendices.

Your tender shall be submitted **exclusively in electronic format via the esa-star Tendering** [see: <https://esastar.sso.esa.int/>]. The EXPRO Tendering Conditions (EXPRO/TC), attached hereto as Appendix 3, contain further information on “esa-star” and its operation.

This ITT was published on esa-star Publication (<https://esastar-publication.sso.esa.int/>) on 05/03/2025 and is issued in English only.

A French translation can be obtained upon request made via the dedication function in esa-star Tendering within five (5) working days following the date of publication on esa-star Publication. Such request shall not constitute a valid reason for an extension of the time limits established for the tendering period.

1) Please find attached hereto the following documents:

- Appendix 1 – Statement of Work
- Appendix 2 – Draft Contract
- Appendix 3 – Tendering Conditions for Express Procurement Procedure (EXPRO/TC)
- Appendix 4 – Proposal Template (including Cover Letter and Detailed Proposal)

2) Your attention is drawn to the following:

- The Agency, following decision of its Council, may give preference in the placing of the contract to tenders from/or containing a substantial involvement of economic operators registered in **Czech Republic, Denmark, Ireland, Hungary, Norway, Poland and Romania** which will have obtained an overall weighted mark of at least 60 or that are less than 5 points below the best evaluated offer by the TEB, provided such tenders have been assessed as representing an acceptable combination between technical quality (including risk) and price.

The attention of tenderers is drawn to the fact that such preference clause is in no way meant to constitute an exclusion from bidding for economic operators of other Member/Participating States.

- This ITT is open to all entities from the Participating States to the **ARTES Future Preparation** (Austria, Belgium, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom).
- The Member States of the Agency have made it mandatory for the Agency to register economic operators wishing to do business with the Agency. Economic operators not yet registered as potential Tenderers, are requested to complete the online questionnaire on the “esa-star registration” website (<https://esastar-emr.sso.esa.int/>).

Any entity, including any subcontractor in the Proposed Project team, at the time when a tender is submitted, should at least have already completed the “Light Registration” as described in the following esa-star Registration User Manual: <https://esastar-emr.sso.esa.int/Account/DownloadFile>.

Please note that only the “Full Registration” allows the Contract to be placed with the selected Tenderer.

The registration as an ESA Entity includes the obligation to subsequently fill in the Agency Questionnaire and its yearly updating at the following link: <https://esastar-em.sso.esa.int>.

Failure to provide or update the required information will result in the access to the non-public part of esa-star being blocked.



Further information on the registration process can be found on the Industry Portal pages available at: http://www.esa.int/About_Us/Business_with_ESA/How_to_do/esa-star_Registration_Process.

Special attention is drawn to the Policy on the Prevention, Detection and Investigation of Fraud ESA/ADMIN/IPOL-LEGI(2021)1. The aim of the Policy is to give a structured framework to the current practice by the Agency of investigating potential cases of Fraud through investigation teams set up on an ad hoc basis. It is required that you read the Policy and that you inform your personnel about the Policy. It is mandatory that you cooperate with the investigation teams, if so required. This obligation shall be flown down by you and fulfilled by your subcontractor(s) too.

The Policy on the Prevention, Detection and Investigation of Fraud is available at: <https://esastar-publication.sso.esa.int/supportingDocumentation>

3) The contents of your tender will be limited to filling in as necessary the Proposal Template, provided in MS Word format and attached hereto as Appendix 4. Please note that the captions in red colour are meant to guide you in correctly filling in the template and that such captions are to be removed from your tender once it is ready for submission. Please fill in the template as follows:

- Please complete the part of the template labelled “**Cover Letter**” by filling in the blank spaces and deleting any options which are not applicable or not relevant (all such options are identified in red colour);
- As part of the tender submission process in the “esa-star” system, you will be required to make declarations in relation with “**Declaration of Compliances**” (included in the ITT’s Appendix 4 - Proposal Template - Cover Letter) and “**Key Acceptance Factors**” (that are mirrored herein).

The EXPRO/TC indicates the consequences in case it would appear during the evaluation that the declarations contain incorrect statements.

When submitting your tender in “esa-star”, in the section “Key Acceptance Factors” you will be prompted to declare that your tender fulfils each of the following key acceptance factors:

Key Acceptance Factors	
1	The Tenderer confirms, on its behalf and on behalf of its Subcontractor(s), to satisfy the “Eligibility Requirements” (see section 1.1 of the EXPRO/TC).
2	The Tenderer confirms, on its behalf and on behalf of its Subcontractor(s), to fulfil the requirements concerning “Free Competition” (see paragraph 10 of the Cover Letter of the Proposal Template).
3	The Tenderer confirms, on its behalf and on behalf of its Subcontractor(s), to accept the conditions established for “Non commitment by the Agency in competitive procurements” (see section 1.7 of the EXPRO/TC).

4	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 EXPRO/TC).
5	The Tenderer confirms that the tender Cover Letter and the Detailed Proposal contain a binding price.
6	The Tenderer confirms that the tender Cover Letter and the Detailed Proposal contain a price type compliant with the one requested in the ITT.
7	The Tenderer confirms that the tender is compliant with the budgetary limit applicable to the ITT.

- Please complete the part of the template labelled “**Detailed Proposal**” in all its parts by filling in the information relevant to the various chapters, sections and sub-sections (using exactly the same headings, same subject matters, same order, same numbering);
- Your “Detailed Proposal” is expected to elaborate upon the Agency’s requirements whilst remaining precise and concise. Therefore, mere repetitions of the Agency’s requirements are to be avoided;
- Your tender and all correspondence relating to it shall be in English;
- Please ensure that your tender complies with the following essential requirements:
 - a) You are required to clearly state that you accept all terms and conditions stated in the documents expected to form together the Contract (ref. paragraphs 6 and 7 of the Cover Letter of the Proposal Template).

Should you consider that a technical and/or management requirement included in this ITT is not feasible, you are required to include a clear statement in this regard in your tender with due explanation and justification and with a proposal for alternative(s), if any (ref. paragraph 6 of the “Cover Letter” of the Proposal Template as well as chapters, sections and sub-sections of the “Detailed Proposal”).

- b) Your price quotation shall meet the following conditions:
 - The Agency has defined a maximum budget of **350,000 EURO**.
Consequently, please note that the Agency will take your tender into consideration only if the total Firm Fixed Price in Euro as defined in Appendix 4 hereto (all in, with the exception of import duties and value added taxes in the ESA Member States) remains within this limit.
 - The breakdown of the quoted amount(s) shall be shown in the format specified in Section 2 of the “Cover Letter” and Section 4 of the Detailed Proposal” Template.
- c) Your tender is valid during a period of three (3) months from the time limit for tender submission.
- d) You and your subcontractor(s) completed at least the “Light Registration” in esa-star Registration.



- e) The “consortium structure” in esa-star mirrors the Proposed Team in your tender.
- 4) As concerns the evaluation of your tender by the Agency, please note that the quality of your tender will be evaluated on the basis of the following criteria and associated weighting factors (“WFs”) (that are also mirrored also in esa-star Tendering):

EVALUATION CRITERIA		Weighting Factors (W.F) in %
1	Background and experience (related to the particular field concerned) of the company(ies) and staff, <i>including adequacy of proposed facilities.</i>	45
2	Understanding of the objectives of the activity and discussion of problem areas, and adequacy of the programme of work.	35
3	Adequacy of time dedication and costing, compliance with administrative tender conditions and acceptance of the contract conditions.	20

Please also note that, in making its recommendation for selection of a Contractor on the basis of the tender evaluation and/or in making a final decision for contract award, the Agency shall also take into consideration the price quoted (amount)

- 5) In accordance with the Agency’s rules, issuing this ITT does not bind ESA in any way to place a Contract. Should it deem it appropriate, ESA also reserves the right to place a Contract for only a part of the activity covered by this ITT. Such decision by the Agency may not give rise to any claims by Tenderers having submitted a tender in response to this ITT.
- 6) Please note that economic operators are required to notify their interest to tender to the Agency. This is to be done via the esa-star Publication Expression of Interest function (Tenderers are also reminded that they may select 'Public' visibility or 'ESA only' when notifying their intention to bid under Open Competitive tendering procedures).
- 7) Any questions to the Agency relating to this ITT (clarifications and/or extensions requests) shall be made exclusively via the dedicated function in “esa-star”, at the latest seven (7) calendar days before the closing date stated below.

The Agency will publish an anonymous copy of the question on esa-star Publication, together with the Agency’s answer, and the question and answer shall also be available in the dedicated section of “esa-star”. Tenderers are asked to note that each response which the Agency makes goes through an internal review process, and that the response will be published once this internal review process has been completed.

If required, the Agency may request clarifications from any Tenderer; such Agency’s requests shall be made exclusively via the dedicated function in esa-star Tendering. The corresponding clarification from the Tenderer shall be provided exclusively via the dedicated function in esa-star Tendering and must be received within three (3) calendar days of the submission of the request,



if no other period is stated. Clarifications shall not be regarded as amendments or modifications of the tender.

- 8) Please note the provisions of the Submission Conditions that are contained in the EXPRO/TC.

In order to ensure the correct and timely submission of your tender, you are strongly encouraged to access the “esa-star” system and try out its functionalities and behaviour well in advance during the tendering period (please refer to Annex II of the EXPRO/TC).

The tender is successfully submitted when the status of the proposal in esa-star Tendering reads “submitted”, i.e. when each section in the dashboard (Declaration of Compliance, Key Acceptance Factors and Consortium Structure) reads “completed” and all required proposal documents read “uploaded” and you click on “submit proposal to ESA”.

Your tender and all supporting documents must be loaded and submitted in esa-star Tendering not later than **20 May 2025 at 13:00 hours (Amsterdam time zone)**.

- 9) The submitted tender Cover Letter shall be signed by the authorised representative(s) of the Tenderer.
- 10) Should your tender be accepted by ESA, after evaluation, for placing a Contract, it is envisaged to have the negotiation meeting by teleconference shortly after notification to you of the Agency’s intention. Assuming a successful outcome, the Contract will first be signed electronically by the Agency and then sent to you for countersignature within the shortest possible delay.

This Cover Letter has been electronically signed

Yours faithfully,

Guiomar Perez
Head of Service for Technology Support and Telecommunications Contracts (CIC-CTT)