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Full Proposal Template for an ARTES 4.0

Downstream Applications Feasibility Study

# INTRODUCTION

This *Full Proposal Template* is a tool to help companies prepare a comprehensive Full Proposal responding to the ARTES 4.0 Downstream Applications Call for Proposals (CfP) (AO 10494) for a Feasibility Study.

This template structures the requirement of content expected in a Full Proposal to be evaluated by the ESA Tender Evaluation Board.

Before starting to write the Full Proposal, please make sure you have downloaded the latest version of the Invitation to Tender documents. Log in to [esa-star Publication](https://esastar-publication.sso.esa.int) and see the tender documentation of the ‘Open Call for Proposals for ARTES 4.0 Downstream Applications’ (AO 10494) for Feasibility Studies:

1. Letter of Invitation
2. Special Conditions of Tender   
   for the ARTES 4.0 Downstream Applications Call for Proposals
3. Contract Conditions/Draft Contract
4. Management Requirements for Feasibility Studies
5. Full Proposal Template for Feasibility Studies

Please also consider

* any published clarifications, which provide specific information beyond the tender documents,
* the *General Conditions of Tender for ESA Contracts*, *General Clauses and Conditions for ESA Contracts* and
* the *PSS forms* available under ‘Supporting Documentation’ 🡪 ‘Reference Documentation’ 🡪 ‘Administrative Documents’.

Please note that the Full Proposal will be based on information, possibly expanded whenever required, that have been already provided in the Outline Proposal that has been accepted by ESA.

Concerning the various text styles used in this template, please note the following:

* Material presented in this plain style is either suggested content for the 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 Call for Proposals are properly addressed.
* This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information shall be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.
* This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information shall be removed from the final version of the Full Proposal.
* Parts with the paragraph title highlighted in green in this template shall correspond to the relevant sections provided in the Outline Proposal

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).

Please note that the Full Proposal is the only document that will be considered by the ESA Tender Evaluation Board. Therefore, the Full Proposal shall be considered as a fully self-contained document, and the contributions coming from the Outline Proposal shall be explicitly appearing in the Full Proposal.

**The length of the completed Full Proposal without Annexes shall not exceed 20 pages.**

Some National Delegations require to see the full proposal to provide their ‘Letter of Authorisation of Funding’ (AoF). Please check with your National Delegation about their required process. For Italian companies, it is NOT required to contact the National Delegation (ASI), because ESA has been delegated by ASI to interface with the Tenderer in the whole stage of the bidding process.

Please use this page as the cover page of the Full Proposal and remove the previous three pages (Template Title page and Introduction)

Study Name

Full Proposal for an ARTES 4.0 Downstream Applications   
Feasibility Study

Programme Line: BASS

**N.B Before submitting the final proposal, make sure that all text elements with red font (examples to be amended) and blue (explanatory text) are removed, including this one!**mitting the final proposal, make sure that all text elements with red font (examples to be amended) and blue (explanatory text) are removed, including this one!

Date: ……

Reference: ……

ESA Template Ref. 2.1 issued 21/03/2025

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**FULL Proposal**

1. SERVICE DESCRIPTION AND VISION (maximum one page)

*[Please provide the following information:*

* *What is the problem or market opportunity that you would like to address;*
* *Brief description of the proposed service(s) to address the opportunity, and the relevance of using space assets*
* *Describe how the study fits to the vision of the company (e.g. alignment with the medium- or long-term objectives, synergies with other projects, etc.) including other activities performed by the company in the sector.] [From OP]*

1. DESIRABILITY AND ECONOMIC VIABILITY (maximum five pages)
   1. Business Model Overview

*[Please present a first iteration of a Business Model Canvas making use of the template available under* [*https://www.strategyzer.com/library/the-business-model-canvas*](https://www.strategyzer.com/library/the-business-model-canvas)*. If different market segments are addressed by the proposition, colours shall be used to differentiate them in the Canvas. Explain the targeted business model.] [From OP]*

* 1. Customers Segments and Target Customers

*[Please outline the key customers / customer segments targeted by your service / product and your level of engagement with them.*

*Attach the letter(s) of interest from the customer(s)/user(s) to be involved in the Feasibility Study in Appendix 1 to this proposal. Please ensure the letter(s) indicate in the own words of these customer(s)/user(s) why they are interested, how they intend to contribute to the study and to which tasks, and what their interested beyond the feasibility study is in case that the study shows satisfactory results.] [From OP]*

* 1. Pains and Gains

*[What is the problem(s) you are trying to solve, and how relevant are they to the customer segments identified in section 2.2?*

*Please provide a short description of how the individual customers/users identified in section 2.2 are affected by the identified problems.*

*Please provide a short description of the customer requirements.] [From OP]*

* 1. Value Proposition

*[Please describe and quantify the value that your service provides to the different customer segments.] [From OP]*

* 1. Competitive Positioning

*[Identify your top 3 competitors and explain your positioning against them.] [From OP]*

* 1. Market Analysis

*[Quantify the market demand using the Total Accessible Market (TOM), Service Attainable Market (SAM), Serviceable Obtainable Market (SOM), it’s size and the geographical reach. Justify your SOM versus the competition.*

*Detail the expected market to be captured in the next 3 years. Explain the relevance of individual customers identified in section 2.2 for the market to be captured in the next 3 years.*

*Provide information on the expected size of the primary market/customer segment and the potentially obtainable market.] [From OP]*

* 1. Service value chain and positioning

*[Please provide a diagram and short description which illustrates the interactions among external stakeholders (including customers, users, regulators), with the project team (including the service provider) relevant to commercialise the service.] [From OP]*

A diagram of a company

Description automatically generated

Figure 1: Service value chain and positioning

* 1. Environmental and Social Sustainability Aspects

*[Please, explain how your proposed solution has no negative impacts on the environment and society. Please fill out the table below.] [From OP]*

Table 1: Environmental and Social Metrics

|  |  |
| --- | --- |
| **Metric** | **Justification wrt study / proposed service** |
| **Environmental** | |
| Waste and pollution | … |
| Greenhouse gas emissions | … |
| … | … |
| **Social** | |
| Health and safety | ... |
| Gender diversity | … |
| … | … |

*[Note: The above entries are just examples. Please populate as relevant.]*

1. TECHNICAL FEASIBILITY (maximum three pages)
   1. System Architecture

*[Please provide a preliminary description of the system architecture of the proposed solution* *including the key building blocks and their interfaces. For each building block, please explain your starting point and what needs to be developed.] [From OP]*



Figure 2: Example high Level block diagram of the system architecture

* 1. Degree of innovation

*[Please describe the elements of novelty/innovation brought by the proposed application/service compared to the state-of-the-art (space and non-space) applications/services used to perform the same or similar purposes.] [From OP]*

* 1. Involvement of space assets

*[Please illustrate which are the space asset(s)*[[1]](#footnote-2) *that will contribute to the proposed application/service and how, justifying their added value with respect to competing non-space technologies that could be used for the same function. Present the specific aspects of these space assets (e.g. Satcom: bandwidth requirements, Satcom operators, Satcom applications; SatNav: accuracy, utilisation; SatEO: optical/radar, spatial & temporal resolution, satellites/sensors.] [From OP]*

* 1. Proof of Concept

*[Please, present a preliminary definition of the PoC content (what, where, how long, involved customer(s)/user(s), etc.) needs to be provided within the proposal. This preliminary concept will be later subject to revision based on the results of study tasks 1 and 2.]*

1. RISKS (maximum one page)

*[Please identify the main risks of the application/service concept and assess their potential impact, together with possible mitigation actions. Please explain how these risks will be mitigated during the study. These risks are summarised in the following table:] [From OP]*

Table 2: Overview of risks

| **Risk Identifier** | **Risk Type** | **Description** | **Likelihood** | **Severity** | **Mitigation Actions** |
| --- | --- | --- | --- | --- | --- |
| ……… | Economic/Technical/Operational | ……… | low/medium/high | low/medium/high | ……… |
| ……… | Economic/Technical/Operational | ……… | low/medium/high | low/medium/high | ……… |
| ……… | Economic/Technical/Operational | ……… | low/medium/high | low/medium/high | ……… |

1. TEAM AND RESOURCES (maximum two pages)
   1. Background of the company involved

*[Please briefly describe the relevant space and non-space capabilities and experience of the prime and subcontractors (if any) for the performance of the proposed work and (if any) in the targeted market domain.*

*Present the companies of the tenderer/subcontractors and their organisational structure, respectively, including key company details such as ownership, turnover, number of employees, business lines, etc.*

*(If applicable, describe the facilities which are proposed to be used for the Proof of Concept. Facilities may include, as applicable, hardware, software, manufacturing equipment, test equipment, production and integration lines, service centres, as well as infrastructures hosted by the involved customers/users.)*

*Please present the rationale for the proposed industrial organisation, especially with view to the targeted future service provisioning.*

*If you have had ESA activities, please provide a description and summarise the outcomes.] [From OP]*

Table 3: ESA Activities

|  |  |
| --- | --- |
| **ESA Activity** | **Main Achievements** |
| ……… | ……… |
| ……… | ……… |
| ……… | ……… |

* 1. Team composition

*[Please describe the overall team composition, including key personnel (i.e. having a major role within the team and/or being responsible for one or more tasks) and their position within his/her own entity’s structure. For the nominated key personnel, please provide a paragraph outlining their experience relevant to the proposed activity. A good balance between technical and commercial expertise in the team is required.]*

1. MANAGEMENT PART (maximum five pages)
   1. Schedule and Milestones

*[The Bidder shall confirm compliance to the following schedule. The length of a Feasibility Study can be between 9 and 12 months.] [From OP]*

A screenshot of a computer

Description automatically generated

Figure 3: Milestone Schedule

* 1. Work breakdown Structure (WBS)

*[The Bidder shall confirm compliance to the following work breakdown.] [From OP]*

A black background with a black square

Description automatically generated with medium confidence

Figure 4: Work Breakdown Structure

* 1. Work Package Description (WPD)

*[The Bidder shall confirm compliance to the work packages outlined in the management requirements.* *Please provide completed work package descriptions for each work package.]*

|  |  |
| --- | --- |
| PROJECT: *…* | WP REF: WP0 |
| WP Title: Study Management  Company: *…*  Start event: KO Planned Date: *…*  End Event: KO + *[9 or 12]* months Planned Date: *…*  WP Manager: *…* | Sheet *…* of *…*  Issue Ref …  Issue Date: *…* |
| Inputs:   * Proposal * Management Requirements for Feasibility Studies   Tasks:   * Coordinate activities with subcontractors * Liaise with ESA * Organise review meetings   Outputs/Deliverables:   * Minutes of Review Meetings (MoM) * Bar Chart Schedule (BCS) * Monthly Progress Report (MPR) * Project Web Page (PWP) * Final Report (FR) * Final Data Package | |

|  |  |
| --- | --- |
| PROJECT: *…* | WP REF: WP1 |
| WP Title: Desirability and Economic Viability Assessment  Company: *…*  Start event: KO Planned Date: *…*  End Event: KO + *[9 or 12]* months Planned Date: *…*  WP Manager: *…* | Sheet *…* of *…*  Issue Ref …  Issue Date: *…* |
| Inputs: *…*  Tasks:   * Assessment of aspects related to desirability assumptions * Financial viability assessment and identification of economic and non-economic risks * *[if necessary]* Definition of a roadmap for service implementation and exploitation, as well as match funding   Outputs/Deliverables:   * Business Case (D1): Desirability and Economic Viability Assessment (Part of D1) | |

|  |  |
| --- | --- |
| PROJECT: *…* | WP REF: WP2 |
| WP Title: Technical Feasibility Assessment  Company: *…*  Start event: KO Planned Date: *…*  End Event: KO + *[9 or 12]* months Planned Date: *…*  WP Manager: *…* | Sheet *…* of *…*  Issue Ref …  Issue Date: *…* |
| Inputs: *…*  Tasks:   * Definition of service and system architecture * Analysing technical feasibility and critical aspects of the service * Definition of technical risks   Outputs/Deliverables:   * Business Case (D1): Technical Feasibility Assessment (Part of D1) | |

|  |  |
| --- | --- |
| PROJECT: *…* | WP REF: WP3 |
| WP Title: Proof of Concept  Company: *…*  Start event: KO Planned Date: *…*  End Event: KO + *[9 or 12]* months Planned Date: *…*  WP Manager: *…* | Sheet *…* of *…*  Issue Ref …  Issue Date: *…* |
| Inputs: *…*  Tasks:   * Presentation of the PoC outline, and definition of the critical technical, operational, commercial elements to be validated * Report on implementation and execution of the PoC * Presentation of results, including customer/user feedback * Identification of changes to outputs to tasks 1 and 2   Outputs/Deliverables:   * Proof of Concept (D2) | |

* 1. Deliverable Documentation

*[The Bidder shall confirm compliance to the milestone planning and related deliverables in the management requirements.]*

* 1. Security Assessment

*[**The Bidder shall either confirm compliance to Section 5.2 of the Management Requirements or shall perform an independent security assessment if the information generated in the frame of the activity proposed, together with a tailoring of the application of the document in Annex C to the Management Requirements.*

1. FINANCIAL PART (maximum two pages)
   1. Cost and price summary

The activity cost[[2]](#footnote-3) and ESA contract price[[3]](#footnote-4) for the proposed *[Activity Name]* are as defined in the following table. *[From OP]*

Table 4: Cost and price summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Entity** | **Country**  **(ISO Code)** | **Role** | **Cost  [EUR]** | **Price  [EUR]** | **National Delegation Support[[4]](#footnote-5)** |
| Tenderer | … | Prime | EUR… | EUR… | yes/no/under discussion |
| Subcontractor 1 | … | Subcontractor | EUR… | EUR… | yes/no/under discussion |
| Subcontractor x | … | Subcontractor | EUR… | EUR… | yes/no/under discussion |
| … | … | … | … | … |  |
|  | | **Total:** | **EUR…** | **EUR…** (…% of total cost) |  |

*[NB: The total cost of the study shall not exceed 500 kEUR. ESA funding level is indicated in Table 1 of CfP Letter of Invitation]*

*[Remarks concerning certain price elements:*

*Quotations free of taxes and custom duties:   
Prices shall be quoted free of taxes and customs duties. In cases where the Tenderer considers that they will remain subject to the payment of taxes or customs duties, they shall indicate separately the applicable rates, the corresponding estimated total tax or customs duty amount, and the reason why he believes exemption from tax or customs duties cannot he obtained.]*

* 1. Cost breakdown

***[Option 1: For studies with an ESA funding up to 250 kEUR, only the following cost information needs to be provided]***

The breakdown of the activity cost for the tenderer and the involved subcontractors is as defined in the following table.

Table 5: Cost breakdown

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Tenderer] | [Subcontractor 1] | [Subcontractor x] |
|  |  |  |  |
| Exchange Rate (if not EUR) | … | … | … |
| Total number of hours | … | … | … |
| Average Hourly Rate | … | … | … |
| Labour Cost (EUR) | … | … | … |
| Travel and subsistence expenses (EUR) | … | … | … |
| External Service (EUR) | … | … | … |
| Miscellaneous | … | … | … |
| Total Activity Cost (EUR) | … | … | … |
| Company contribution % | … | … | … |
| ESA Contract Price (EUR) | … | … | … |

*[Please provide additionally the following information]*

* *Exchange Rate (if not in Euros);*
* *Average Hourly Rate;*
* *Total Number of hours;*
* *External Services;*
* *Miscellaneous Costs]*

*[To illustrate, an external service can be easily substituted by another company e.g., website hosting. A subcontractor offers a service that is unique. e.g. high-res thermal image from space.*

*For external services that exceed 2% of the total cost of the Feasibility Study, this must be authorised in the letter of support from the national delegate of the bidder.]*

*or*

***[Option 2: For studies requesting an ESA funding above 250 kEUR, PSS forms A2, and A8 need to be provided, see also Appendix 3]***

The PSS forms A2 and A8 for the Tenderer [and each Subcontractor] are attached in Appendix 3 to this proposal.

PSS-A2 forms (Company Price Breakdown) including exhibit A (other direct cost elements) and B (travel plan and cost detail) for the Tenderer [and each Subcontractor] are presented in Appendix 3.a to the proposal.

PSS-A8 forms (Work Hours, Cost and Price Summary at Work Package Level) for the Tenderer [and each Subcontractor] are presented in Appendix 3.b to the proposal.

* 1. Travel and Subsistence Plan

*[Travel and subsistence plan are summarised in the following table.]*

Table 6: Travel and subsistence plan

| **Event** | **Company** | **Number of persons** | **Travel cost per person [EUR]** | **Subsistence cost per person [EUR]** | **Total cost  per event [EUR]** |
| --- | --- | --- | --- | --- | --- |
| ……… | ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… | ……… |
| ……… | ……… | ……… | ……… | ……… | ……… |
| **TOTAL** |  |  |  |  | **………** |

The work hours distribution over the various Work Packages for the tenderer and all subcontractors is defined in the following table.

Table 7: Work package distribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WP0** | **WP1** | **WP2** | **WP3** |
|  | [hours] | [hours] | [hours] | [hours] |
| [Tenderer] |  |  |  |  |
| [Subcontractor 1] |  |  |  |  |
| [Subcontractor x] |  |  |  |  |
| **Total Work Hours** |  |  |  |  |

* 1. Statement of no profit

It is confirmed that the price offer does not include profit neither for the Tenderer nor for the subcontractor(s).

* 1. Source of company contribution

The source of the entity contribution (including from any private third party) to the overall estimated costs is as follows:

Tenderer (prime contractor): ….

Subcontractor 1 (subcontractor): …….

Subcontractor x (subcontractor): …….

It is confirmed that, in all cases, the entity contribution excludes overheads included in rates charged to the Agency for the contract, or any other contract with the Agency, or sub-contract awarded under an Agency contract.

*[****The source(s) of the company contribution shall be explicitly indicated (including information on the amounts available from this source).*** *In this context, the “company contribution” shall be deemed to include Third Party sources, if any.*

*The purpose of this information is to provide evidence on the capabilities of the involved company(ies) to pay their share of the cost of the proposed activity elements (manpower, facilities, travel), to guarantee the cash flow during the study, and, as such, are able to complete the activity.*

*The company contribution can be funded by the tenderer through private and/or public sector direct or indirect co-financing. Examples of possible sources of co-funding are: existing funds in bank account coming from sales/profit, already approved/prospective bank loan, investment from external source e.g. private investment funds, other contributions. Grants are not allowed as a source of co-funding.*

*Note: In case where a company has been founded recently (< 2 years), additional information on the financial situation of this company needs to be provided (profit/loss situation at end of last year, current financial situation, expected evolution of revenues for next year, evidence on financial coverage of co-funding, etc.) in order to proof that this company has the financial capabilities to co-fund the activity, and is able to manage its cash flow for the duration of the activity.]*

* 1. Proof of co-funding capability

*[Please provide proof of ability to co-fund this activity e.g., recent bank statements of prime and subcontractor(s) showing available funds.]*

* 1. Type of Price

The price type is a ‘Firm Fixed Price’.

* 1. Milestone Payment Plan

*[The Bidder shall confirm compliance to the following milestone payment plan.]*

*[In the case of* ***12 Month Feasibility Study:***

Table 8: Milestone payment plan – 12 months

| **Milestone Description** | **Schedule Date** | **Amount in Euro** | **Economic Operator** |
| --- | --- | --- | --- |
| MILESTONE 1 (MS1) – upon completion of PM and upon Agency’s acceptance of all related deliverables | T0 + 6 months | …  [50%] | (Tenderer) |
| MILESTONE 2 (MS2) – Final settlement: upon the Agency’s acceptance of all deliverable items due under the Contract and the Contractor’s fulfilment of all other contractual obligations including submission of the Contract Closure Documentation | T0 + 12 months | …  [50%] | (Tenderer) |
|  | Total | … |  |

***Or***

*In the case of* ***9 Month Feasibility Study:***

Table 9: Milestone payment plan – 9 months

| **Milestone Description** | **Schedule Date** | **Amount in Euro** | **Economic Operator** |
| --- | --- | --- | --- |
| MILESTONE 1 (MS1) – upon completion of PM and upon Agency’s acceptance of all related deliverables | T0 + 4.5 months | …  [50%] | (Tenderer) |
| MILESTONE 2 (MS2) – Final settlement: upon the Agency’s acceptance of all deliverable items due under the Contract and the Contractor’s fulfilment of all other contractual obligations including submission of the Contract Closure Documentation | T0 + 9 months | …  [50%] | (Tenderer) |
|  | Total | … |  |

*Delete the appropriate table above.]*

*[All SMEs may be granted an advance payment of up to 35% of the ESA price should an SME request such an advance payment.]*

*[An SME has the right to request offset of the 35% advance at the end of the contract, i.e. the two last milestones, if this can be justified in view of the economic progress in the contract.]*

An advance payment plan is proposed in the table below. This proposal reflects the need for cash disbursement up to the first payment milestone at BCR.

Table 10: Advance payment plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prime (P)/  Subcontractor  (SI) | Company  Name | Entity Code | Amount in  Euro | Off-Setting against | Condition  (if applicable) |
| P | *(tenderer)* | 1000xxxxxx | … | MS 1 | Upon signature of the Contract by both parties |
| SI | *(subcontractor 1)* | 1000xxxxxx | … | MS 1 | Upon signature of the Contract by both parties |
| SI | *(subcontractor x)* | 1000xxxxxx | … | MS 1 | Upon signature of the Contract by both parties |

*[SI = Subcontractor Indirect payment meaning that the prime will receive from ESA the sum of all payments relating to one milestone and has then to pay the relevant amounts to the subcontractors.]*

1. CONTRACTUAL COMPLIANCE (maximum one page)
   1. Compliance with the Contract Conditions

*[Tenderers are required to make use of the ‘smart contract’ tool. This tool consists of an Excel file where relevant contractual information can be inserted or options selected by the Tenderer. From the completed Excel table, a Word file of the draft contract can then be generated which incorporates the information provided. This updated draft contract is intended to provide the tenderer with a better understanding of the contract which would result from a successful tendering process. In case of successful evaluation, it will also expedite the completion of the contract on ESA side. The tool is also aimed at demonstrating full compliance with contractual provisions.*

*Any proposed modifications or amendments to the Contract conditions will be taken into account in the evaluation.*

*Please be aware that not all provisions of the contract can be modified using the excel file.*

*The smart contract tool and guidance on how to use the tool can be found here:*

*https://esastar-publication.sso.esa.int/ESATenderActions/details/6900*

*Please consult the "ReadMe" file first before completing the Tenderer section of the Excel table. Both the completed Excel table and the Word document generated as per the instructions in the "ReadMe" file should be included in the electronic version of your proposal. In case of successful evaluation and negotiation, the Agency will then need to complete the contract in the part of its competence and as relevant before releasing the contract for signature.]*

The completed Word and Excel files generated from the Smart Contract Tool are uploaded under the “Other” proposal element in esa-star.

The contract conditions have been read, are understood and accepted. No sales conditions of our own are applicable.

The Personal Data “Controller to Controller” (PDCC) Annex to the Contract has been read, are understood and accepted. It is understood that this Annex forms an integrated part of the Contract and that it will not be subject of separate signatures. Should the tender lead to a Contract award, the PDCC will enter into force upon signature of the Contract by both Parties.

* 1. Insurance Waiver

***[Option 1]*** A waiver of subrogation rights from our insurer will be presented during the negotiation phase.

*or*

***[Option 2]*** A waiver of subrogation rights from our insurer will notbe available. The hold harmless agreement specified in Clause 18.1.6 of the General Clauses and Conditions for ESA Contracts shall apply.

*[NB: Option 2 is based on the statement of the Tenderer. Option 1 requires further coordination with the relevant insurance company and might require some effort to obtain.]*

* 1. 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.

*[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:

* *… (name of tenderer / subcontractor)* has obtained the following authorisation(s) in order to submit this tender: ….

*and/or*

* *… (name of tenderer / subcontractor)* will need to obtain, prior to the placing of a Contract, the following authorisation(s): ....

*and/or*

* *… (name of tenderer / subcontractor)* will need to obtain the following authorisation(s) for the implementation of the contract: ....

**ANNEX 1: Letter(s) of Interest**

*[Please provide at least one letter from potential users/customers expressing interest in the proposed service. In the letter of interest, the user/customer should explain:*

* *Who they are;*
* *Why they are interested in your service / which elements of the service they are interested in;*
* *How they will be involved during the Study.]*

**ANNEX 2: CVs of Key Persons**

[Please, provide complete Curricula Vitae (CVs) for all key personnel using the following template, or equivalent. Competence in technical aspects, business development, market/domain expert, commercial and sales shall be explicitly presented.]

|  |  |
| --- | --- |
| **Name** | |
| Specific Qualifications and Experience Relevant to the Project Role: | … |
| Entity: | … |
| Present Position and Responsibilities in the Entity: | … |
| Education: |  |
| Year(s) | Educational details |
| Year(s) | Educational details |
| Work Experience: |  |
| Year(s) | Entity, Project, Position, Responsibilities, Achievements |
| Year(s) | … |
| Year(s) | … |

**ANNEX 3: Signed PSS forms A2 (3.a), A8 (3.b)**

**[END OF FULL PROPOSAL]**

1. A space element refers to any of the following assets/technologies: Satellite Navigation, Satellite Communication, Satellite Earth Observation, Space Situational Awareness, Human Spaceflight and Space Science [↑](#footnote-ref-2)
2. Activity Cost is the total cost planned for carrying out the activity [↑](#footnote-ref-3)
3. ESA Contract price is the ESA funded amount in the ESA contract [↑](#footnote-ref-4)
4. yes = The National Delegation has been contacted and is in favour of the proposed activity.  
    no = The National Delegation has not yet been contacted.  
    under discussion = The National Delegation has been contacted and discussions are ongoing. [↑](#footnote-ref-5)