**COVER LETTER “Space helping UK on COVID-19 and other pandemics”**(ESA Template v.1.0 of 06/04/2020)

**[N.B. Please use this template to prepare the Cover Letter of your proposal. Once the Cover Letter is complete and internally validated, please remove all captions in red colour, add your own logos and headers/footers prior to finalising your proposal for submission to ESA.**

**When submitting to “esa-star” system, separate the Cover Letter from the Full Proposal Template according to the required proposal elements]**

# COVER LETTER

From: (insert the name of the Tendereror use your letterhead)

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

To: EUROPEAN SPACE AGENCY (ESA),

ECSAT

Fermi Avenue

Harwell Campus

Didcot, Oxfordshire OX11 0FD

United Kingdom

Att.: Ms A. Beardsell (IPL-PET)

Subject: Space helping UK on COVID-19 and other pandemics – Open Call for Proposals

Ref.: AO/1-10336/20/UK/AB

Our ref.: Proposal Title (proposal title)   
No. (proposal reference number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir or Madam,

With reference to the above Open Call for Proposals, we are pleased to present this proposal for a [*Demonstration Project*] addressing (use case number and title and if any title proposed)

## Validity Period

This proposal is valid for a period of four months from the date of proposal submission to ESA with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations.

## Overview of the Proposed Activity

The proposed activity (very short introduction of the idea).

The proposed start date for the activity is (start date).

We hereby inform the Agency, that we (will/will not) start the work prior to contract award. In the former case, the Agency shall not be held liable of expenses incurred by the Tenderer.

## Bidding Team and Price Breakdown

Our Firm Fixed Price for the activity, in accordance with the funding conditions stated in the Announcement of Opportunity, amounts to (total price[[1]](#footnote-2)) Euro all included, with the sole exception of any import duties and value added taxes in the Agency’s Member States. This price is based on a total cost of (total cost[[2]](#footnote-3))] Euro.

The geographical distribution within the Bidding Team is indicated in the table below.

**Geographical Distribution within the Bidding Team**

*(for Contractor and Subcontractor(s) only, not for suppliers)*

|  |  |
| --- | --- |
|  | **Percentage of total activity price** |
| **Country**  *(2-letter ISO code)* | **Total** |
| country 1 | xx % |
| country 2 | xx % |
| country …. | xx % |

The details of the Bidding Team are as follows:

**Bidding Team and Price Breakdown Information (all figures in EUR)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contractor** | **Subcontractor 1** | **Subcontractor ..** |
| Tenderer’s Complete Name and Legal Nature | ........ | ........ | ........ |
| SME | yes/no | yes/no | yes/no |
| Entity Code | 1 000 xxx xxx | 1 000 xxx xxx | 1 000 xxx xxx |
| Country *(2-letter ISO code)* | XX | YY | ZZ |
| Price Type | FFP | FFP | FFP |
| Cost | ........ | ........ | ........ |
| Price | ........ | ........ | ........ |
| Total Cost *(total cost planned for carrying out the activity)* | ........ | ........ | ........ |
| Total Price *(what is requested to ESA)* | ........ | ........ | ........ |

Contact Details

Entity and contact details for the Tenderer (potential Contractor) are given below:

|  |  |  |
| --- | --- | --- |
| **Entity Details** | Full Name: | (full name of the Tenderer) |
| Address: | (address of its seat) |
| Telephone: | ........ |
| Nationality (according to ESA Convention criteria): | ........ |
| **Contact person** to whom all communication related to the Full Proposal should be addressed: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| **Author(s)** of the Full Proposal: | Name: | ........ |
| Job Title: | ........ |
| Person who will be responsible for the **technical management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will be responsible for the **contractual management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Legal representative who will **sign** any resulting contract: | Name: | ........ |
| Job Title: | ........ |

Contact details for the Subcontractor(s) are given below:

delete the above statement and the following table if no subcontractors are proposed

**Subcontractor Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Subcontractor 1** | **Subcontractor 2** | **Subcontractor …** |
| Subcontractor details | Name: | ........ | ........ | ........ |
| Address: | ........  ........ | ........  ........ | ........  ........ |
| Contact person for the purposes of their Full Proposal to the Contractor | Name: | ........ | ........ | ........ |
| Telephone nr.: | ........ | ........ | ........ |
|  |  |  |  |
| Email address: | ........ | ........ | ........ |

## Declaration of Compliances

With respect to the “Declaration of Compliances” we herewith officially declare the following:

* In regard to the ESA General Conditions of Tender (GCT), we hereby certify that the legal entities identified in sections 3 above have filled in the Agency Questionnaire in “esa-star”, which has/have been updated not earlier than 12 months before proposal submission.
* Regarding management contents of this proposal, we hereby certify that this tender fully complies with the Management Requirements.
* Regarding financial contents of this proposal, we hereby certify that this tender fully complies with the financial requirements of this CfP.
* We hereby state that we have read and understood all the terms and conditions of the Draft Contract included in the subject Call for Proposals and that we accept the said terms and conditions without any reservations. (Full and unconditional compliance is expected. However, you are invited to propose how to complete the parts of the Draft Contract which are left blank).
* We confirm that any sales conditions of our own shall not apply.
* We hereby acknowledge the right of the Agency during the validity period of this tender, to require the Tenderer to provide evidence of any element of its proposal and to give additional detailed information, including on the price quotation. This includes the right for the Agency to perform an audit if the Agency deems it appropriate (see Part 2 B7 of the GCT).
* This proposal is consistent with the Outline Proposal approved by the Agency.

Done and signed for, and on behalf of .....................

Signature: ..............................

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

Where relevant: Signed Letters of Authorisation of Funding are attached as Annex 1 for the following countries: xx, xx, xx.

## Annex 1

**Letter(s) of Authorisation of Funding from National Delegation(s)**

Please enclose a copy of the letter from each relevant National Delegation.

1. Activity Price is what is requested from ESA [↑](#footnote-ref-2)
2. Activity Cost is the total cost planned for carrying out the activity [↑](#footnote-ref-3)