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Our ref. ESA-CIC-COM-MB-LE-2026-00162

Subject: Standard Call for Proposals for COSMIC Competitiveness
S2P S3-CO-CFP

Ref.: ESA CfP/4-40036/26/D/MB

Activity No. 1000045472 in the esa-star system

Budget Line: E/0719-19-B-01 (S2P P3 Competitiveness Studies)

Category: CALL FOR PROPOSALS WITHOUT PROCUREMENT

Dear Madam, dear Sir,

The European Space Agency (the “Agency” or “ESA”) hereby invites you to submit a Full Proposal for the above subject.

This Call for Proposals (“CfP”) without Procurement has been established and will be processed following the Call for Proposals procedure (see Article 10 of the Contracting Regulations available at: <https://esastar-publication.sso.esa.int/supportingDocumentation> under “Reference Documentation” → “Administrative Documents”).

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

Your Full Proposal 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 2, contain further information on esa-star and its operation.

This CfP was published on esa-star Publication (<https://esastar-publication.sso.esa.int>) on the same date as the date of this Cover Letter and is issued in English only. A French translation can be obtained upon request made within five (5) working days following the date of publication on esa-star Publication. Such request shall not constitute a valid reason for an extension of the closing date of this CfP.

1) Please find attached hereto the following documents:

- Appendix 1: Draft Cooperative Agreement
- Appendix 2: CfP Tendering Conditions (CfP/TC)
- Appendix 3: Full Proposal Template (including Cover Letter and Full Proposal)



2) Your attention is drawn to the following:

Eligibility Requirements

The activity which is the subject of the present Call for Proposals without Procurement is part of the Space Safety Programme Period 3.

The Agency can only consider Full Proposals from Economic Operators (hereinafter also referred to as “Tenderer”) residing in ESA Member States, Cooperating or Associate Member States having duly declared their participation in the Competitiveness Segment of the COSMIC main activity area within the Space Safety Programme Period 3.

This Call for Proposals is therefore addressed only to Economic Operators from:

Austria
Belgium
Canada
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
the Netherlands
Norway
Poland
Portugal
Slovakia
Spain
Sweden
Switzerland
the United Kingdom

Your Full Proposal may consist of a combination of Economic Operators from the above listed Participating States.

Activity Type for which proposals may be submitted

The general objective of the Space Safety Programme is to contribute to the protection of our planet, humanity, and assets in Space and on Earth from hazards originating in Space and to provide a service to Europe's society by providing safety from such hazards. This requires action in the areas of Space Weather, Planetary Defence, Space Debris and Clean Space. COSMIC (Core, Small Mission and projects including Competitiveness and CREAM) is one activity of the Space Safety Programme, which was firstly introduced in Period 2 and is now continued in Period 3. It supports projects and activities of the four above mentioned areas – some of which have evolved into self-standing projects in these domains.

The competitiveness segment is a part of COSMIC aiming to develop the space safety market and commercialisation dimensions by shortening the innovation path from technology to product/service and via ESA acting as trial user and early adopter of industry's products/services, thus reducing business risks. Being industry driven and subject to a fast-track procurement process to shorten the time to market, it addresses activities in all areas of COSMIC, i.e. in:

- Space Weather
- Planetary Defence
- Space Debris
- Clean Space

For further details on the above areas, please refer to the “Competitiveness Segment Space Safety” channel at the Open Space Innovation Platform (“OSIP”) via the following link: [OSIP channel](#).

Programme Specific Requirements

- Activities to be proposed by Economic Operators shall have a minimum requested ESA funding of 300,000 EUR (see Section 4 below).
- Activities to be proposed shall be at TRL 6 or higher for the underpinning system. Exceptionally, activities at TRL 4 or TRL 5 may be selected in cases where the technology for the proposed activities is expected to mature within a short period of time.
- Full Proposals will only be considered for evaluation if they are accompanied by a written authorisation of ESA funding from the relevant Participating States as follows:

Economic Operators must ensure that a formal written statement of support from their and/or any subcontractor(s) relevant National Delegation(s) is provided with the Full Proposal, either enclosed by the Economic Operator or issued directly to the Agency by the respective National Delegation(s). The respective National Delegation's(s') ceiling budget(s) for the ESA part of the co-funding stated therein must be complied with.

Economic Operators and/or any subcontractor(s) must confirm at the Outline Proposal stage that they acknowledged that ESA may share their Outline Proposal with the relevant supporting National Delegation(s).

Please note that written statements of support are required from **all** consortium members in case the consortium is composed of economic operators from different countries.

3) Procedure for the submission of proposals

As detailed in the above OSIP channel, the CfP Process follows a two-stage approach as follows:

First Stage – Outline Proposal

The **Outline Proposal** shall be submitted in strict compliance with the conditions stated on the [OSIP channel](#) and as detailed in the Section “First Stage: Outline Proposal”.

Second Stage – Full Proposal

The **Full Proposal** (which is the subject of the present Cover Letter) shall be submitted in compliance with the present request for Full Proposal (this Cover Letter and all Appendices mentioned herein).

Please note that the submission of a Full Proposal (using the template included in Appendix 3 hereto) is subject to the Agency’s explicit invitation (via OSIP) to the respective Economic Operator to submit a Full Proposal in esa-star Tendering. A Full Proposal submitted by an Economic Operator without such explicit invitation will not be considered for evaluation by the Agency.

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 Cover Letter.

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 subcontractor in the Proposed Team at the time when a Full Proposal 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 Cooperative Agreement 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 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) 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 Full Proposal 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 Full Proposal in esa-star Tendering, in the section “Key Acceptance Factors”, you will be prompted to declare that your Full Proposal fulfils each of the following Key Acceptance Factors:

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 1.8 of the CfP/TC).
3.	The Tenderer confirms that the cover letter of the Full Proposal and the Full Proposal contain a binding price.
4.	The Tenderer confirms that the cover letter of the Full Proposal and the Full Proposal contain a price type compliant with the one requested in the CfP.
5.	The Tenderer confirms that the Full Proposal is compliant with the minimum requested ESA funding requirement applicable to the CfP.
6.	The Tenderer confirms that a formal written authorisation of ESA funding from their relevant National Delegation(s) has been provided to the Agency and that the respective National Delegation’s(s’) ceiling budget(s) stated therein is (are) complied with.
7.	The Tenderer confirms that the Full Proposal is valid for six (6) months from its submission on esa-star.

8.	The Tenderer confirms that if a University and Research Institution is involved in the “consortium structure” they are only involved as subcontractors and have justified no further commercial interest in the product.
9.	The Tenderer confirms that their contributed funding excludes any additional co-funding from the public sector and that it shall not be re-charged to the Agency in another Cooperative Agreement and/or Contract and/or in the form of overheads.
10.	The Tenderer confirms that the proposed activity is at TRL 6 or higher for the underpinning system (or if already exceptionally accepted at the Outline Proposal stage the proposed activity is at TRL 4 or TRL 5 and fulfils the additional requirement that the technology for the proposed activity is expected to mature within a short period of time).

- 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 Full Proposal and all correspondence relating to it shall be in English.
- Please ensure that your Full Proposal 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 Cooperative Agreement (ref. paragraph 8 of the Cover Letter of the Proposal Template).
 - b) Your price quotation shall meet the following conditions:
 - ESA has defined a minimum requested ESA funding of 300,000 EUR.

The price type to be stated in the Full Proposal shall be a Firm Fixed Price at all levels of contracting. Consequently, please note that ESA will take your Full Proposal into consideration only if the above-mentioned minimum ESA funding requirement (all in, with the exception of import duties and value added taxes in the ESA Member States) is observed and the quoted amount is a Firm Fixed Price.
 - The activities selected will be funded by the Agency to a maximum fraction of the total depending on the nature of the Economic Operator. The remainder will be funded by the Economic Operator and shall not include any additional co-funding from the public sector. The ceilings fixed for Agency funding are as follows:
 - Work carried out by SMEs may be funded up to a maximum level of **80%** of the total allowable cost of the activity.



- Work carried out by Economic Operators that are not SMEs nor universities and research institutions may be funded up to a maximum level of **50%** of the total allowable cost of the activity.
- Work carried out by universities and research institutions involved as subcontractors and justifying no further commercial interest in the product may be funded to a maximum level of **100%** by the Agency if this funding does not exceed 30% of the total allowable cost of the activity.

SME	max. 80%
Non-SME and no University or Research Institution	max. 50%
University or Research Institution as sub-contractor and justifying no further commercial interest	100% (if it does not exceed 30% of total allowable cost of activity)

- The breakdown of the quoted amount(s) shall be shown in the format specified in Sub-section 3.3.1 of the “Full Proposal” template.

- c) Your Full Proposal is valid for six (6) months from the date of its submission in esa-star.
- 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 Full Proposal.

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 following evaluation criteria (that are also mirrored in esa-star Tendering):

EVALUATION CRITERIA	
1	Viability of the business opportunity in the market context including return of investment and targeted product/service cost.
2	Technical feasibility of the proposed programme of work including the development approach.
3	Adequacy of management and planning for the execution of the work including background and experience (related to the particular field concerned) of the company (ies) and staff including adequacy of proposed facilities.
4	Transparency and adequacy of costing.
5	Compliance with administrative tender conditions and acceptance of the Cooperative Agreement conditions.

Please also note that, in making its recommendation for selection of a Contractor on the basis of the Full Proposal evaluation and/or in making a final decision for award of the Cooperative Agreement, the Agency shall also take into consideration the Firm Fixed Price quoted.

6) In accordance with the Agency’s rules, issuing this CfP does not bind ESA in any way to place a Cooperative Agreement. Should it deem it appropriate, ESA also reserves the right to place a

Cooperative Agreement for only a part of the activity. Such decision by the Agency may not give rise to any claims by Tenderers having submitted a Full Proposal in response to this CfP.

- 7) Any questions to the Agency relating to the Full Proposal 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.

If required, the Agency may request clarifications from a Tenderer. Such Agency's requests shall be made exclusively via the dedicated function in esa-star Tendering.

The corresponding clarification from a Tenderer shall be provided exclusively via the dedicated function in esa-star Tendering and must be received within three (3) calendar days of the submission of the request, if no other period is stated. Clarifications shall not be regarded as amendments or modifications of the Full Proposal.

- 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 Full Proposal, 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 Full Proposal 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 Full Proposal cover letter shall be signed by the authorised representative(s) of the Tenderer.
- 10) Should your Full Proposal be accepted by ESA, after evaluation, for placing a Cooperative Agreement, 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 Cooperative Agreement will first be signed electronically by the Agency and then sent to you for countersignature.

This Cover Letter has been electronically signed

Yours faithfully,

B. Jeusset
Head of Operations and
Ground Segment Contracts Division