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Noordwijk, 05/02/2025

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

Ref: ESA CfP/4-40022/25/NL/MP/dg

Activity No. 1000042688 in the esa-star system

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

Category: CALL FOR PROPOSALS

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 Proposal for NAVigation Innovation Support Programme (NAVISP) 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 CfP Tendering Conditions (“CfP/TC”), attached hereto as Appendix 3 contain further information on esa-star and its operation.

This CfP was published on esa-star Publication (<https://esastar-publication.sso.esa.int/>) on **5th February 2025** and is issued in English only.



1. This Standard Call for Proposal consists of the following documents:

- The present Cover Letter and its corresponding annexes
 - Annex 1: Letter of Support Template and National Delegations Contact information.
 - Appendix 1: Draft Contract;
 - Appendix 2: CfP Tendering Conditions (“CfP/TC”);
 - Appendix 3: Full Proposal Template;
 - Appendix 3.1: Cover Letter Template;
 - Appendix 3.2: Full Proposal Template;

The present Cover Letter, the Draft Contract and the CfP Tendering Conditions (“CfP/TC”) refer to the following documents:

- Contracting Regulations (ESA/REG/001 rev.6);
- General Clauses and Conditions for ESA Contracts (ESA/REG/002, rev. 4) 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 (compiling the present Call for Proposal) 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 CfP/4-40022/25/NL/MP/dg.

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

2. Your attention is drawn to the following:

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> .

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.

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.

3. Procedure for the submission, evaluation and selection of proposals

The tendering process starts with the **Submission of Full Proposal**: 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. 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).

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@esa.int. After a positive evaluation of the Full Proposal, ESA will award the contract to the Tenderer.

The Tenderer is invited to:

- strictly comply with the requirements established in this Standard Call for the preparation of the Full Proposal and use to the maximum extent the precompiled Full Proposal Template;
- interact with the relevant National Delegations for the acquisition of the Letter of Support since the very beginning of the Tendering process. A template for the Letter of Support is provided in Annex 1. National Delegations Contact information is attached to this Invitation Letter as Annex 1.

3.1 Submission of the Full 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.

The Full Proposal shall be a fully self-contained set of documents and will be the sole basis of the Agency's evaluation.

Full Proposals shall be submitted exclusively in electronic format via the esa-star system (<https://esastar.sso.esa.int/>). The CfP contains 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@esa.int,

Please note that full Proposals may be submitted at any time in the course of the Call. Each proposal will be opened and evaluated shortly after receipt.

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.

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.

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 flowed 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. The contents of your Full Proposal will be limited to filling in as necessary the Proposal Template, provided in MS Word format and attached hereto as Appendix 3. 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 Full Proposal once it is ready for submission.

- 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 esa-star Tendering, you will be required to make declarations in relation with “**Declaration of Compliances**” (contained in Appendix 3 to this CfP– Proposal Template – Cover Letter) and “**Key Acceptance Factors**”.

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

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

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 CfP/TC).
2.	The Tenderer confirms, on its behalf and on behalf of its Subcontractor(s), to be compliant with the “Non Benefits Requirements” (see section 1.7 of the CfP/TC).
3.	The Full Proposal Cover Letter and the Full Proposal contain a binding price.
4.	The Tenderer confirms that the tender Cover Letter and the Full Proposal contain a price type compliant with the one requested in the CfP.
5.	The tender Cover Letter contains a confirmation that the validity period is six (6) months from the date of tender submission with implicit extensions as per Article 27, points 3 & 4 of the Contracting Regulations (ESA/REG/001 rev.6);.
6.	The Full Proposal contains a technical description.
7.	A statement is attached to the Cover Letter signed by the Delegate(s) representing the country(ies) in which the Tenderer (and if applicable its Subcontractor(s) reside(s), authorising the Agency to fund the quoted price from their contribution to NAVISP EL3
8.	The Tenderer has prepared its Full Proposal in line with the Full Proposal Template as appended to the Letter of Invitation.

- Please complete the part of the template labelled “**Full 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 and same numbering);
- Your “Full 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 7 and 8 of the Cover Letter of the Proposal Template).
 - b) Your price quotation shall meet the following conditions:
 - The breakdown of the quoted amount(s) shall be shown in the format specified in Sub-section 4.3.2 of the “Full Proposal” template.
 - c) Your tender is valid during a period of 6 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.

- Your tender may consist of a combination of entities from the Participating States that have indicated their willingness to support this activity.

5. As concerns the evaluation of your Full Proposal by ESA, please note that the quality of your Full Proposal will be evaluated on the basis of the **Evaluation Criteria** that are also mirrored in esa-star Tendering:

1. Quality and completeness of Technical Proposal.
2. Relevance of the project at national level.
3. Technical experience and competence of company/ies in all areas required for the proposed work and completeness of the team with respect to the proposed activity. Relevant experience and calibre of nominated personnel. Adequacy of facilities.
4. Adequacy of management structure, planning, costs and schedule. Adequacy and completeness of Work Package Descriptions.
5. Compliance with Contract Conditions and other Tender Conditions.

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).

6. In accordance with the Agency's rules, issuing this CfP 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 CfP. Such decision by the Agency may not give rise to any claims by Tenderers having submitted a tender in response to this CfP.

7. 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.

Any questions to the Agency relating to the Full Proposal (clarification requests) shall be made exclusively via the dedicated function in esa-star Tendering.

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 Tendering. 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.

8. Please note the provisions of the Submission Conditions that are contained in the CfP/TC.

In order to ensure the correct and timely submission of your tender, you are strongly

invited to test the esa-star system and try out its functionalities and behaviour well in advance during the tendering period (please refer to Annex I of the CfP/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”.

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.

All proposals received by ESA 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.

Your attention is furthermore drawn to the following points:

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 Navigation & EU Contracts Division

ANNEX 1

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]

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

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