

**ESA TENDERING STANDARDS FOR
CALLS FOR PROPOSAL**

COVER LETTER and Full PROPOSAL TEMPLATE

N.B. Use this template to prepare your Full Proposal. Once the Full Proposal is complete and internally validated, please remove all captions in red colour (instructions for Tenderers), delete all ESA headers/footers, add your own logos, headers/footers prior to finalising your Full Proposal for submission to ESA. The Full Proposal shall be submitted in a searchable and indexed PDF file for easier viewing.

When submitting to the esa-star Tendering, separate this template according to the required Proposal elements and upload those individual elements accordingly.

[COVER LETTER]

From: (*Tenderer to insert name of the company/institute submitting the Tender*)

Date: (*Tenderer to fill in the date of the Proposal*)

To: EUROPEAN SPACE AGENCY (ESA)
The European Space Operations Centre (ESOC)
Robert-Bosch-Strasse 5
64293 Darmstadt
Germany

Attn: Ms Maren Bednarek (CIC-COM)

Subject: **ESA CfP/4-40036/26/D/MB**
Standard Call for Proposals for COSMIC Competitiveness (S2P S3-CO-CFP)

Category: Calls for Proposals

Our Ref.: Proposal No. (*Tenderer to insert its Proposal reference number*)

Dear Madam,

With reference to the above Call for Proposals (CfP) we are pleased to present this Full Proposal:

1. The Tenderer (potential Partner) is:
.... (*full name of company or institute*)
.... (*address of its seat*)
Telephone:
Nationality (according to ESA Convention's criteria):
VAT Number:
ESA Entity Code: **1 000 xxx xxx**
(*If not registered yet, it should be stated: "not registered yet, registration request made on ... (date)".*)

2. The Partner and Subcontractor(s) participating to the activity is (are):
Please fill in the tables below and do not forget the obligation for all components of the proposed bidding Team to have at least completed the “Light Registration” in esa-star Registration.

Proposed Team and Price Breakdown Information:

	Partner	Subcontractor 1	Subcontractor 2
Economic Operator Complete Name and Legal Nature ⁽¹⁾			
University and Research Institution (indicate YES or NO) ⁽²⁾	NO (see footnote 2 below)		
SME (indicate YES or NO)			
Non-SME (indicate YES or NO)			
ESA Entity Code (10000xxxxx) ⁽³⁾			
ESA Business Unit Code (80000xxxxx)			
Country (ISO Code)			
Price Type			
Currency			
Co-funding per Entity in Euro			
Co-funding per Entity as %			
Requested ESA Funding per Entity in Euro			
Requested ESA Funding per Entity as %			
Total Amount per Entity in Euro (REQUESTED ESA FUNDING + CO-FUNDING)			
TOTAL CO-FUNDING AMOUNT Co-funding in Euro			
TOTAL ESA FUNDING AMOUNT Requested ESA Funding in Euro			
TOTAL AMOUNT (REQUESTED ESA FUNDING + CO-FUNDING IN EURO)			

3. **Geographical Distribution within the Proposed Team**
(for the Partner and Subcontractor(s) only, not for suppliers):

Country (2-letter ISO code)	Percentage of total amount %
Country 1	xx %
Country 2	xx %
Country 3	xx %

^[1] Specify here the type of business entity to which the company belongs (e.g Limited Company, Société Anonyme, AG, etc.).

^[2] Please note that Universities and Research Institutions must only be involved as subcontractors and must justify no further commercial interest in the product.

^[3] The ESA Entity Code corresponds to the esa-p Vendor Code.

^[1] Specify here the type of business entity to which the company belongs (e.g Limited Company, Société Anonyme, AG, etc.).

^[2] Please note that Universities and Research Institutions must only be involved as subcontractors and must justify no further commercial interest in the product.

^[3] The ESA Entity Code corresponds to the esa-p Vendor Code.

4. We hereby certify that the information provided to ESA for entity registration (individually for all entities involved in the Full Proposal) has been updated in the last twelve (12) months.
5. Our Firm Fixed Price for the activity in accordance with the funding conditions stated in the CfP, amounts to: **Euro** (*insert the amount of the total amount of funding requested from the Agency*). This amount is calculated as follows: [*insert percentage*]%. contributed by the Agency and [*insert percentage*]%. contributed by the Partner towards the total cost of the activity that amounts to **Euro** (*insert the total cost of the activity*), all included with the sole exception of any import duties and value added taxes in the Agency's Member States. (*In case of Proposal including Subcontractor(s), an additional price information is to be stated in section 2: a summary price breakdown showing the amount allocated individually to each of the participants, including the own share of the Partner.*)
6. We confirm that a formal written statement(s) of support from our relevant National Delegation(s) is(are) an Annex to this Full Proposal Cover Letter and that the respective National Delegation's(s') ceiling budget(s) stated therein is(are) complied with.

[Option: If the National Delegation(s) require(s) that the formal written statement is directly sent to the Agency, the text of the above section 6 must be deleted and replaced, or when applicable added to, with the following text.]

We [*Option*] also [*End of Option*] confirm that the Agency has obtained the formal written statement(s) of support from our respective National Delegation(s) and that the ceiling budget(s) stated therein is(are) complied with. [*End of Option*]

7. The contact person of the Tenderer to whom all communications relating to this Full Proposal should be addressed is the following: (*name of contact person(s) as well as telephone number, email address – it being understood that two (2) contact persons, one technical and one legal/commercial, might be advantageous. Please fill in as needed.*)

- a) for technical matters as follows:

	To:	With copy to:
Name		
Telephone No.		
Email Address		

- b) for contractual and administrative matters as follows:

	To:	With copy to:
Name		
Telephone No.		
Email Address		

- c) for Personal Data Protection matters to be addressed to the Data Protection contact point as follows:

	To:
Name	
Telephone No.	
Email Address	

Mail Address	
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Concerning the persons who would be responsible on the Partner's side for all communications concerning the technical and contractual management in case of award of the Cooperative Agreement, their names and contact information (including telephone numbers, email addresses) can be found in section 4 of our Full Proposal. *(See instruction under section 4.1 of the Full Proposal Template below.)*

8. We hereby confirm that the technical contents of this Full Proposal are free from any plagiarism. When use is made of material being quotations or citations from existing public literature, such use is clearly indicated and due reference indications (source and author) are provided.
9. We hereby state that we have read and understood all the terms and conditions of the Draft Cooperative Agreement included in the subject CfP and that we accept the said terms and conditions without any reservations.

We also confirm that any sales conditions of our own shall not apply.

(Full and unconditional compliance is expected. You are however required to make a proposal on how to complete the parts of the Draft Cooperative Agreement which are left blank, as explained in the Full Proposal template. Any other remarks regarding the Draft Cooperative Agreement's terms and conditions shall be strictly limited to drawing the Agency's attention to objectively manifest (typing) errors or contradictions in the contractual text. Any other request or proposal to modify the Draft Cooperative Agreement may result in your Proposal being marked down under Evaluation Criterion 5. Furthermore, the Agency reserves the right to disregard remarks, proposals or requests regarding the Draft Cooperative Agreement which it considers as being irrelevant.)

We hereby explicitly state that we have read, understood and accepted the Personal Data Protection conditions stipulated in the Draft Cooperative Agreement.

10. *(One of the two following alternative statements, i.e., 10 a) or 10 b), is to be deleted.)*
10. a) Concerning the feasibility to export the Work resulting from the Cooperative Agreement as foreseen in the Draft Cooperative Agreement including its Appendices, we hereby declare that we have examined the case and drawn the conclusion that there are no export restriction issues and thus no need to obtain specific licences or authorisations.

or

10. b) Concerning the feasibility to export the Work resulting from the Cooperative Agreement as foreseen in the Draft Cooperative Agreement including its Appendices, we hereby declare that we have examined the case and drawn the conclusion that export restrictions and/or need of adequate licences or authorisations exist, and that the status regarding such requirements is at present the following:
 - the Tenderer **or (option)** its Subcontractor ... *(name)* has obtained the following authorisation(s) in order to submit this tender: *(to specify)*.

and/or (option)

- the Tenderer **or (option)** its Subcontractor *(name)* will need to obtain prior to the placing of a Cooperative Agreement, the following authorisation(s): *(to specify)*.

11. The legal representative to sign the resulting Cooperative Agreement on behalf of the Partner will be: *(name and title of the person)*
12. The Full Proposal is valid for six (6) months from the date of its submission in esa-star.
13. We hereby acknowledge the right of the Agency, during the validity period of this Full Proposal, to require the Tenderer to provide evidence of any element of its Full Proposal and to give additional detailed information, including on the price quotation, whatever the type of price is. This includes the right for ESA to perform an audit if ESA deems it appropriate.
14. By submitting the Full Proposal, I/we the undersigned herewith officially declare that the Full Proposal fulfils the Key Acceptance Factors, as indicated in section 3 of the subject CfP Cover Letter and in the dedicated section of the esa-star Tendering.

Done and signed for and on behalf of *(Name of the company or institute acting as the Tenderer):*

Signature:

Name and title of the signatory: *(Full name and function)* duly authorised to commit the tendering entity and its proposed Subcontractor(s) if any, for this purpose.

[OPTION]

ANNEX

Formal written statement(s) of support from our relevant National Delegation(s)

See requirements in Section 6 above.

[END COVER LETTER]

[FULL PROPOSAL TEMPLATE]

FULL PROPOSAL

INTRODUCTION

This Full Proposal Template is a tool to help the Tenderer to prepare a comprehensive Full Proposal responding to the COSMIC Competitiveness Call for Proposal (CfP).

This template structures the requirement of content expected in a Full Proposal to be delivered to ESA for evaluation.

Before starting to write a Full Proposal, please make sure you have downloaded the latest version of the CfP documents. Log in to esa-star Publication System (<https://esastar-publication.sso.esa.int>), visit the 'Open Invitations to Tender' and see the tender documentation of the Standard Call for Proposals for COSMIC Competitiveness (ESA CfP/4-40036/26/D/MB):

- CfP Cover Letter
- Draft Cooperative Agreement
- CfP Tendering Conditions (CfP/TC)
- Full Proposal Template (including Cover Letter and Full Proposal)

Please also consider any published clarifications, which provide specific information beyond the tender documents, as well as the PSS forms available under Reference Documentation/Administrative Documents.

Please ensure that the Full Proposal is based on, includes and, where necessary, expands upon the information provided in the Outline Proposal that has been accepted by ESA. It is important that the information is taken from the final and accepted version of the Outline Proposal upon which ESA sent you the invitation to the Full Proposal submission (second stage of the application process).

Please also note that the Full Proposal is the only document that will be considered by the ESA Tender Evaluation Board, which will not have access to the Outline Proposal. Therefore, the Full Proposal shall be considered as a full self-contained document, and the contributions coming from the Outline Proposal shall explicitly appear in the Full Proposal.

Concerning the use of this template, please note the following styles and the related instructions:

RED: Instruction, guidance and explanatory notes for Tenderers

Material presented in plain style is either suggested content for a Full Proposal, or describes the content to be inserted in the corresponding paragraph, as relevant. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer's discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency's requirements of the present Call for Proposal are properly addressed.

BLACK: Mandatory statements / structure - not to be changed

*The text in black colour in this Full Proposal Template is mandatory and shall **not be changed** or removed – only in case there are alternative statements, e.g. Full Proposal cover letter Section 6 and Section 10a) or 10b), the one which is not applicable is to be deleted.*

Use of this Full Proposal Template is mandatory. The Tenderer shall not change the structure of this Full Proposal Template (i.e., the table of contents must remain unchanged).

The length of the Full Proposal up to and including Section D shall not exceed the maximum numbers of pages (without changing font size or page margins) as indicated in Section 4.1 of the applicable Tendering Conditions (Appendix 2 to the CfP).

I. BUSINESS AND TECHNICAL PROPOSAL

1.1 VIABILITY OF THE BUSINESS OPPORTUNITY

1.1.1 Understanding of requirement of viability of the business opportunity in the market context including return of investment and targeted product/service cost

.....

1.1.2 Proposed approach to achieve viability of the business opportunity in the market context including return of investment and targeted product/service cost

.....

1.2 TECHNICAL FEASIBILITY AND IMPLEMENTATION

1.2.1 Analysis of the technical feasibility of the proposed programme of work

.....

1.2.2 Proposed approach to reach the main technical objectives of the proposed programme of work

.....

1.3 POTENTIAL PROBLEM AREAS/TECHNICAL AND NON-TECHNICAL RISKS

1.3.1 Identification of the Main Problem(s) or Problem Area(s) and proposed Risk Mitigation Actions/Solutions to the Problems identified

Risk Identifier	Description	Likelihood	Severity	Mitigation Actions
.....	low/medium/high	low/medium/high
.....	low/medium/high	low/medium/high
.....	low/medium/high	low/medium/high

1.3.2 Proposed trade-off analyses and identification of possible limitations

.....

1.4 TECHNICAL IMPLEMENTATION/PROGRAMME OF WORK

1.4.1 Proposed Work Logic

In the form of a flow chart with networks and critical path.

.....

1.4.2 Contents of the proposed Work

1.4.2.1 Work Breakdown Structure (“WBS”)

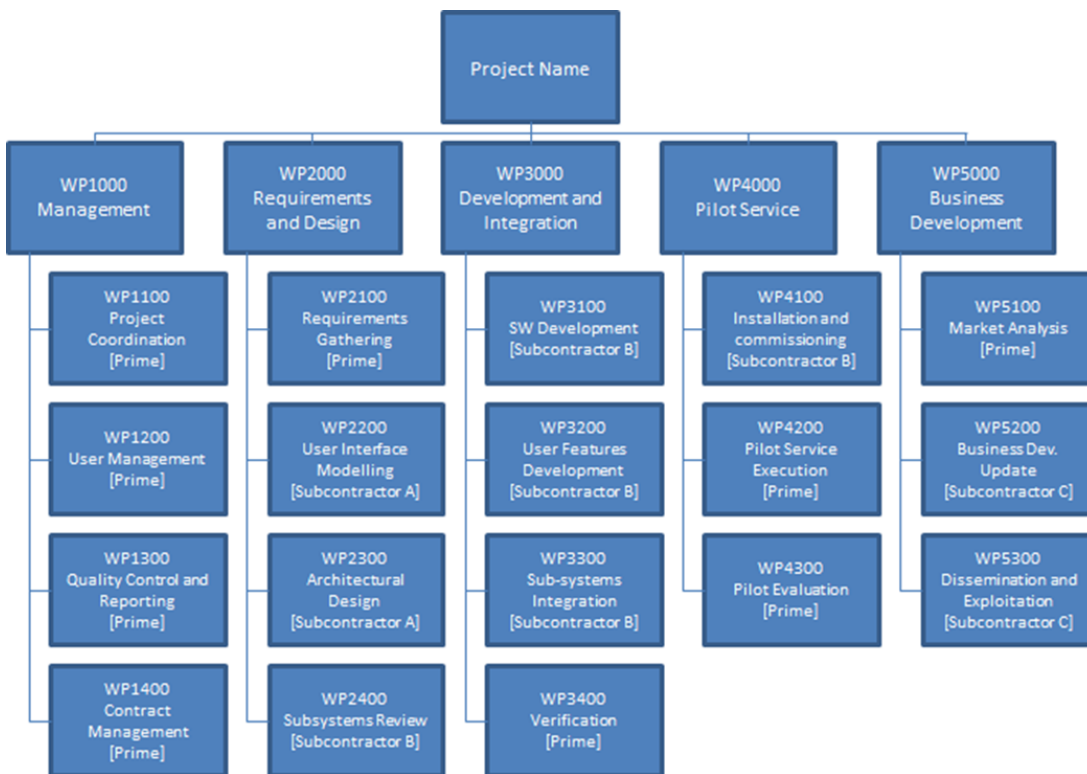
For the total scope of the activity, clearly showing each foreseen Work Package (“WP”) with its title and the name of the responsible company/institute.

.....

Example:

The figure below presents the WBS, covering the entire scope of the proposed Work. Replace the following diagram with an equivalent showing the proposed work breakdown structure; provide at least two levels. Entries in the table are just examples to be amended as relevant

Figure F.2 Work Breakdown Structure(*)



() The diagramme above is an example*

1.4.2.2 Work Package Description (“WPD”)

For each WP already shown in the WBS: WP Title, Name of responsible company/institute, Name of the WP Manager, Input required to start the work under the WP, Output expected and a description of the tasks included in the WP. Please use the ESA PSS A20 form or an equivalent template, available at <https://esastar-publication.sso.esa.int/supportingDocumentation>.

.....

Example:

A work package description form (PSS-A20) is presented herewith below for each of the work packages at the lowest level of the work breakdown structure.

In general, in case the WBS is based on two levels WPs, the WPDs will refer only to the second level WPs, and the first WPs will not be associated to any WPD.

The work package descriptions comply with the following requirements:

- *There is a single work package manager for each work package, who is a member of the key personnel.*
- *Work packages **at first level** start and end on milestone events, technical achievements and do not span the entire duration of the activity (except for the project management work package and the closely associated management functions).*
- *Inputs from other work packages are clearly identified.*
- *The work to be performed is described in sufficient detail for the Agency to be able to judge the value for money, including scope of work and man-hours.*
- *Each task is traceable with a corresponding work package output (reporting of results, documentation **deliverable to the Agency**).*
- *Work packages **at second level** (for the Agency's verification of the work progress) start and end on milestone events and do not span the entire duration of the activity.*
- *Each work package has at least one traceable work package output (hardware, software and/or documentation item, **to be made available to the Agency upon request and for validation purposes of the achievement of the results of WPDs at first level**).*
- *All output is traceable to the identified work packages.*

Provide completed work package descriptions for each work package identified in the work breakdown structure. Entries in the table are just examples to be amended as relevant.

PROJECT: Project Name	PHASE: N.A.	WP: 1100
WP Title: Pr. Management		Sheet 1 of 1
Company: Partner		Issue Ref ...
WP Manager: Project Manager Name		Issue Date ...
Start Event: KOM	Planned Date: To	
End Event: FR	Planned Date: To+24m	
Inputs: - Project Proposal - Management Requirements for Demo Projects ... Tasks: - Coordinate activities with Subcontractors - Liaise with ESA - Quality Control of Deliverables ... Outputs: - Minutes of Review Meetings - Monthly Progress Report - Project Web Page - Final Report - Summary and Achievements ...		

(*) The form above is an example

1.5 CONCEPTS/PRODUCTS

1.5.1 Existing own concepts/products relevant to the activity and/or to be used

.....

1.5.2 Third Party's concepts/products relevant to the activity and/or to be used

e.g. Subcontractor('s)(s') products or any other commercial product.

The use of any Third Party(ies) product for the development of the Work under the resulting Cooperative Agreement needs the explicit prior written approval by the Agency.

It shall be the obligation of the Tenderer to verify and confirm in writing to the Agency that the licence, under which a Third Party(ies) Product shall be used, grants the Agency at least the same, but non-exclusive perpetual usage rights for validation purposes only.

.....

1.5.3 Other technical achievements relevant to the activity and/or to be used

Should any of the above elements be subject to Intellectual Property Rights, these are to be identified in section 4 hereinafter (Contractual Part), with their status at the time of the foreseen execution of the proposed activity, for information only. By populating such list below, the Partner automatically agrees that the Agency is granted the license to use the Rights for validation purposes only.

.....

II. MANAGEMENT, ADMINISTRATIVE AND IMPLEMENTATION PROPOSAL

2.1 TEAM ORGANISATION, PERSONNEL AND FACILITIES

2.1.1 Background and experience

Presentation of the Tenderer/Subcontractor(s) and their organisational structure (e.g., key company details, turnover, ownership...).

Background description and relevant experience of the tenderer, subcontractors, users, partners (if applicable).

Description of direct and indirect results of any previous ESA contracts (for instance via the relevant Summary & Achievements document, if available) involving any company of the bidding team.

2.1.2 Overall team composition, organisation and management

Presentation of the project team and of the structure of the project organisation (including users / stakeholders), and where it is proposed to subcontract part of the work, the structure of the industrial group. Include identification of the nominated Project Manager and Contractual Manager, both should usually belong to the organisation of the Partner.

Lines of communication and reporting, and means for settling disagreements.

Management plans, policies and procedures: management control organisation, procedures that will be used to exercise control over the project and the proposed subcontracting control (if any) and coordination with the user community.

2.1.3 Facilities

Description of all facilities to be used including those facilities which are still to be developed / built and / or purchased, with a statement on whether the costs of developing / building / purchasing the facility are to be directly or indirectly charged to the Cooperative Agreement. Modifications to existing facilities are also to be described. For this purpose, facilities may include, as applicable, hardware, computer software, manufacturing equipment, test equipment, production and integration lines, service centres and infrastructures hosting the user communities.

Description of means of access to space assets and space based services as relevant, information resources, such as libraries, databases... the company has, if these are required for the work proposed.

2.1.4 Key personnel

A “Key Person” is a person, who substantially contributes, in terms of effort and knowledge, to the work carried out under a Cooperative Agreement and who is explicitly nominated to perform such duties. Key Persons are individuals with a certain degree of seniority whose knowledge, reputation and/or skills in the relevant areas or disciplines are critical to achieving the objectives of the Cooperative Agreement.

Key personnel are identified as persons who, because of their individual qualifications and positions are proposed for the work and indicated as such in the tenderer's Organisation Breakdown Structure. As a minimum, each person assigned as Work Package Manager shall be nominated as Key Personnel. Key representative of the users shall also be presented.

The following table provides an overview of the allocation of the Key Personnel to the proposed activities.

Table Key Personnel(*)

<i>Name</i>	<i>Role in the Project</i>	<i>Company</i>	<i>Manager of WP(s)</i>	<i>WP(s) allocation in h</i>	<i>Average allocation of time for the duration of the project (1700 h/year)</i>
	<i>Indicate role</i>	<i>Partner</i>	<i>WP1100, WP1200, WP1400, WP3400, WP4300</i>	<i>WP1100(800) WP1200(840) WP1400(850) WP3400(860) WP4300(915)</i>	<i>37%</i>
	<i>Indicate role</i>	<i>Partner</i>	<i>WP1300, WP2100</i>	<i>WP1300(40) WP2100(100)</i>	<i>4%</i>
	<i>Indicate role</i>	<i>Subcontractor A</i>	<i>WP2200</i>	<i>WP2200(70)</i>	<i>3%</i>
	<i>Indicate role</i>	<i>Subcontractor B</i>	<i>WP2300</i>	<i>WP2300(120)</i>	<i>5%</i>
	<i>Indicate role</i>	<i>Subcontractor C</i>	<i>WP2400, WP3200,</i>	<i>WP2400(130) WP3200(200) WP3300(235) WP4100(290)</i>	<i>11%</i>

(*) *The table above is an example*

The CVs for all key personnel are submitted in the designated 'Curricula Vitae' folder in esa-star, separately from this document.

Each CV contains:

- a summary of the work experience of the person concerned
- a brief description of their present job and responsibilities
- their specific qualifications and experience of direct relevance to their role in the project

Provide here a list of the CVs uploaded in esa-star:

Use the following template, or equivalent for the CVs to be uploaded in esa-star. Competence in technical, business development, market expert or insider, commercial and sales shall be explicitly presented.

<i>Name</i>	
<i>Specific Qualifications and Experience Relevant to the Project Role:</i>	...
<i>Entity:</i>	...
<i>Present Position and Responsibilities in the Entity:</i>	...
<i>Education:</i>	
<i>Year(s)</i>	<i>Educational details</i>
<i>Year(s)</i>	<i>Educational details</i>
<i>Work Experience:</i>	
<i>Year(s)</i>	<i>Entity, Project, Position, Responsibilities, Achievements</i>
<i>Year(s)</i>	...
<i>Year(s)</i>	...

2.1.5 Travel and subsistence plan

Travel and subsistence plan is provided in the Exhibit B of the PSS-A2 forms or if no travel and subsistence is foreseen under the activity, please state “not applicable”.

2.1.6 Monthly Progress Reports

A concise monthly progress report will be provided to the Agency within the first five working days of each month.

2.1.7 Minutes of Meetings

Formal written minutes of meetings attended by the Agency will be agreed and will be signed and made available to the Agency at the end of the meeting.

The minutes will, as a minimum, identify all agreements made and actions accepted during the meeting.

The following identification scheme will be used to define the Action Items:

Action X.Y, where X is the identifier of the meeting (0: Negotiation Meeting, 1: First Review Meeting, 2: Second Review Meeting, etc.), and Y is the Action number starting from 1 at each new meeting.

All Actions Items will be recorded in the Distributed Project Collaboration Tool made available by ESA, and the associated status will be kept up-to-date by the Project Manager.

2.2 PLANNING

2.2.1 Proposed schedule and milestones

Synthetic summary of duration, planning assumptions (e.g. envisaged starting date, holidays, etc.), meetings/videoconferences and major technical milestones.

.....

2.2.2 Bar chart

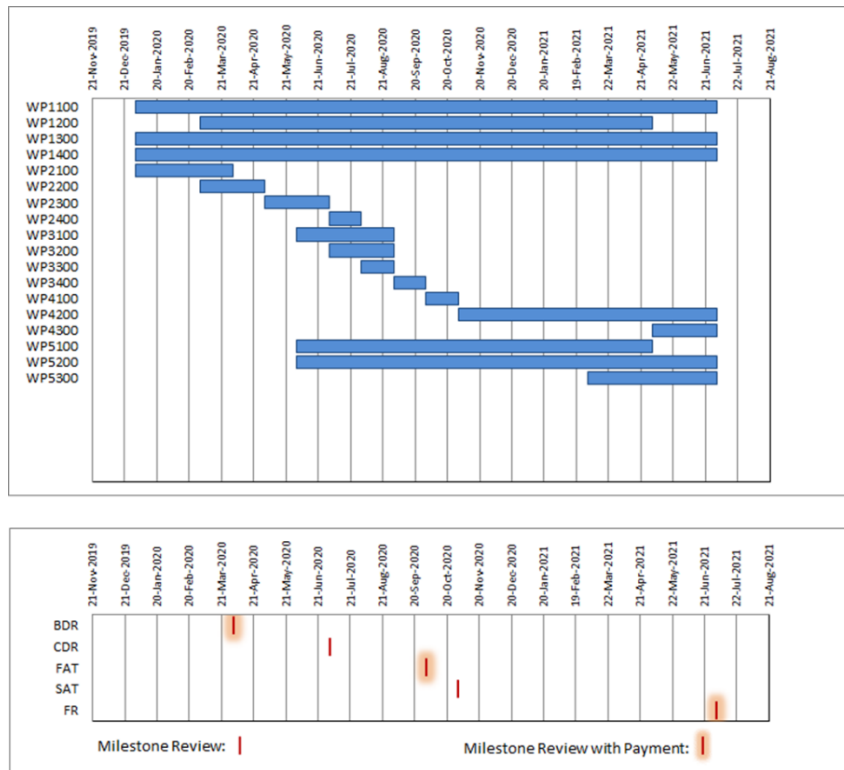
Insert a bar chart schedule for the proposed activity, covering from the start of the activity until the end of the Cooperative Agreement, where all proposed Work Packages, meetings, milestones, etc. can be traced, also indicating (e.g., via colour code) the entity that is in charge of a given WP. The bar chart shall be provided in a readable (landscape) format.

.....

Example:

The project schedule shows the start date, the end date and the duration of each work package and the timing of the contractual reviews and other review meetings. The planning shall take into account the need of the Agency to review and / or approve intermediate Work and allows at least 10 (ten) working days for the Agency to do this.

Figure F.4 GANTT Chart(*)



(*) The Gantt chart above is an example

2.3 LIST OF ITEMS TO BE DELIVERED AND KEY PERFORMANCE INDICATORS

2.3.1 Items to be delivered

State acceptance to deliver the items as per Article 2 of the Draft Cooperative Agreement (Appendix 1 to the CfP).

.....

Deliverable documents (examples)

<i>Name</i>	<i>Deliverable Documents</i>	<i>Initial Submission</i>	<i>Updating</i>
<i>PBC</i>	<i>Project Bar Chart</i>	<i>within the proposal</i>	<i>as part of the MPR and at reviews</i>
<i>MPR</i>	<i>Monthly Progress Report</i>	<i>TO + 1 month</i>	<i>every month, within first five working days</i>
<i>MOM</i>	<i>Minutes of Meetings</i>	<i>NM</i>	<i>every meeting</i>
<i>SSP</i>	<i>Single Slide Presentation</i>	<i>FR</i>	

2.3.2 Key Performance Indicators

The performance indicators that will be assessed during the project are summarised in the table below.

Table F.1a: Key Performance Indicator Overview

Entries in the table are examples to be amended as relevant.

Note: Achievement of the KPI(s) will be assessed by the Agency. Successful achievement of the KPI(s) is the a pre-requisite for progressing in the activity.

KPI ID	Title	Type	Description	Target Value / Metric	Initial inception	Review Interval and metric evolution
01	Timely Processing	Service	Time between data retrieval and provisioning of results	< xx minutes	MS 1	Each progress meeting with performance indicators and re-evaluation at each milestone
02	Service Availability	Service	Uptime of API/WebFrontend	> 99%	MS 2	
03	Anomaly Resolution	Service	Time to resolve reported anomalies or service outages	< xx hours for critical issue	SLA definition at start of Cooperative Agreement	Every milestone review
04	Processing Efficiency	Product	Reduction in computational resources or time required per unit of data processed	xx % improvement over baseline	Initial performance benchmark at Kick-off	Review at each software upgrade with performance indicators: MS 1: 5% improvement MS 2: 10% improvement FS: 20% improvement
05	Detection Rate	Product	Ability to correctly identify relevant events or objects	40% → 80% over project duration	Initial capability benchmark	Improvement targets at each milestone: MS 1: 50 % MS 2: 60 % FS: 80 %
06	Data Reduction Rate	Product	Ratio of raw data volume to delivered product volume	xx:1 compression/filtering ratio	Baseline with current product at kick-off	Optimization targets aligned with storage/bandwidth constraints
07	Market Adoption	Business	Acquisition of new customers or expansion into new market segments	new customers / year or xx% market share growth	Market analysis and projection from Full Proposal	Each milestone review aligned with commercialization roadmap
08	Revenue Growth	Business	Increase in revenue generated from product/service offerings	xx% year-over-year growth	Baseline at Kick-off	Semi-annual financial review

2.4 LIST OF ITEMS REQUIRED FOR VALIDATION

2.4.1 Items for Validation

State your acceptance to submit for validation to ESA all required items (in the form of an Items for Validation List ["IVL"]) and as per Article 2 of the Draft Cooperative Agreement (Appendix 1 to the CfP).

.....

List of Documents for Validation

The documents that will be submitted during the project for validation are summarised in the table below.

Table F.1b: Documents for Validation

(examples - supporting evidence as requested by the TO which will vary and which will be the items for validation)

Name	Documents for Validation	Initial Submission	Updating	KPI ID (for validation of KPI achievement)
RD	Requirements Document	within the proposal	BDR	KPI ID
SSA	System and Service Architecture	within the proposal	BDR, CDR	KPI ID

List of Other Items for Validation (not deliverable)

The following table describe the list of Hardware and Software and relevant Manuals (or similar) that will be made available to ESA for validation as part of the proposed Work:

Table F.1c: Other Items

Entries in the table are just examples to be amended as relevant

Type	ID	Item Description	Number of Items	Submission Point	Notes	KPI ID (for validation of KPI achievement)
Hardware	HW.01		6	According to ESA MR	KPI ID
	HW.02		8	According to ESA MR	Model....	KPI ID
	KPI ID
Software(*)	SW.01		1	According to ESA MR	KPI ID
	SW.02		8		Embedded in HW.02	KPI ID
	KPI ID
Manuals	DOC.01		8	According to ESA MR	KPI ID
	DOC.02		1	According to ESA MR	KPI ID
	KPI ID

() Submission of the Software will be performed by storing the SW modules and versions developed under the project in a secure software repository (on-site or in the cloud). Up to two years after the Cooperative Agreement closure date, ESA will be provided access to the repository by contacting the Project Manager.*

III. FINANCIAL PART

3.1 PRICE QUOTATION FOR THE CONTEMPLATED COOPERATIVE AGREEMENT

Enter here the total amount quoted as a Firm Fixed Price (“FFP”), in Euro, delivery duty paid, exclusive of import duties and value added taxes in ESA Member States, etc., in pursuance of the pricing conditions fixed in the “Draft Cooperative Agreement” included in the CfP., e.g., in the following table:

The cost and price for the project is as defined in the following table.

Table G.1a Cost and Price Summary

Economic Operator	Country (ISO Code)	Role	TOTAL COST in EUR	Contribution in EUR Economic Operator	Price in EUR ESA Funding
Name	...	Partner
Name	...	Subcontractor 1
Name	...	Subcontractor 2
		TOTAL: (...% of total cost) (...% of total cost)

When mentioning the Price of the activity, please, refer to the amount to be funded by ESA. The total cost of the activity is the complete activity cost composed of the ESA funding (ESA price) and the company’s contribution.

Remarks concerning certain price elements:

- a) *Charging of royalties and licence fees:*
 ESA will only accept to pay royalties or licence fees on the condition that they are:
 - clearly identified in the tender, with the financial basis for their calculation, method of application and total amount; and
 - demonstrated to be of direct and necessary benefit to the work to be performed (thus not merely the consequence of a general agreement or commitment to a Third Party(ies)); and
 - applied only to that part of the effort to be performed by a Partner or Subcontractor that is directly related to the subject matter of the licence or royalty agreement.

- b) *Quotations free of taxes and custom duties:*
 Prices shall be quoted free of any Value Added Taxes (“VAT”) and import duties in the Agency’s Member States. In this connection you shall pay attention to the provisions stated in Article 3 of the Draft Cooperative Agreement (Appendix 1 to the CfP). In case you consider that you and/or your Subcontractor(s) will remain subject to payment of taxes or custom duties, you shall indicate separately the applicable rates, the corresponding estimated amounts, and the reason why exemption from such taxes or duties cannot be obtained.

- c) *Currency and conversion rate:*
 For any Tenderer or proposed Subcontractor located in countries outside of the Euro zone, the exchange rate used to quote their prices in Euro shall be indicated by the company (or institute) in its costing PSS A2 form. Any other factors (such as hedging costs, forward buying rates) used for the purpose of the calculations shall also be indicated.]

3.2 SUBCONTRACTING PLAN

Indicate here with more details than in the Cover Letter, for the proposed subcontract(s), if any, the name of the Subcontractor(s), the country to which the Subcontractor(s) belong(s), the task(s) assigned (with reference to section 1.3.2 of the “Technical Part”), the place of execution of the subcontracted work as well as the corresponding part and percentage of the total price for the Cooperative Agreement.

3.3 DETAILED PRICE BREAKDOWN

3.3.1 PSS costing forms

On the basis of the corresponding instructions to each form, complete and insert in your Proposal the costing form(s) requested below:

PSS A1 (Company rates and overheads)

PSS A2 (Breakdown of total price per participating company or institute)

PSS A8 (Company manpower and price summary per WP)

PSS A15.1 (Company price projection vs. payment plan)

Note that the PSS form templates can be downloaded from esa-star Publication at <https://esastar-publication.sso.esa.int/supportingDocumentation> under Reference Documentation/Administrative Documents/PSS Forms/Issue 5.

Please read carefully the “Instructions” included in each template form.

In case of participation of Subcontractor(s) in the contemplated Cooperative Agreement, each Subcontractor shall fill in the same form(s) with respect to its share of the activity and the Tenderer shall fill in forms corresponding to its own share and to the total.

Any PSS forms including those concerning your Subcontractor(s) are to be signed by the authorised representative of the company (or institute) concerned.]

3.3.2 Statement of Profit

This financial offer is exclusive of profit.

*Note: In esa-star tendering, a maximum profit fee of 1 % is inserted in the section “Manage Phases”. The 1 % maximum profit fee is **not applicable** and results from a technical issue in the esa-star tendering where inserting a “0” in the maximum profit fee field is currently not possible. **It is a firm requirement of the CfP that no profit shall be charged under the activity, i.e. the profit fee shall be 0 %.***

3.3.3 Currency and Conversion Rates

This financial proposal is presented in Euro.

All members of the Bidding Team are located in countries participating in the Euro, so no currency exchange rates are applicable.

or include and complete the following information for all members of the Bidding Team located in countries not participating in the Euro.

The following table identifies the entities within the Bidding Team who are not located in countries participating in the Euro and the currency exchange rates that have been applied in each case.

This exchange rate shall be stated in the PSS forms and shall be clearly explained in Exhibit A to form PSS-A2. Any other factors (e.g. hedging costs, forward buying rates, etc.) used for the purpose of its calculation shall be indicated.

3.3.4 Type of Price

The price quoted is a Firm Fixed Price.

3.3.5 Quotations Free of Taxes and Customs Duties

The price quoted is free of taxes and customs duties.

3.3.6 Milestone Payment Plan

Provide a Milestone Payment Plan using the table here below, taking into account Article 4 of the Draft Cooperative Agreement.

The proposed payment plan shall take into account Article 4 of the Draft Cooperative Agreement and the following provisions:

- All claims for payment shall be linked to the achievement of defined schedule milestones*
- These milestones are to be in the form of significant events in the programme, to be selected on the basis of providing a check point for progress of the work performed*
- The payment plan shall consist of progress and final payment milestones only, adding up to the total Cooperative Agreement price*
- **The final payment shall not be less than 10% of the total rice of the Cooperative Agreement also taking into account any offsetting of the Advance Payment(s) amount***

All claims for payment, except the advance, shall be linked to the achievement of defined schedule milestones with tangible Work including, as the case may be, achieved performance of service. Examples of such milestones are the satisfactory completion of first level WPs and validation of the related output(s) at second level WPs.

Note that no direct payments by ESA to Subcontractor(s) are foreseen.

The proposed milestone payment plan is detailed in the tables below. It is based on the information provided in for PSS-A15.1 and reflects the economic reality of the project.

You are requested to indicate below, for information purposes only, the Milestone Payment Plan that is envisaged for the Subcontractor(s).

Milestone (MS) Description	Schedule Date	Payments from ESA to Partner (in Euro)	Country (ISO code)
<p><u>Progress (MS1)</u>: Upon successful achievement of defined success criteria/key performance indicators and validation of all related results and reports including evidence of the signature of the Subcontracts.</p> <p>Success criteria/key performance indicators: (Add list of criteria and/or performance indicators against which the milestone fulfilment will be evaluated.) KPI-01 to KPI-04, KPI-07</p>	To + ... months	XXX	XXX
<p><u>Progress (MS2)</u>: Upon successful achievement of defined success criteria/key performance indicators and validation of all related results and reports.</p> <p>Success criteria/key performance indicators: (Add list of criteria and/or performance indicators against which the milestone fulfilment will be evaluated.) KPI-01 to KPI-06, KPI-07, KPI-09</p>	To + ... months	XXX	XXX
<p><u>Final Settlement (MS3)</u>: Upon successful achievement of defined success criteria/key performance indicators and validation of all related results and reports, including a report on the Registration status of IPR due under the Cooperative Agreement and the Partner's fulfilment of all other contractual obligations including evidence of the implementation of the co-funded element by the Partner <i>and the Subcontractors</i>.</p> <p>Success criteria/key performance indicators: (Add list of criteria and/or performance indicators against which the final settlement will be evaluated.) KPI-08, KPI-09</p>	To + ... months	(not less than 10% of the total Cooperative Agreement price)	XXX
TOTAL		XXX	

[Whenever an SME (as per definition in <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>) is involved as partner or subcontractor, it shall be entitled to a 35% advance payment irrespective of any cash disbursement needs. Further, the SME has the right to request the offset of the 35% advance at the end of the Cooperative Agreement i.e. the two last milestones (ideally 25% at the last milestone and 10% at the preceding milestone), if this can be justified in view of the economic progress in the Cooperative Agreement.]

Partner (P)	Company Name	ESA Entity Code	Country (ISO code)	Advance Payment (in Euro)	Offset against ¹	Offset by Euro	Condition for release of the Advance Payment
P				Amount	MSx	Amount	Upon signature of the Cooperative Agreement by both Parties

[OPTION: if Subcontractor(s)]

For information purposes only, distribution by the Partner of ESA's payments between the Partner and the Subcontractor(s):

For information purposes only: Amounts in Euro for Partner and Subcontractor(s)						
Milestone	Insert Partner	Insert Country (ISO code)	Insert Subcontractor A	Insert Country (ISO code)	Insert Subcontractor B	Insert Country (ISO code)
MS1						
MS2						
MS3						
TOTAL						

[END OPTION: if Subcontractor(s)]

¹ An SME has the right to request offset of the 35% advance at the end of the Cooperative Agreement, i.e. the last two milestones (ideally 25% at the last milestone and 10% at the preceding milestone), if this can be justified in view of the economic progress in the Cooperative Agreement.

3.3.7 Travel and subsistence plan

[Should you and/or any proposed Subcontractor(s) envisage to make and charge travel expenses for the execution of the Cooperative Agreement, you will have to complete Exhibit B to the PSS A2 form.

The total cost(s) quoted in this form shall fit in with the amount(s) entered in item no. 3.9 of the PSS A2 form (basic amount prior to overhead application).]

IV. CONTRACTUAL PART

4.1 COMPLIANCE WITH THE COOPERATIVE AGREEMENT CONDITIONS

The Cooperative Agreement and the General Terms and Conditions have been read, are understood and accepted. No sales conditions of our own are applicable. The duly completed Draft Cooperative Agreement has been uploaded under the “Other” section of proposal elements on esa-star Tendering.

4.2 OTHER REMARKS ON THE DRAFT COOPERATIVE AGREEMENT

Full and unconditional compliance is expected with the Draft Cooperative Agreement. As specified under Section 4.1, Tenderers are however required to complete the Draft Cooperative Agreement published with the CfP, by filling in all the blank spaces of the file which are editable. Any other remarks regarding the Draft Cooperative Agreement’s contractual terms and conditions shall be strictly limited to drawing the Agency’s attention to objectively manifest (typing) errors or contradictions in the contractual text. Any other request or proposal to modify the Draft Cooperative Agreement may result in your Proposal being marked down under Evaluation Criterion 5. Furthermore, the Agency reserves the right to disregard remarks, proposals or requests regarding the Draft Cooperative Agreement which it considers as being irrelevant.

See also paragraph 9 of the Cover Letter in this Proposal Template.

4.3 STATEMENT RELATING TO EXPORT IMPORT LICENCES / AUTHORISATIONS AND RELATED DOCUMENTATION

There are no export or import restriction issues and thus no need to obtain specific licences or authorisations.

or include and complete the following statements as appropriate

Export or import restrictions and/or a need of adequate licences or authorisations exist, and the status regarding such requirements is at present the following:

- the **Tenderer/Subcontractor ... (name)** has obtained the following authorisation(s) in order to submit this tender:

and/or

- the **Tenderer/Subcontractor ... (name)** will need to obtain, prior to the placing of a Cooperative Agreement , the following authorisation(s):

and/or

- the **Tenderer/Subcontractor ... (name)** will need to obtain the following authorisation(s) for the implementation of the contract:

[END FULL PROPOSAL TEMPLATE]