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Subject: AO/4-40015/NL/MP/dg (Issue 1.0)

**Title: NAVISP: NAVigation Innovation Support Programme – Element 3 –
Standard Call for Proposal**

Activity No. 1000039072 in the esa-star system

**Budget Line: E/0365-30 / NAVISP Element 3 – Phase 1
E/0365-60 / NAVISP Element 3 – Phase 2
E/0365-90 / NAVISP Element 3 – Phase 3**

Dear Sir/Madam,

The European Space Agency (“the Agency”) hereby invites you to submit, at any given time, an Outline Proposal in response to the present Standard Call for Proposal for NAVISP Programme Element 3.

This Call for Proposals (“CfP”) has been established and will be processed following the Call for Proposals procedure [see: <https://esastar-publication.sso.esa.int/supportingDocumentation/details/37>].

Your Tender is required to conform to the conditions specified in this Cover Letter and in the applicable Appendices.

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.

This CfP was published on esa-star Publication (<https://esastar-publication.sso.esa.int>) on 06/12/2023 and is issued in English only.

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 Proposal consists of the following documents:

- The present Letter of Invitation and its corresponding annexes
 - o Annex 1: Guidelines for the preparation of Outline Proposals
 - o Annex 2: Link to Contact Details of National Delegations
 - o Annex 3: Letter of Support Template
- Appendix 1: Special Tender Conditions (SCT)
- Appendix 2: Draft Contract
- Appendix 3: Full Proposal Template

This Letter of Invitation, the Draft Contract and the Special Conditions of Tender refer 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) hereunder 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 3 objectives have been compiled in a dedicated documentation package for this Standard Call for Proposal and are published on esa star Publication (<https://esastar-publication.sso.esa.int>) under AO/4-40015/NL/MP/dg.

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 (CfP) with the objective of receiving proposals in support of national navigation activities of the Participating States. Various Satellite Navigation/Positioning, Navigation and Timing (PNT) areas can be addressed with activities along the whole value chain with a view to fostering cooperation and national partnerships with a wide range of actors (agencies, industries, universities and support centres), enlarging the national space community and strengthening its relationship with authorities, organisations and institutions, industries and research centres from the non-space sector.

Focusing on Member States’ national priorities, NAVISP Element 3 is set up 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 for this Standard Call for Proposal is NAVISP Element 3. The NAVISP Programme is managed by the ESA Navigation Directorate (D/NAV).

Please note that according to the NAVISP Programme Declaration, NAVISP does neither duplicate nor change the basis on which the strategy and approach for R&D related to the

evolution of the Galileo and EGNOS systems are 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, organisation(s) and company(ies) established in any of those ESA Member States that subscribe to NAVISP Element 3. A list of states participating in Element 3 can be found here: <https://navisp.esa.int/opportunity/details/16/show>.

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 ad hoc requests for ESA technical support.

This can typically be:

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

To discuss 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:
 - o After a positive assessment and a consultation with the relevant National Delegation(s), ESA will invite the Tenderer to submit a Full Proposal.
- Submission of Full Proposal:
 - o 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 receipt by ESA of a Letter of Support signed by the respective National Delegation of the State the Prime- and, if applicable, the Sub-contractor(s), belong to.
 - o The Letter of Support shall indicate the project, its total cost and the Tenderer. The total cost of the project shall include funding for ESA technical support (when it has been requested and agreed upon).

To optimise 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 from the very beginning of the Tendering 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 sub-contractor(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 Proposal.

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

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=45087137958100018&userAction=Browse&templateName=&documentId=5e08d5c5e7528221c047d0ce2ffc9c7c> 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. The list of National Delegations and their contact information is attached to this Letter of Invitation as Annex 2.

4.2 Second Step: Submission of the Full Proposal

Following confirmation 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 Standard Call for Proposal.

The default tool for submitting full proposals to the Agency is its esa-star Tendering system (<https://esastar.sso.esa.int>) 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 Tendering. 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 (<https://esastar.sso.esa.int/>). The SCT contain further information on esa-star and its operation.

It is recommended to simultaneously send an email notification of the submission of the Full Proposal to navisp.element3@esa.int. Please note that a pre-requisite for submitting a Full Proposal 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.

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

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 sub-contractor 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>.

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. 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.

7.1 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”.

8. CONFIDENTIALITY

All proposals received by ESA (presented in response to the first and second step of the bidding process) will be treated in confidence.

Following the submission of an Outline Proposal via OSIP, for the purpose of coordination at Programmatic level and in line with the Programme Implementing Rules, ESA will share a summary of the Proposal with the European Commission and/or the European Union Agency for the Space Programme. Tenderers shall prepare an executive summary of the Outline Proposal to be shared, as per the Guidelines in Annex 1.

Subject to agreement by the Tenderer, some elements of the Full Proposal may be shared with the European Commission and/or the European Union Agency for the Space Programme if this is considered necessary to complete the coordination process.

9. 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-publication.sso.esa.int>) under **AO/4-40015/NL/MP/dg**.

Any questions related to this Standard Call for Proposal 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.

This Cover Letter has been electronically signed

Yours faithfully,

Olivier Côme
Head of the Navigation and EU Contracts Division

ANNEX 1

GUIDELINES FOR THE PREPARATION OF THE OUTLINE PROPOSAL

Following the tendering process described in the Letter of Invitation for 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.

Outline Proposals are to be submitted to ESA via its Open Space Innovation Platform (OSIP) at <https://ideas.esa.int/servlet/hype/IMT?documentTableId=45087137958100018&userAction=Browse&templateName=&documentId=5e08d5c5e7528221c047d0ce2ffc9c7c>.

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

- A description of the project, its objectives and its relevance at national level (see section 1 below);
- A description of the development activities, including planning and costs (see section 2 below);
- The Tenderer('s)(s') profile (see section 3 below).

In addition, the Outline Proposal shall include an Executive Summary (one page long) summarising the scope of the activity and including high-level descriptions of the deliverables, costs and duration of the project, that will be shared for the purpose of coordination with the European Commission and/or European Agency for the Space Programme as mentioned above.

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, summarising 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:
 - o Social priorities (e.g. safety, environment, etc.);
 - o Economic development (e.g. promotion of spin off/start-ups, relevance of the specific economic sector);
 - o Territory (e.g. area development plans);
 - o Cross fertilisation (e.g. cooperation and interaction among national agencies, industries, universities and research centres from the space and non-space sector);
 - o 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 and 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 and 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 (i.e. it shall specify if any further development phases are needed, or propose plans and a potential organisation model for the exploitation, etc.).

2.6 Other

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 as to whether the relevant National Delegation(s) of Prime and Sub-contractor(s) have been informed regarding the proposed project.

3. THE TENDERER

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

ANNEX 2

LINK TO CONTACT DETAILS OF NATIONAL DELEGATIONS

The latest list of contact details of National Delegations can be found on the NAVISP Programme website:

<https://navisp.esa.int/nationaldelegation/>

ANNEX 3

SUPPORT LETTER TEMPLATE

Attention: Mr. Francisco-Javier Benedicto Ruiz
Director of Navigation

[date and place]

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

Dear Javier,

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]/[Sub-contractor], for the total amount of ... EURO, including ESA technical support of ... EURO (where applicable).

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]