

Call for Proposals

Project Arrangement for a Framework Project Implementing ESA's Support of Space-Related Activities in Czech Republic

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Prague, 24/04/2025

→ THE EUROPEAN SPACE AGENCY





09:45 – 10:00	Registration & Welcome	
10:00– 11:15	Introduction to the call and how to use it strategically	S. Combes & C. Daudelin
11:15 – 13:00	How to write a good proposal and lessons learnt	M. Dasi Espuig & M. Freire
13:00 – 14:00	Lunch Break	
14:00 – 14:30	Introduction to GSTP	E. Kircher
14:00 – 18:00	 1to1 in parallel sessions with D/CIC with D/TEC 	

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This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals CfP/5-50135/25/NL/MH/CD

This presentation is just to help understand in a simplified manner some of the Rules and Procedures associated with ESA procurements, in particular of this Call for Proposals.

Please ensure that your proposal is compliant with the requirements contained in the Fixed Call for Proposals CfP/5-50135/25/NL/MH/CD documentation that will be published in esa-star Publication.



In March 2017, ESA and the Czech Republic established a "Project Arrangement for a Framework project implementing ESA's support of space-related activities in the Czech Republic" for implementation of Space-related activities in the Czech Republic with the following objectives:

- Development of Czech industry, universities and research centres, and ensuring they work together, cooperate and build supply chains.
- Alignment of space-related activities carried out in the Czech Republic with the programmes carried out by ESA.
- Complement the Czech Republic's participation in the ESA Optional Programmes.
- Support the implementation of the new National Space Plan 2020-2025 of the Czech government.

In 2024, it was extended further until 2032.

ESA role

Management of the technical and contractual aspects of the Framework project, according to ESA internal practices ensuring that, as far as possible, the results obtained by the activities are suitable to be integrated in ESA's future missions.

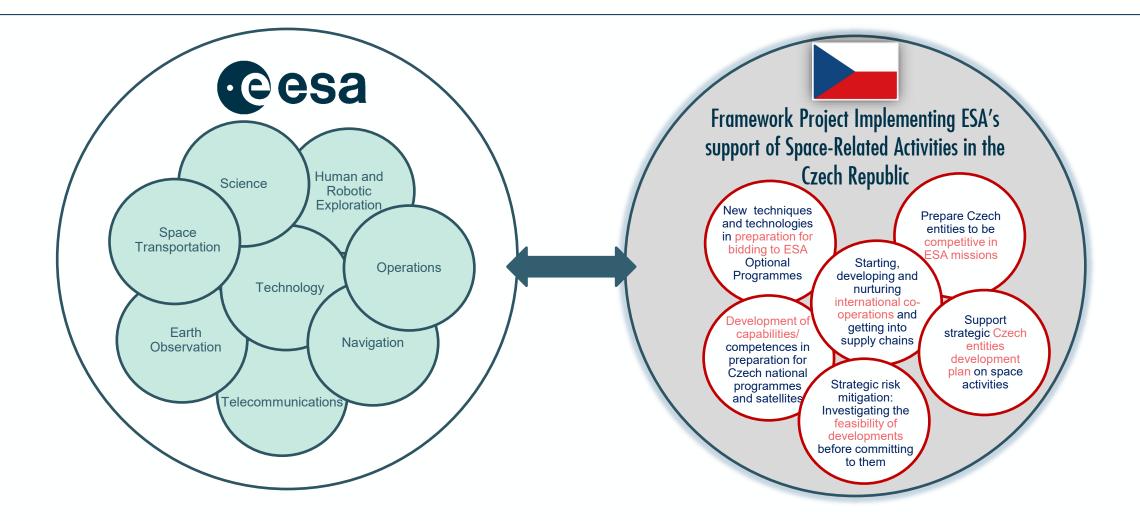
Czech Republic role

Programmatic and financial responsibility over the programme, consequently taking all decisions on programmatic and financial questions taking into account recommendations from ESA.

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The Czech Framework Project





The submitted ideas should form part of a long-term company / entity development plan and strategy and lead to further business opportunities.

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The Czech Framework Project and Call for Proposals



Compared to the period 2017-2020:

- The average number of recommended proposals has dropped in the last 4 years from 3 to 0.7
- The success rate has dropped from 67% to 21%.

Submission deadline	Av. # proposals received	Av. of total budget of proposals received	Av. Score C1 (Technical)	Av. Score C2 (Programmatic)	Av. Score C3 (Management, Planning & Costing)	Av. Score C4 (Administrative and Contractual)	Av. # of approved proposals	Success rate	Av. total approved budget
2017-2020	4.5	€5,014,566	49.4	51.6	48.9	73.4	3	67%	€2,688,665
19/08/2021	4	€1,719,583	45	41.3	60	78.8	1	25%	€252,000
19/11/2021	2	€3,220,056	45	57.5	42.5	87.5	0	0%	€0
22/02/2022	3	€1,965,129	33.3	31.7	31.7	53.3	1	33%	€1,379,129
27/05/2022	1	€1,231,988	60	60	60	75	1	100%	€1,231,988
02/09/2022	1	€411,202	45	65	55	100	1	100%	€200,000
18/11/2022	2	€6,062,776	42.5	52.5	52.5	100	0	0%	€0
01/03/2023	4	€1,024,314	45	45	51.3	76.3	1	25%	€49,621
26/05/2023	6	€3,293,511	55.8	54.2	56.7	69.2	1	17%	€50,000
07/10/2023	7	€3,677,157	47.1	47.9	48.6	85.7	0	0%	€0
05/02/2024	3	€1,795,141	60.0	65.0	70.0	87.5	2	67%	€562,420
29/04/2024	6	€1,440,753	47.5	47.5	44.2	45.0	0	0%	€0
2021-2024	3.5	€2,349,237	47.9	49.4	51.3	73.8	0.7	21%	€338,651
Totals	93	€86,016,403	48.8	50.7	49.9	73.5	44	47%	€35,989,141

Quality still needs to improve!

Summary of what we want to see in proposals

- > Develop Czech supply chains: Nationally and Internationally
- > Mutually beneficial cooperation of Industry and Academia
- > Increase Czech competitiveness
- > Alignment with ESA programmes and standards (inc. ECSS)
- > Prepare for further development/flight into ESA Programmes
- > De-risk developments/ strategies prior to committing to developments
- > Support the National Space Plan 2020-2025
- > Develop capabilities needed for Czech national satellite(s)
- > Start / Develop International Partnerships with ESA member states
- > Get into international supply chains with products and services
- > Grow competences UP the supply chain (e.g. from parts to equipment to subsystems...)
- > Strategically targeting niche / underserved markets
- > Have long-term benefits be part of a thought through long term development plan

Framework Project Implementing ESA's support of Space-Related Activities in the Czech Republic



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Since 2017 projects have been selected through Calls for Proposals and ITTs targeting the following activities:

CfP #5 (CZR4)	5-50135	May 2025 – Jul 2025	Activity types A + B (Developments + Studies)
Astronaut impact study (CZR3)	1-12784	Mar 2025 – Apr 2025	Socio-Economic Benefits of the Czech Astronaut's Space Mission
ISS experiments (CZR2)	5-50100	Sep 2024 – Nov 2024	Development of ISS experiments that should target scientific activities, technology demonstrators and/or educational and outreach activities.
ITT #4 (CZR1)	5-50092	Aug 2024 – Sep 2024	Activity types A + B (Developments + Studies)
ITT #3	1-10431 1-10986	Oct 2020 – Dec 2020 Sep 2021 – Nov 2021	Activity type D (Missions with science element)
ITT #2	1-10466	Nov 2020 - Feb 2021	Activity type C (Technology Missions)
ITT #1	1-11109	May 2017 – Sep 2023	Activity types A + B (Developments + Studies)

Today's presentation focuses exclusively on this CfP/5-50135/25/NL/MH/CD

- The Fixed Call for Proposals is an instrument of the Czech Project Arrangement
- It is open to Czech industry and academia
- Focus on Technology and Capability Development.

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Summary of the presentation

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- 1. ESA Tools Basics of ESA procurement
- 2. Type of Activity Overview
- 3. Tender Package for Fixed Call for Proposals
 - a. Cover Letter
 - b. Draft Contract
 - c. Tendering Conditions
 - d. Proposal Template
- 4. The Tender Evaluation
- 5. The Negotiation Period
- 6. Debriefing
- 7. Schedule
- 8. Questions?







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https://doing-business.sso.esa.int/

- Portal for access to the entire esa-star toolset, including associated ESA corporate applications like esa-p
- All applications are connected, making it easier for users to access the systems and retrieve information
- Optimised and supported for use with the Google Chrome browser





esa-star Registration (https://esastar-emr.sso.esa.int/)

• Registration on ESA-STAR is a **pre-requisite** to do business with ESA

esa-star Publication (http://doing-business.sso.esa.int)

 All Tender related documents can be found in esa-star Publication. Here you request the system to create a Bidder Restricted Area in ESA-STAR Tendering

esa-star Tendering (<u>http://doing-business.sso.esa.int</u>)

• In the Bidder Restricted Area, you can request for clarifications and **submit the proposal**

esa-star esa-match (https://esastar-esamatch.sso.esa.int/)

Competences & Capabilities, find suitable tenders and entities for collaboration



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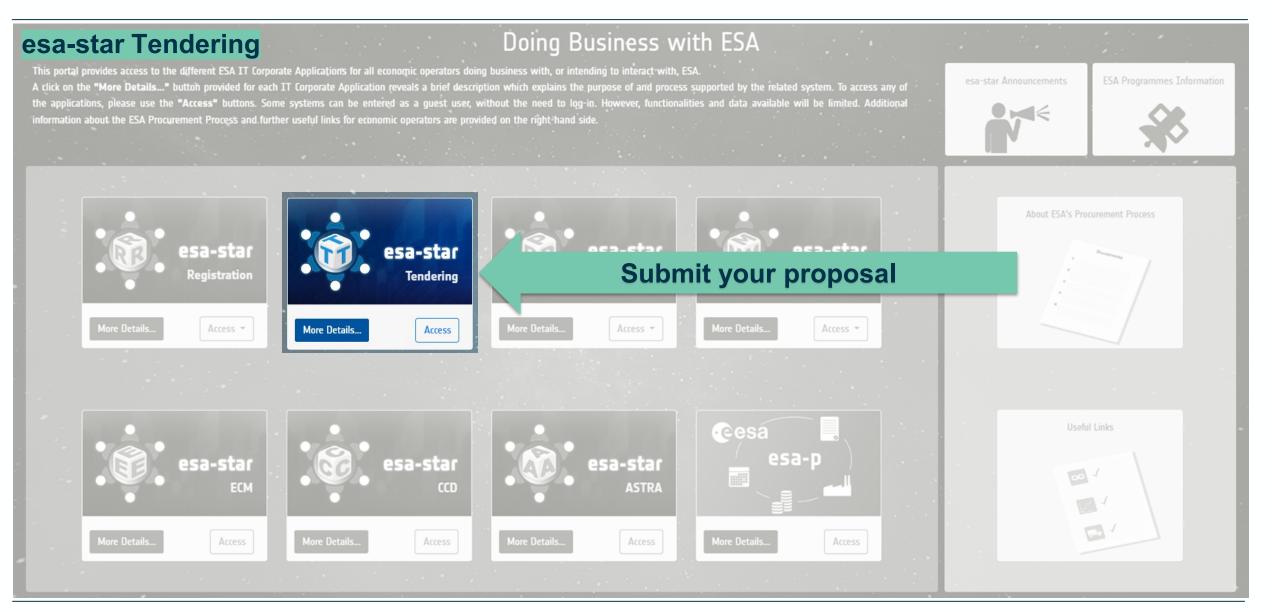
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2. Type of Activity Overview

2. Types of Activities



This briefing is exclusively for the following activity types:

ESA-STAR

Fixed Call for Proposals in the Czech Republic (CfP/5-50135/25/NL/MH/CD)

Type A – **Development Activities** leading to HW or SW products, services or generic technologies with potential for re-use including technology demonstrations, industrial processes as well as related industrial capability building in areas of documentation, quality assurance, product lifecycle management.

Type B – Activities (collectively referred to as **Studies**) preparing for the future (e.g. feasibility studies, technology assessments, user requirements or market surveys) and/or services to support national competitiveness in space programmes.



3. Tender Package for Fixed Call for Proposals



3. Tender Package – Call Overview

Call overview

- Call for Proposal (CfP) reference is CfP/5-50135/25/NL/MH/CD
- This is NOT a permanently open call!

Cover Letter				
Appendix 2	Appendix 3			
CfP Tender Conditions	Full Proposal Template			
	Appendix 2 CfP Tender			







Cover Letter				
Appendix 3	Appendix 4			
CfP Tender Conditions	Full Proposal Template			
	Appendix 3 CfP Tender			

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3a. Tender Package – Cover Letter



The Cover Letter contains a number of essential features regarding the Call.

This includes:

- The name of the responsible Contracts Officer, Camelia Daudelin.
- Submission deadlines for evaluation
- All programmatic and price constraints
- Description of the process of evaluation and selection
- Evaluation criteria and weighting factors
- Instructions and restrictions for proposals submission

Read the Cover Letter carefully and be sure to comply

3a. Tender Package – Cover Letter



The Cover Letter indicates the formal conditions of submission.

This includes:

- The exact duration of the tendering period;
- The exact submission date, 3rd July 2025;
- The exact submission time, **13:00 (CET / Amsterdam time zone)**.

The Call is expected to be published on:

8th of May 2025

To be found on: ESA-star Tendering (<u>https://esastar.sso.esa.int/</u>)



See Section 2 of the Cover Letter

- The present Call for Proposals is addressed only to legal entities of the Czech Republic (including SMEs) registered in ESA-STAR.
- Potential Tenderers are therefore requested to note that the Agency can only consider proposals from legal entities residing in Czech Republic, which operate in accordance with the laws of Czech Republic.
- Tasks may be assigned to non-Czech entities within other ESA Member States, Associate Members and European Cooperating Sates as sub-contracts (or services).
 - Such tasks shall in any case not constitute the core activities of the proposed study or development and, for sub-contracts, shall not exceed 20% of the total price.
- Only projects supported by the Czech Third Party Framework Project Committee will be implemented. To be supported, it is mandatory to submit the Project Support Request Form to the Czech Third Party Framework Project Committee in parallel to the submission of the tender to ESA. The Project Support Request Form and associated instructions are available at the Czech Space Portal website (Note: log in to avoid Error 404).

https://www.czechspaceportal.cz/ramcovy-projekt-esa-pro-podporu-ceskeho-prumyslu/



Tips – when to include a sub-contractor:

- (Foreign) Sub-contractors are highly encouraged where it leads to a long-term relationship that may help establish supply chain partnerships
- Be sure to explain clearly what the sub-contractor / service provider / partner / customer is doing and why they are needed in the proposal
- The rationale of the proposed industrial organisation should be well-justified.

Examples:

- If your company/institute has no or little expertise in space activities and you cannot find it in CZ, a European partner may be part of the team (as sub-contractor or external service), but you MUST ensure that Czech entities are doing the core activities (Intellectual Property MUST remain within Czech Republic and minimum 80% Budget MUST go to Czech entities).
- A potential customer may help you with defining technical requirements and/or specifications or performing tests and/or qualification (as sub-contractor or external service provider).
- If test or qualification facilities are necessary and these are not available in the Czech Republic or the know-how to do it, you may have a European partner within the ESA Member States (as sub-contractor or external service provider depending on scope).

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What is the difference between a Subcontractor

and External Services?

External services cover recurring services that need no development effort: e.g. hire of facilities, standard tests, computer services, manpower services (*e.g. consultancy*), plating of parts, services for procurement of HIREL parts, etc. The costs for these should be shown on the **PSS A2 form of the Prime Contractor** under Other Cost Elements Point 3.7 and further detailed on Exhibit A.

A Third Party should be involved as **subcontractor** (not as external services) when they are contributing to the development work of the project, when they are responsible for the realisation of **specific work packages**. To include a Third Party as Subcontractor also involves a firm commitment by the Third Party (contract between *Prime contractor and Subcontractor*) and is especially recommended when this Third Party is essential to carry out the activity and there are not multiple alternatives.



See Section 2 of the Cover Letter





7,000,000 EUR

(Seven Million Euro)

(maximum sum total of all contracts awarded)



See Sections 3, 4 & 5 of the Cover Letter

The subject of this Call is exclusively for the following activity types:

- **Type A** Development Activities
- Type B Activities (collectively referred to as Studies) preparing for the future and/or services to support
 national competitiveness in space programmes.

Note:

- Education and awareness activities shall not be considered in the present CfP.
- Procurement of infrastructure and generic tools (HW and SW) are out of the scope of the CfP.

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Type A

Development activities leading to hardware or software PRODUCTS, SERVICES or generic technologies with potential for re-use; including technology demonstrations, industrial process development as well as related industrial capability building in areas of documentation, quality assurance, product life cycle management.

The start TRL shall be at least 2 and the target TRL should be TRL 7 or below.

Constraints:

- > TRL start: min 2
- > TRL end: max 7
- > Price not higher than 7,000,000 €
- > Co-funding by the Tenderer of 10% of the cost of the activity
- > No profit is allowed
- **Consortium:** if end TRL \geq 4 must be led by industry

if end TRL \leq 3 may be led by any type of entity

- Capability building to support existing ESA programme subscriptions
- Preparation and support for future subscriptions to ESA programmes
- ✓ Preparation for commercial space activities

Type B

Activities, collectively referred to as **Studies**, preparing for the future (e.g. feasibility studies, technology assessments, user requirements or market surveys) and/or services to support national competitiveness in space programmes.

Constraints:

- > Price not higher than **50,000** €
- > 100% funded by the Czech Framework Project
- > Profit is allowed up to 8%
- > Consortium: may be led by any legal entity depending on the specific context

✓ feasibility studies conceptual design work competitive landscape survey user requirements

 \checkmark

 \checkmark

 \checkmark





See Section 7 & 11 of the Cover Letter

Please ensure that your tender complies with the following essential requirements:

- a) You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract.
- b) Your tender is valid during a period of fourteen (14) months from the time limit for tender submission.

c) The **total number of pages for the proposal shall not exceed 25**. These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).

- d) In "esa-star", the submission shall contain three separate documents:
 - Document 1: The signed Cover Letter;
 - Document 2: One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any, in PDF format.
 - Document 3: CVs

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See Section 7 of the Cover Letter

The number of proposals per Tenderer (as prime contractor) **shall be restricted to a maximum of 2 (two)** independent and unrelated proposals.

Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer.

In the case of a university or research organisation, the faculties, departments or institutes can be considered as separate tendering entities (Business Unit).

Tenderers **shall not re-submit a proposal that has already been submitted and rejected twice by the ESA TEB**. Such re-submission will lead to rejection of the proposal unless the possibility to resubmit is explicitly addressed by the Czech committee.

Tenderers must avoid re-submitting a proposal that has already submitted twice and for which no positive recommendation has been made. Such re-submission will lead to rejection of the proposal unless the possibility to resubmit is explicitly addressed by the Czech committee.

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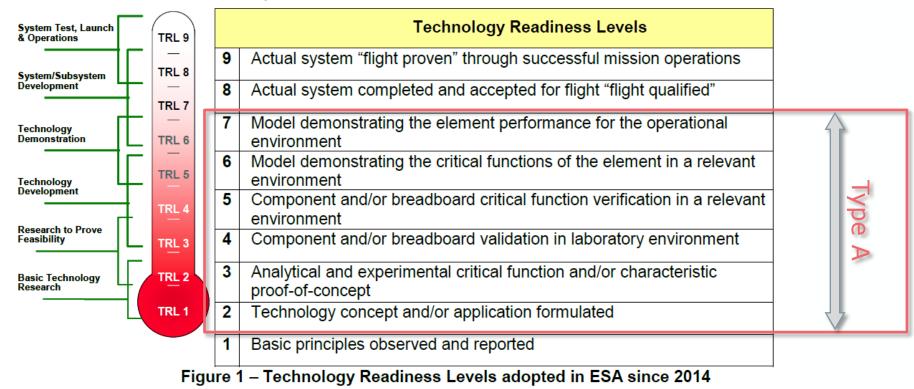
Tender Package – Cover Letter



ANNEX A of the Cover letter

TECHNOLOGY READINESS LEVEL (TRL)

ESA has adopted the ISO Technology Readiness Level (TRL) scale as a way to measure the maturity of a technology. It has now become a well-established standard. For additional information on definitions, please refer to ECSS-E-AS-11C².





Cover Letter				
Appendix 1 & 2	Appendix 3	Appendix 4		
Draft Contract	CfP Tender Conditions	Full Proposal Template		

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Full compliance to terms and conditions are expected

→ Appendix 1 – EXPRO draft contract:

The draft Contract is based on the **EXPRO Contract** and the "relevant" parts of the ESA General Clauses & Conditions (ESA GC&C) are embedded in the Contract with some adaptations.

→ Appendix 2 – Standard draft contract:

Depending on the nature and/or value (\geq 2 000 000 Eur) of Type A activities, in case of Contract award, the Agency shall apply a Standard ESA Contract based on the General Clauses and Conditions (GCC ESA/REG/002, rev. 3) instead of an EXPRO Contract.

> The Clauses with an "Option" will be finalised at the negotiation stage.

The Draft Contract is tailored for straightforward contracts, should the activity be more complex (e.g. flight hardware activities) the Contract will be adapted accordingly.

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Cover Letter						
Appendix 1 & 2	Appendix 3	Appendix 4				
Draft Contract	CfP Tender Conditions	Full Proposal Template				

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3c. Tender Package – Tender Conditions

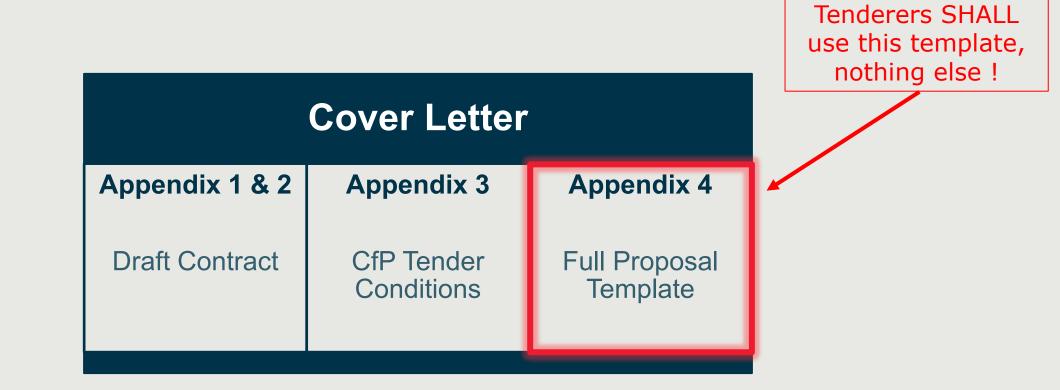


- The Call for Proposals Tendering Conditions ("CfP/TC") apply instead of the ESA General Conditions of Tender.
- What type of information will you find?
 - Formal conditions for tendering (eligibility, negotiation, retention, etc.)
 - Compliance and Key Acceptance Factors
 - Communication with ESA
 - Proposal submission conditions
 - Including the length of the tender document shall not exceed <u>25 pages</u> (excluding the Cover Letter, Annexes and the PSS forms).
 - General considerations regarding esa-star
- The Proposal Template supports the compliance with the Special Conditions of Tender.



Annex II to the Tendering Conditions contains important practical information for submitting proposals to ESA-STAR.





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3d. Tender Package – Proposal Template



Structure of the Full Proposal Template

- Cover Letter
 - MUST be signed.
- Proposal Template:
 - Technical and Application Part
 - Management Part
 - Financial Part
 - The PSS forms MUST be submitted by both the Tenderer (*contractor*) and his sub-contractors (*one set each*).
 - Please note that all PSS forms MUST be signed.
 - Contract Conditions Part

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IMPORTANT INFORMATION

- All red font paragraphs of the template are for your information only.
 - The red font must be deleted.
- NO CHANGES in the structure, title headings, margins, font are allowed.
- When submitting to ESA-STAR, three documents shall be submitted:
 - The signed Cover Letter
 - One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any, as a PDF
 - CV's shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
- The total number of pages for the proposal shall not exceed 25.
 - These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).







4. The Tender Evaluation



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4. The Tender Evaluation



1. Tendering Opening Board (TOB) meeting

- After the announced submission deadlines, there is a formal opening (*i.e., TOB meeting*) of the proposals that have been submitted.
- The proposals with compliant cover letters will be accepted for evaluation by the TEB.
- The proposals with non-compliant cover letters will be rejected and not evaluated.
- 2. Tendering Evaluation Board (TEB) meeting
- The TEB is composed of ESA staff supported by ESA experts in the specific area of the proposal.
- Statement of Non-Disclosure and Non-Interest Form is signed by all TEB members.
- The TEB members independently assess proposals, then the board convenes to discuss comments and mark the proposals. A TEB report is written containing all details of the collective evaluation.
- The national delegation is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations.



See Section 8 of the Cover Letter

No.	Criteria	Weighting Factors
1	Clarity of the technical objectives and definition of the requirements for the proposed work. Quality of engineering approach and discussion of problem areas. Quality and suitability of proposed programme of work. Background and experience of the entity/entities related to the particular field concerned, including adequacy of proposed facilities. Adequacy of the key personnel for the execution of the work.	40%
2	Prospects for use in ESA programmes including long-term benefit for the Czech Republic. Consistency with programmatic objectives and constraints as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.	20%
3	Adequacy of management approach. Rationale of the industrial organisation. Credibility of the cost estimation and the proposed schedule.	30%
4	Compliance with the administrative tender conditions of the Call for Proposals and acceptance of the draft contract. Consistency of the IPR policy with regard to the role of the industrial partners.	10%

4. The Tender Evaluation



Evaluation Marking

Each criteria is marked 0-100, then weighting factors are applied to get a final mark.

- 0- Worthless
- **30 Below acceptability**
- 40 Barely acceptable
- 50 **Fair**
- $60-{\bm{Good}}$
- 75-Very Good
- 90 Excellent
- 100-Perfect

If any criteria scored below 40 the proposal is rejected and no overall mark calculated.

Examples:

Criteria	WF	Proposal 1	Proposal 2	Proposal 3
1	40%	60 (24)	60	50 (20)
2	20%	50 (15)	75	50 (15)
3	30%	60 (15)	30 (!)	50 (12.5)
4	10%	100 (5)	90	60 (3)
TOTAL	100%	62	-	51
		Recommended	Rejected	Not Recommended



See Section 9 of the Cover Letter

Programmatic Review

A summary of the TEB report with the technical evaluation, ranking of proposals and recommendations is submitted to the Czech Framework Project Committee. No detailed financial information (e.g. hourly rates) is disclosed.

The Czech Framework Project Committee performs the programmatic review of the Project Support Request Form taking into account:

- ESA summary TEB report,
- Available budget,
- Programmatic priorities and national interests, and then decides activities for implementation.

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5. The Negotiation Period





See Section 9 of the Cover Letter

For approved proposals, the Agency will either:

 i. start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the Czech Framework Project Committee; < This is the most usual>

or

iii. Decide, in consensus with the Czech Framework Project Committee, to issue a competitive invitation to tender restricted to the Tenderers positively evaluated if two or more proposals on the same subject were positively evaluated.



6. Debriefing



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6. Debriefing



See Section 11 of the Cover Letter

- The contact person of the Prime Contractor mentioned in the proposal (see point 7 in the Cover Letter of the Proposal Template) will be informed in writing of the result of the CfP after a decision has been taken.
- If the proposal has been unsuccessful, the Tenderer may request the nominated Agency's Contracts Officer to advise them of the reasons why the proposal has not been retained. <u>A written evaluation report will be</u> <u>distributed</u>. A verbal debriefing is still encouraged.
- Any information will be limited to the Tenderer's own proposal.





7. Schedule



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What	When		
Publication in esa-star Publication	8 th May 2025		
Deadline for submission of Proposals	3 rd July 2025, 13:00 hours (Amsterdam time zone)		
Tender Evaluation Board (TEB) meeting	End of September 2025		
Programmatic review	mid-October 2025		
First communication to Bidders	mid-November 2025		
First contracts based on Proposals	Q1 2026		

8. Questions?



For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please **do not ask general questions** – they are very limited in time.



For issues **DIRECTLY** related to this Call, contact the **Contract Officer**:

Email: Camelia.Daudelin@ext.esa.int

For issues **NOT** related to this Call, feel free to contact:

Email: Stephane.Combes@esa.int

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Offered trainings by the ESA Capability & Country Support Division

- To improve or unlock certain skills that can prove beneficial for your company.
- This form is meant to gauge the interest in such trainings and which topics.
- These trainings are meant to take place in Q2/Q3/Q4 2025.





Interest form - ESA trainings 2025 in Czechia



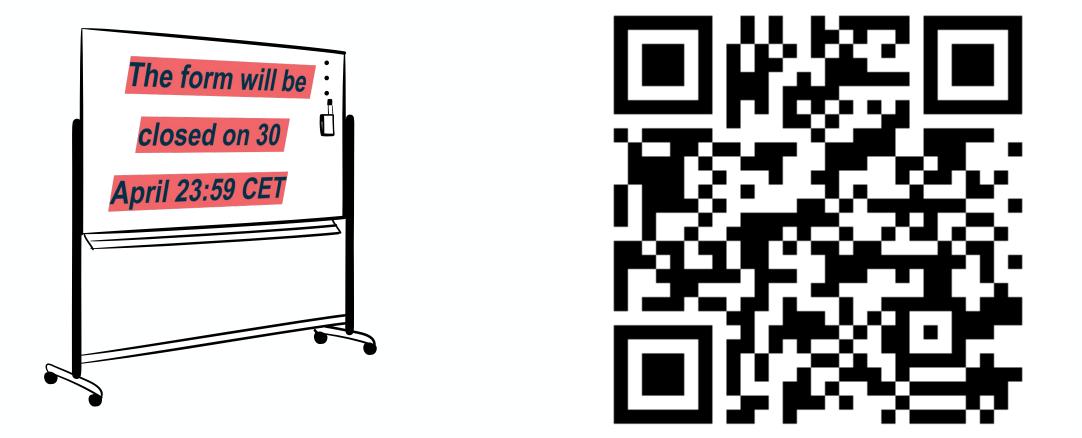
1. AOCS Course

- Introduction to AOCS HW, architecture, algorithms, requirements definition, verification & validation and standards (ECSS, ESSB, IEEE)
- 2. ECSS Introduction
 - First introduction on how to get started using ECSS for those who never have, should be followed up by more detailed courses
- 3. EEE Components
 - First introduction to EEE components, standard and qualification for space missions
- 4. PA/QA Course
 - SW and HW introduction to PA/QA systems for space
- 5. Proposal Writing
 - Course for 'EXPRO' ITTs and responding to a SoW, this is the template for GSTP, TDE etc. used for most 'low value' technology developments.
 - Covers understanding an ESA SoW, the evaluation process and how to write the proposal (in detail and with examples)
- 6. Space Project Management and Control
 - First introduction and overview, targeted at startups and young SMEs starting to do business with ESA
- 7. Technical Requirements Specification
 - What does a detailed requirement specification look like for TRL 6+ (and key elements for earlier TRLs)?
 - Showing the different aspects (e.g., performance, functional, physical, environmental, reliability, interfaces), relating to ECSS, discussing traceability/verifications, wording, etc.



Interest form - ESA trainings 2025 in Czechia





In case of questions, send an email to kim.johnson@esa.int

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