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Subject: AO/1-10516/20/NL/MP/mk (Issue 2.0)

Title: NAVISP: NAVigation Innovation Support Programme – Element 2 – Standard Call for Proposals

Activity No. 1000029987 in the esa-star system

Budget Line: E/0365-20
E/0365-50
E/0365-80

Dear Sir/Madam,

The European Space Agency (“the Agency”) hereby invites you to submit at any given time, a proposal in response to the present Standard Call for Proposals for the NAVigation Innovation Support Programme (NAVISP) Element 2.

Your tender shall be submitted **exclusively in electronic format via esa-star Tendering** [see: <https://esastar.sso.esa.int/>]. The Special Conditions of Tender (hereunder referred to as the “SCT”) contain further information on esa-star and its operation.

Please note that a pre-requisite for submitting a tender is to have completed the on-line dedicated questionnaire for being registered with the Agency as an entity wishing to do business with the Agency. Further information on the subject is provided in this Letter of Invitation.

This Standard Call for Proposals consists of the following documents:

- The present Letter of Invitation and its corresponding annexes:
 - Annex 1: Guidelines for the preparation of Outline Proposals
 - Annex 2: Letter of Support Template
- Appendix 1: Special Tender Conditions (SCT) – UPDATED
- Appendix 2: Draft contract – UPDATED
- Appendix 3: Cover Letter and Full Proposal Template – UPDATED

This Letter of Invitation, the Draft Contract and the Special Conditions of Tender make reference to the following documents:

- Procurement Regulations (ESA/REG/001 rev.5);
- General Conditions of Tender for ESA Contracts (Annex IV to ESA/REG/001 rev.5) hereunder referred to as “the GCT”;
- General Clauses and Conditions for ESA Contracts (ESA/REG/002, rev. 3) also referred to as the “GCC”.

These documents are available at:

<https://esastar-publication.sso.esa.int/supportingDocumentation>

under “Reference Documentation” ---> “Administrative Documents”.

The above listed documents in support of the NAVISP Element 2 objectives have been compiled in a dedicated documentation package for this Standard Call for Proposal and are published on esa star Publication (<https://esastar.sso.esa.int>) under AO/1-10516/22/NL/MP.

The Agency reserves the right to issue clarifications with regards to this Standard Call for Proposal.

1. INTRODUCTION

ESA is hereby launching this Standard Call for Proposal with the objective of receiving proposals for the development of innovative and competitive products in the Satellite Navigation and in the wider Positioning Navigation and Timing (PNT) domain.

The goal is to support European industry in succeeding in the highly competitive and rapidly evolving global market for Satellite Navigation, and more broadly PNT technologies and services.

Ad hoc technologies and product development activities along the whole Satellite Navigation value chain and more broadly PNT products will be targeted.

The proposed activities will be funded according to the funding scheme described in Chapter 7 of this Invitation Letter.

Prerequisite for the start of the Full Proposal evaluation is the reception by ESA of the Letter of Support signed by the National Delegations of the State the Prime and Sub Contractors belong to. Furthermore, the sole responsibility lays to the potential Tenderers to examine whether sufficient funding of the Member State they belong to is provided to the NAVISP Program. To check the above, potential Tenderers can contact ESA at navisp.element2@esa.int.

The ESA programmatic framework of this Standard Call for Proposals is NAVISP Element 2.

The NAVISP Programme is managed by the Directorate of Navigation (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 company(ies) and/or organizations - be it a Prime or Subcontractor - established in any of those ESA Member States that subscribe to NAVISP Element 2.

A list of states participating in Element 2 can be found here:

<https://navisp.esa.int/opportunity/details/8/show>

3. SCOPE OF ACTIVITIES

The Proposals under NAVISP Element 2 shall be focused on the development of innovative products identified by the Tenderers to be competitive in the Satellite Navigation and PNT institutional, consumer and professional market.

Products can be all along the value chain, typically belonging to the following segments:

- Satellite Navigation Space Segment;
- Satellite Navigation Ground Segment;
- Positioning Navigation and Timing User Segment.

In the documentation of this Standard Call for Proposal, the term “product” is used to identify a technology, a piece of equipment, a system, a subsystem, a software and/or a service.

The proposed activities may address the upgrading of an existing product or the development of a new product of disruptive nature.

Therefore, they can be of different nature according to the starting point and heritage of the product design and development.

4. TENDERING PROCESS

The tendering process follows a two-step approach:

- Submission of Outline Proposal:
 - o after a positive assessment, ESA will invite the Tenderer to submit a Full Proposal.
- Submission of Full Proposal:
 - o Prerequisite for the start of the Full Proposal evaluation is the receipt by ESA of a Letter of Support signed by the respective National Delegation of the State(s) the Prime- and Sub-contractors belong to. Furthermore, the sole responsibility lays with potential Tenderers to check whether sufficient funding from the Member State they belong to is provided to the NAVISP Programme. To check the above, potential Tenderers can contact ESA at navisp.element2@esa.int.

The Tenderer is invited to:

- strictly comply with the Guidelines established for the preparation of the Outline Proposal and of the Full Proposal and use to the maximum extent the precompiled Full Proposal Templates;
- optimize the time for the Full Proposal preparation aiming at submitting it earlier than the deadline of 30 working days (see 4.2) from the positive assessment of the Outline Proposal;

- interact with the relevant National Delegations for the acquisition of the Letter of Support since the very beginning of the Tendering process.
- Special attention is drawn to the Policy on the Prevention, Detection and Investigation of Fraud ESA/ADMIN/POL-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>

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 Standard Call for Proposals.

The Outline Proposal will be assessed by ESA, and feedback will be provided by e-mail to the Tenderer by a target time of 10 working days from the date of submission

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

They shall be submitted to ESA via its Open Space Innovation Platform (OSIP) at <https://ideas.esa.int/servlet/hype/IMT?documentTableId=45087137958101228&userAction=Browse&templateName=&documentId=6f61eed8caa9411e747cfd7b75c88a70> and in parallel to the National Delegation of the Prime- and any Sub-contractors.

A template for the Letter of Support is provided in Annex 3.
National Delegations Contact information is attached to this Invitation Letter as Annex 2.

4.2 Second Step: Submission of the Full Proposal

Following the confirmation from ESA of a positive assessment of the Outline Proposal, the Tenderer will be invited to submit a Full Proposal within 30 working days and in accordance with the SCT.

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

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 encouraged to notify the Agency, by email to navisp.element2@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.element2@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. Upon completion of the evaluation of the proposal the Agency will inform the Tenderer whether the proposal has been found acceptable or not. Silence on the part of the Agency must never be construed as a statement of acceptability in the above sense. Please note that the statement of acceptability does not bind the Agency in any way to place a contract.

6. PRE-REQUISITES FOR SUBMITTING A TENDER

It is 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, is required to 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> . Failure to fulfil this requirement will result in a tender being considered incomplete and hence not admissible for evaluation.

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 to update it yearly 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.



7. FUNDING

The activities proposed in response to the Standard Call for Proposal will be co-funded, in the sense that the total of the estimated acceptable cost required for carrying out the activity will be partly covered by ESA, while the remaining part will be covered by the Tenderer.

The costs co-funding provided by the Agency shall not exceed 50% of the costs related to the proposed activities.

Nonetheless, for SME¹ this funding may increase to up to 80% of the costs. Work carried out by universities and research institutes involved as subcontractors and justifying no further commercial interest in the activity may be 100% funded by the Agency (see Table 1).

The remainder of the costs shall be funded by the Tenderer and/or Partners, in cash or in kind.

The Tenderer’s attention is drawn to the fact that the ownership of the final deliverables can be discussed as per provisions of the Draft Contract applicable to the present Standard Call for Proposals.

Ratio of ESA co-funding on total cost	Type of Tenderers	General rule (e.g. Large enterprise)	SME	Universities and research centers involved as subco with no further commercial interest
		≤50%	≤80%	≤ 100%

Table 1: ESA Co-funding approach for NAVISP Element 2

8. COMPLIANCE AND KEY ACCEPTANCE FACTORS

As part of the tender submission process in esa-star Tendering, you will be required to make declarations in relation with “**Declaration of Compliances**” and “**Key Acceptance Factors**” (that are mirrored in Annex 2 of the SCT).

The SCT indicate the consequences (ranging from significant down marking to exclusion from evaluation) in case it would appear during the evaluation that the tender contains incorrect statements.

8.1. Tender submission

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”.

¹ The applicable definition of an SME can be found at:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>

8.2. The “Consortium Structure” in esa-star

The “consortium structure” in esa-star shall mirror the Proposed Project Team as contained in the Cover Letter. Failure to fulfil this requirement will result in a tender being considered incomplete and hence not admissible for evaluation.

9. CONFIDENTIALITY

All proposals received by ESA (presented in response to the first and second step of the bidding process) will be treated in confidence. External experts may be involved in the evaluation after having signed a dedicated non-disclosure undertaking.

Under certain circumstances and provided the supporting Participating Member States as well as the Tenderer agree, (part of) the Full Proposal may be shared with the European Commission and/or the European Union Agency for the Space Programme., for information purposes only.

10. ADDITIONAL INFORMATION

Your attention is furthermore drawn to the following points:

Please note that this Standard Call for Proposal has been published on esa star Publication (<https://esastar.sso.esa.int>) under AO/1-10516/20/NL/MP/mk.

Any questions related to this Standard Call for Proposal before submission of a Full Proposal shall be addressed to navisp.element2@esa.int.

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

This Cover Letter has been electronically signed

Yours faithfully,

Olivier Côme
Head of EU Administrative Service Division
ESA Procurement Department

ANNEX 1

GUIDELINES FOR THE CONTENT OF THE OUTLINE PROPOSAL

Following the tendering process described in the Invitation letter of this Standard Call for Proposal, 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 pages, excluding supporting documents such as diagrams, charts, tables and company information brochures.

The Outline Proposal shall be written in English.

The Outline Proposal shall include the following elements:

- An Executive Summary (1 page) including:
 - Summary of rationale and description of the product;
 - Summary of the development activities with the list of deliverables, the total duration of the project, the total cost of the project, the co-funding request to ESA, and when applicable, the distribution among the partners of the costs and the ESA co-funding request;
 - Summary of product commercial viability and technical feasibility, including the Tenderer profile.
- An introduction explaining the rationale and the background of the proposed project;
- A description of the product characteristics;
- A description of the product development activities;
- A description of the product commercial viability and technical feasibility, including a Tenderer profile.

1. THE PROJECT

RATIONALE AND BACKGROUND

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

2. THE PRODUCT

This section shall describe the technical characteristics of the product.

In the documentation of this Standard Call for Proposal, the term “product” is used to identify a technology, an equipment, a system, a subsystem, a software and/or a service.

It shall at least include:

- A description of the product to be developed, its relevance to Satellite Navigation and wider Positioning Navigation and Timing (PNT) sector, indicating which of the following categories it belongs to:
 - Satellite Navigation Space Segment,
 - Satellite Navigation Ground Segment,
 - PNT User Segment.
- An outline of the potential uses of the product.

- The information of whether the development is related to the evolution of an existing product or to a product of disruptive nature.
- The identification of the innovative nature of the product and the benefits deriving by its adoption.
- A summary of key features, key functionalities, key design characteristics and key performance of the product.

3. THE PRODUCT DEVELOPMENT

This section shall introduce the product development activities, with associated costs and time schedule. Development activities can be proposed up to and including the pre-operational stage of the product.

It shall at least include:

Technical elements:

- An explanation of the current status of the product i.e. the starting point of the proposed development activities;
- The goal of the proposed activities, including the description of the activities needed for the development of the product from its current status;
- Critical tasks, technologies or techniques with associated identified related risks, including justifications on the technical feasibility of achieving the product key features, key functionalities and key performance;
- A development plan with identification of major milestones and key decision points, including activities duration;
- A list of the deliverables (e.g. hardware, software, documentation).

Costs:

- A summary of the total costs of the proposed activities;
- The co-funding request to ESA (i.e. the price for ESA);
- A distribution of the costs and ESA co-funding per consortium partner (Prime and Sub-Contractor(s)) and per country;
- The source of funding of the remaining costs for the Tenderer.

Others:

- 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.

4. THE PRODUCT COMMERCIAL VIABILITY

This section shall describe the commercial viability of the product upon completion of its development.

It shall at least include:

The product opportunity

- A description of the context the product aims to address, giving elements such as reference market, market trend (new, consolidated, evolving, etc.), and other relevant context characteristics;
- The identification of the challenge that in this context the product aims to address (e.g. unmet customer needs, emerging needs).

Competition:

- A summary of the current alternative products/solutions, the relevant major competitors and an explanation of the opportunity for the product.

The Tenderer

- The main elements of the Tenderer's profile and experience, competence and resources related to the proposed project (for prime and subcontractors); a statement for the prime and each subcontractor whether it a SME or not; a statement for the prime and each subcontractor indicating whether it has worked with ESA before;
- The Tenderer's competitive positioning in the PNT sector;
- A description of the Tenderer's objectives for the product upon completion of the proposed activities, highlighting how it fits in the Tenderer' strategy and competitiveness plans.

ANNEX 2

Letter of Support from National Delegation

Example:

Attention: Mr Francisco-Javier Benedicto Ruiz
Director of Navigation

[date and place]

Subject: NAVISP Element 2 - [activity name] - Authorisation of Funding

Dear Javier,

In accordance with the requirements of Article 2 b) 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 2 in favour of the “[activity name]” project where [company name] intends to submit the full proposal in the capacity of [Prime]/[Sub-contractor], for the total amount of ... EURO.

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

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

Yours sincerely,

[Name of Delegate]

The latest List of contact details of National Delegations is to be found in the Programme website:
<https://navisp.esa.int/nationaldelegation/>