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Our ref. **ESA-IPL-PPE-MP-ek-LE-2018-307**

17th May 2018

**Subject: NAVISP: NAVigation Innovation Support Programme -
 Element 3 Announcement of Opportunity (AO)**

Ref: AO/1-9427/18/NL/MP (Issue 1.0)
Item Number: 18.154.11 in the List of ESA Intended Invitations to Tender
Budget: E/0365-30-B

Dear Madam/Sir,

The European Space Agency (ESA) hereby invites you to submit, at any given time, an Outline Proposal in response to the present Announcement of Opportunity for NAVISP Programme Element 3.

This Announcement of Opportunity consists of the following documents:

- The present Invitation Letter
- Appendix 1: Special Tender Conditions (SCT)
- Appendix 2: Draft contract
- Appendix 3: Full Proposal Template
<http://emits.sso.esa.int/emits-doc/ESTEC/ProposalTemplate/ept9427.docx>

This Invitation Letter and Conditions of Tender make reference to the following documentation that is available on <http://emits.sso.esa.int/> under "Reference Documentation" ---> "Administrative Documents":

- Procurement Regulations (ESA/REG/001 rev.4);
- General Conditions of Tender for ESA Contracts (Annex IV to ESA/REG/001 rev.4) hereunder referred to as "the GCT";
- General Clauses and Conditions for ESA Contracts (ESA/REG/002 rev.2) hereunder referred to as "the GCC".

The above listed documents in support to the NAVISP Element 3 objectives resulted in a dedicated documentation package published on EMITS for the Tenderer's attention (EMITS:<http://emits.sso.esa.int/>) under AO/1-9427/18/NL/MP).

1. INTRODUCTION

ESA is hereby launching this Announcement of Opportunity (AO) with the objective to receive proposals in support to national navigation activities of the Participating States. Various Satellites Navigation/PNT areas can be addressed with activities along the whole value chain with a view of fostering cooperation and national partnerships with a wide diversity of actors (agencies, industries, universities and support centers), enlarging the national space community and strengthening its relationship with authorities, organisations and institutions, industries and research centers from the non-space sector.

Focusing on Member States national priorities, NAVISP Element 3 configures as an ad-hoc support element, which is envisaged per country and per domain.

Taking into consideration the institutional nature of NAVISP Element 3, activities within the scope of this Element will be implemented based on the fully-funded approach.

The ESA programmatic framework of this Announcement of Opportunity is NAVISP Element 3. The NAVISP Programme is managed by the ESA Navigation Directorate (D/NAV).

It is reminded that according to the NAVISP Programme Declaration, NAVISP does not duplicate nor change the basis on which the strategy and approach for R&D related to the evolution of the Galileo and EGNOS systems is determined and controlled through the established EU mechanisms.

2. SPECIFIC CONDITIONS FOR ELIGIBILITY

The Agency will admit for evaluation only proposals from a Tendering team composed of entities, organization(s) and company(ies) established in any of those ESA Member States that subscribed to NAVISP Element 3: Belgium, Czech Republic, Denmark, Finland, Norway, Romania and the United Kingdom.

3. SCOPE OF ACTIVITIES

The Proposals under NAVISP Element 3 will include activities aimed at the most suitable exploitation of GNSS and more widely of PNT infrastructures. These can include the development and exploitation of tools and facilities for test/demonstration campaigns for the provision of new PNT products and services for institutional users, at national or multi-national level.

The Proposals may envisage an ad hoc request of ESA technical support.

This can be typically:

- System & technical assistance for the management and implementation of a national programme, training, tutoring;
- Exploitation and use of labs, test beds & technical facilities at ESA or at ESA partners' sites.

To elaborate on the possible support ESA can provide, please contact ESA at navisp.element3@esa.int.

4. TENDERING PROCESS

The tendering process follows a two-steps approach:

- Submission of Outline Proposal:
 - after a positive assessment and a consultation with the relevant Delegation, ESA will invite the Tenderer to submit a Full Proposal.
- Submission of Full Proposal:
 - after a positive evaluation of the Full Proposal, ESA will award the contract to the Tenderer. Prerequisite for the start of the Full Proposal evaluation is the reception by ESA of a Letter of Support signed by the National Delegations of the State having jurisdiction on the Prime and on the Sub Contractors;
 - the Letter of Support shall indicate the project, its total cost and the Tenderer. The total cost of the project shall include the funding for the ESA technical support (when it has been requested and agreed upon);
 - a template for the Letter of Support is provided in Annex 3

With the purpose to optimize the procurement process, the Tenderer is invited to:

- follow the Guidelines established for the preparation of the Outline Proposal and the Full Proposal;
- interact with the relevant National Delegations for the acquisition of the Letter of Support since the very beginning of the Tendering process.

4.1 First Step: Submission of the Outline Proposal

The first step starts with the submission by the Tenderer of an Outline Proposal in response to this Announcement of Opportunity.

The Outline Proposal will be assessed by ESA, and feedback will be provided by e-mail to the Tenderer.

Outline Proposals shall be prepared in accordance with Guidelines provided as Annex 1 of this document.

They shall be submitted via mail to the following e-mail address: navisp.element3@esa.int and in parallel to the National Delegation of both Prime and Sub Contractors. National Delegations Contact information is attached to this Invitation Letter as Annex 2.

The e-mail shall indicate:

- the name of the project,
- the Prime Contractor and its nationality,
- the relevant contact person (including e-mail, phone number and position into the Prime Contractor company),
- the envisaged Subcontractor companies and respective nationalities,
- a statement indicating if the Proposal has been already introduced to the National Delegations of the related countries (to which the Prime and the Subcontracts belong).

4.2 Second Step: Submission of the Full Proposal

Following the communication from ESA of a positive assessment of the Outline Proposal, the Tenderer will be invited to submit a Full Proposal in line with the requirements of this Announcement of Opportunity.

The default tool for submitting proposals to the Agency is its “esa-star” system and this shall be used for submitting the Full Proposal as detailed hereunder.

Following the Agency’s invitation, the Tenderer is strongly encouraged to immediately create a Bidder Restricted Area in “esa-star”. This does not oblige the Tenderer to eventually submit a Full Proposal, but assists the Agency in the timely preparation of the evaluation process.

The Tenderer is requested to notify the Agency, by email to navisp.element3@esa.int, of the intended date of Full Proposal submission at least two (2) weeks prior to the intended submission date. This will allow the Agency to plan ahead for the formal evaluation of the Full Proposal.

A Full Proposal which is not preceded by an Outline Proposal approved by the Agency will not be admitted for evaluation.

The Full Proposal shall be a fully self-contained set of documents, and will be the sole basis of the Agency’s evaluation. Any information in the Outline Proposal and any correspondence prior to the submission of the Full Proposal will not be considered in the evaluation.

Full Proposals shall be submitted exclusively in electronic format via the “esa-star” system [see: <https://esastar.sso.esa.int/>]. The SCT contains further information on “esa-star” and its operation.

Please note that a pre-requisite for submitting a proposal is to be registered as an entity wishing to do business with the Agency. Further information on the subject is provided in Section 6 below.

It is recommended to simultaneously send an e-mail notification of the submission of the Full Proposal to navisp.element3@esa.int.

5. EVALUATION PROCESS AND CONTRACTUAL START DATE

A positive evaluation of the Full Proposal by the Agency is prerequisite for contract award. During the evaluation of the proposal the Tenderer may be contacted and asked to supply additional information.

6. KEY ACCEPTANCE FACTORS / COMPLIANCES

As part of the tender submission process in the “esa-star” system, the Tenderer will be required to make declarations in relation with “**Declaration of Compliances**” and “**Key Acceptance Factors**” (that are mirrored in the Conditions of Tender). The Conditions of Tender indicate the consequences (ranging from significant down-marking to exclusion from evaluation) in case it would appear during the evaluation that these declarations contain incorrect statements.

It is mandatory to register as economic operators wishing to do business with ESA. Economic operators wishing to do business with ESA not yet registered as potential Tenderer, are requested to complete the online questionnaire on the “ESA- STAR registration” website (<https://esastar-emr.sso.esa.int/>).

Any entity, at the time when a Full Proposal is submitted, should at least have already completed the “Light Registration”.

That registration as an ESA Entity includes the obligation to subsequently fill in the ESA Questionnaire and its yearly updating. Failure to provide or update the required information may result in EMITS non-public part access 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.

7. CONFIDENTIALITY

All proposals received by ESA (presented in response to the first and second step of the bidding process) will be treated in confidence. Under certain circumstances, and provided the supporting Participating Member States agrees, these proposals may be shared with the European Commission and/or the European GNSS Agency.

8. ADDITIONAL INFORMATION

Your attention is, furthermore, drawn to the following points:

Please note that this Announcement of Opportunity has been published on the Agency's Electronic Mail Invitation to Tender System (EMITS: <http://emits.sso.esa.int/>) under AO/1-9427/18/NL/MP).

Any questions related to this Announcement of Opportunity before submission of a Full Proposal shall be addressed to navisp.element3@esa.int.

Following the submission of a Full Proposal, any related correspondence shall be addressed to the responsible Contracts Officer nominated by the Agency.

Yours faithfully,

Olivier Côme

Head of EU Administrative Service Division

ESA Procurement and EU Administration Department

ANNEX 1

GUIDELINES FOR THE PREPARATION OF THE OUTLINE PROPOSAL

Following the tendering process described in the Invitation letter of this Open Call for Proposals, the Outline Proposal is the means for the Tenderer to initiate the interaction with the Agency.

Tenderers are invited to submit an Outline Proposal containing at least the information described in this document.

The typical length of an Outline Proposal should be approximately 6-8 pages, excluding supporting documents such as diagrams, charts, tables and institution or company information brochures.

The Outline Proposal shall be written in English.

The Outline Proposal shall include the following elements:

- An Executive Summary (possibly of one page long) summarizing the proposal and including deliverables, costs and duration of the project;
- A description of the project, its objectives and its relevance at national level;
- A description of the development activities, including planning and costs;
- The Tenderer(s) profile.

1. THE PROJECT

1.1 Rationale and background

This section shall present the rationale and give the relevant background information for the proposed project development.

It shall briefly introduce the context, illustrate the problem and the needs that the project intends to address, highlighting how the project contributes to a better exploitation of GNSS/PNT technologies, techniques and services. It shall present the major stakeholders involved and their role in the project.

1.2 Objectives and expected outcome

This section shall identify the objectives of the project and the expected results, summarizing key features and/or key functionalities and/or performance to be achieved.

1.3 The relevance in the national context

This section shall highlight how the initiative is framed in the national context and responds to a national strategy/priority/interest.

It shall give elements and information such as for example:

- Link to national objectives and any other major programmes in the specific domain,
- Coherence with national strategies/priorities, possibly referencing which national

strategies/priorities the project responds to:

- social priorities (e.g. safety, environment, etc);
- economic development (e.g. promotion of spin off/start-ups, relevance of the specific economic sector);
- territory (e.g. area development plans);
- cross fertilization (e.g. cooperation and interaction among national agencies, industries, universities and research centres of space and non-space sector);
- European or international level: link to European or international actions and plans.

- Any other elements of institutional, strategic or political nature.

2 THE PROJECT DEVELOPMENT

2.1 Proposed activities and high level development plan

This section shall describe the proposed activities and give a high-level development plan with identification of major milestones and key decision points.

2.2 Criticalities and risks

This section shall identify any major risks, criticalities/obstacles for the implementation of the project.

2.3 ESA Support

This section shall describe the specific support, if needed, to be provided by ESA. The support may be of different nature, namely:

- Technical support for the implementation of the national project and activities
- Exploitation and use of labs, test beds & technical facilities at ESA or at ESA partners sites

2.4 Costs

This section shall present the total costs of the project and the distribution of the funding among the partners of the consortium.

2.5 Way forward after completion of the proposed activities

This section shall address the way forward after the completion of the proposed activities (e.g. it shall specify if any further development phases are needed, or propose plans and possible organization model for the exploitation, etc.) .

2.6 Others

This section shall include:

- A statement that the proposed work does not overlap with any currently running ESA, European Institution, National or International contracts awarded to any entity of the Proposal consortium (Prime and/or Sub- Contractor(s)).
- A statement if the relevant National Delegation(s) of Prime and Sub-Co (s) have been informed regarding the proposed project.

3. THE TENDERER

This section shall present the Tenderer (s), giving the main elements of profile and experience, competence and resources related to the proposed project of the Tenderer and of each member of the consortium.

ANNEX 2

List of contact details of National Delegations

| Member States | National Contact Points NAVISP Element 3 | |
|-----------------------|--|--|
| Belgium | Agnès Grandjean T: +32 2 238 3566 | |
| | gran@belspo.be | |
| Czech Republic | Josef Sobra Tel : +420 225 131 657 | Ondrej Svab Tel : +420 225 131 598 |
| | josef.sobra@mcr.cz | ondrej.svab@mcr.cz |
| Denmark | Lars Bøje Christensen Tel : +45 7231 8209 | Dennis Kristensen Tel: +45 72318877 |
| | lbc@fi.dk | djdk@ufm.dk |
| Finland | Pauli Stigell Tel: +358 29 50 55856 | |
| | Pauli.Stigell@businessfinland.fi | |
| Norway | Kjersti Moldeklev Tel: +47 22 51 18 05 | Steinar Thomsen, |
| | kjersti.moldeklev@spacecentre.no | steinar.thomsen@spacecentre.no |
| Romania | Vlad Olteanu Tel : +40 21 316 87 22 | Iohan Neuner Tel : +40 21 243 47 12 |
| | vlad.olteanu@rosa.ro | hneuner@gmail.com |
| United Kingdom | Andy Proctor Tel: : +44 (0)7810 527688 | Paul Hancock Tel : +44 (0) 207 215 3426 |
| | andy.proctor@innovateuk.gov.uk | Paul.Hancock@ukspaceagency.bis.gsi.gov.uk |



ANNEX 3

Support Letter template

Attention: Mr. Paul Verhoef
Director of Navigation

[date and place]

Subject: NAVISP Element 3-[*activity name*]-Authorisation of Funding

Dear Paul,

In accordance with the requirements of Article 2 c) of the Implementing Rules for the Navigation Innovation and Support Programme (NAVISP), the Delegation of [*Member State name*] authorises ESA to use the funding to be drawn from our national contribution to NAVISP Element 3 in favour of the “[*activity name*]” project where [*company name*] intends to submit the full proposal in the capacity of [*Prime*]/[*Subcontractor*], for the total amount of EURO, including ESA technical support of ... EURO (when applicable).

This authorisation of funding will remain valid until [*date-at least 6 month from the date of issue*].

If any (further) clarification is required, please do not hesitate to contact me.

Yours sincerely,

[*name of the Delegate*]

[*title of the Delegate*]