

# AN INTRODUCTION TO ESA-STAR PROCUREMENT

## CLIMATE-SPACE Element

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17/02/2025

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- Who can bid?
- Registration on esa-star and Access to ITT Package
- Letter of Invitation - Highlights
- PSS forms - Highlights
- Draft Contract - Highlights
- Questions related to the ITT
- Q&A
- **NOTA:** this webinar will be recorded and made available online afterwards.
- **NOTA:** this webinar will not discuss content pertaining to any initiated ITTs.

Procurement Actions issued within the CLIMATE-SPACE Element of the European Earth Watch Programme is open to Companies and Organisations ('Economic Operators') **having their registered office in those ESA Member States that have subscribed to the CLIMATE SPACE element** (hereafter 'Participating States'):

***Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Ireland, Italy, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom and Canada.***

Please note that the requirement above for Bidding Consortia shall not be waived at any conditions.

**However**, with specific regard to External Services, a maximum of 10% of labour cost may be exceptionally spent (pending ESA acceptance and approval) in external services provided by entities having their registered seat in a non-participating Country, having the Tenderer duly demonstrated the need to deviate from the above-mentioned standard provision.

Any entity, including any subcontractor in the Proposed Team at the time when a tender is submitted, is required to register as “ESA tenderer” via esa-star registration” website:

<https://esastar-emr.sso.esa.int/>

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>

***NOTA: Registration as ESA Tenderer before submission of a proposal is mandatory for all Bidders.***

**Bidders shall note that any failures 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](http://www.esa.int/About_Us/Business_with_ESA/How_to_do/esa-star_Registration_Process)

**NOTA:** only the “Full Registration” allows the Contract to be placed with the selected Tenderer.

CLIMATE-SPACE Procurements may be issued following two (alternative) types of procurement procedures:

## 1. STANDARD PROCUREMENT ACTION:

The **Standard Procurement** is used for all ESA procurement actions in a competitive tendering.

Standard procurement TA Package (solicitation documents):

- Appendix 1 - Statement of Work;
- Appendix 2 - Draft Contract;
- Appendix 3 - Standard Tendering Conditions;

## 2. EXPRO+:

The '**EXpress PROcurement**' procedure is a contracting tool for low/medium budget procurement actions that optimises Time-to-Contract. EXPRO+ attempts to incisively streamline the regulatory framework for the targeted procurement types without compromising on the technical, legal and procedural soundness embodied in the main tenets and spirit of the framework itself.

EXPRO+ ITT TA package (solicitation documents):

- Appendix 1 - Statement of Work;
- Appendix 2 - Draft Contract;
- Appendix 3 - EXPRO Tendering Conditions (EXPRO/TC);
- Appendix 4 - Proposal Template (including Cover Letter and Detailed Proposal)

## → Eligibility:

Any Invitation to Tender issued within the CLIMATE-SPACE Element of the European Earth Watch Programme shall be addressed to Economic Operators having their registered office in one of the Participating States.

## → Price:

Bidders are invited to submit proposals within the maximum budget defined in the Letter of invitation.

Esa shall take Tenders into consideration only if the total Price in Euro (FFP or CP, depending on the single ITT) remains within this limit.

## → Declaration of compliance and Key Acceptance Factors:

On esa-star tendering, Bidders are required to declare:

- The Tender's compliance with ESA requirements, and
- The Tenderer's fulfilment each of the KAFs

**NOTA:** Should Bidders fail in any of the above declarations, the Tender will not be accepted to evaluation.

## → PSS (Procedures, Specifications and Standards) Forms:

Notwithstanding the requirements set in each ITT, Bidders shall provide a minimum set of PSS forms containing:

- **PSS A2** (Breakdown of total price per participating company or institute), including Exhibit A and Exhibit B form, if applicable;
- **PSS A8** (Company manpower and price summary per WP; using the same identifiers as in the proposed WBS/WPD);
- **PSS A15.1** (Estimated expenditure and payments by company versus time),  
for each entity of the Consortium and for the whole Consortium.

→ PSS forms are available to public (instructions are included) at:

<https://esastar-publication.sso.esa.int/supportingDocumentation/details/18>

**NOTA: ALL PSS FORMS MUST BE SIGNED** and shall be integrated in the financial part of the proposal (one single file is expected for the financial proposal which includes all PSS forms, all in character recognisable format). Low resolution optical scan of signed forms are not acceptable.



## PSS A2

- **Form PSS A2 is to be completed by the Tenderer and each of his sub-contractors regardless of the type of price, under which the tender is submitted.**
- The Agency reserves the right to audit the tenderer's data on which the price is calculated, in accordance with the provisions of the General Clauses and Conditions for ESA Contracts.
- Where applicable, the exchange rate for conversion of National Currency to Euro shall be declared. On this regard, please be informed that proposed exchange rates will be evaluated against ESA accepted rates *and* ECB Spot rates.
- Economic Condition (i.e. the reference period of the rates and cost validity) shall be duly included in the PSS forms. In its definition, Bidders shall take into consideration the overall project duration.
- **Exhibit A to PSS A2 shall be completed for all cost contributors of items 3.1-4, 3.6-8, 3.10 and item 10 as applicable.**
- **Exhibit B to PSS A2 shall be completed for all cost contributors of item 3.9 (Travel cost).**

# ITT PACKAGE - PSS FORMS (3/5)

	<b>OTHER DIRECT COST ELEMENTS</b>	<i>Base amounts in NC</i>	<i>+ OH %</i>	<i>OH amounts in NC</i>				
3.1	Raw materials						0.00	0.00
3.2	Mechanical parts						0.00	0.00
3.3	Semi-finished products						0.00	0.00
3.4	Electrical & electronic components						0.00	0.00
3.5	HIREL parts							
	a) procured by company						0.00	0.00
	b) procured by third party						0.00	0.00
3.6	External Major Products						0.00	0.00
3.7	External Services						0.00	0.00
3.8	Transport and Insurances						0.00	0.00
3.9	Travel and Subsistence						0.00	0.00
3.10	Miscellaneous						0.00	0.00
3	<i>Total Other Direct Cost</i>		<i>0.00</i>				<i>0.00</i>	<i>0.00</i>
<b>4</b>	<b>SUB-TOTAL DIRECT COST</b>					<b>(A+B+C)</b>	<b>D</b>	<b>0.00</b>

## PSS A8

- **Form PSS A8 shall be completed by the Tenderer and each of his sub-contractors regardless of the type of price, under which the tender is submitted.**
- The purpose of this form is to obtain the contractor's price calculation as per PSS-A2 for each Work Package (WP), at the WBS-level required, as specified in the ITT.
- ESA refers to PSS A8 for the calculation and assessment of each WP allocation of effort (e.g. WP Management): Bidders are invited to verify the consistency of the information given in PSS A8 with the Full proposal.
- The definitions per item number are the same as those given on PSS-A2. Some items are condensed for reducing the number of information.
- The individual columns shall give the Price Breakdown per WP; the first two rows shall specify the Work-Package title and number. The last column is the summary of all Work-Packages and it shall give the total at the required WBS-level.
- The Form shall be filled in National Currency.

## PSS A8

<b>COMPANY MANPOWER AND PRICE SUMMARY PER WP</b>				Page X of Y	Issue 5
ITT/RFQ:					
Proposal/Tender No.:					
Company Name:					
Contractual Phase:					
WBS-Level (Number and Title):					
	WP Title WP Number	WPxxx	WPxxx	Wpyx	Total WBS-Level
<b>Labour Hours per category</b>	Hours	XX	XX	XX	
Category 1	#	X	XXX		
Category 2	#	XXX	X		
Category 3	#				
...	#				
...	#				
...	#				
...	#				
...	#				
Total Labour Hours	#	XXXXXX	XXXXXX	XX	<b>Column1+ column2 + column3</b>

## Financial Provisions

- Article 4.2 - Milestone Payment Plan (hereinafter “MS PP”).

Milestone (MS) Description	Schedule Date	Payments from ESA to (Prime) Contractor (in Euro)	Country (ISO code)
Progress (MS x): Upon successful completion, review and acceptance of all related deliverable items (xxx).	To + xx months		ISO Codes available at <a href="https://www.iso.org/obp/ui/#search">https://www.iso.org/obp/ui/#search</a>
Progress (MS x): Upon successful completion, review and acceptance of all related deliverable items (xxx).	To + xx months		
Progress (MS x): Upon successful completion, review and acceptance of all related deliverable items (xxx)	To + xx months		
Final Settlement (MS x): Upon the Agency's acceptance of all deliverable items due under the Contract (xxx) and the Contractor's fulfilment of all other contractual obligations.	To + xx months	(not less than 10% of the total Contract price <b>CASH</b> )	
<b>TOTAL</b>			

## Financial Provisions

- Article 4.2 – Advance Payment (hereinafter “AP”)

*Please note that this column shall contain the offset amount for each Milestone!*

Prime (P)	Company Name	ESA Entity Code	Country (ISO code)	Advance Payment (in Euro)	Offset against	Offset by Euro	Condition for release of the Advance Payment
P	xx	xxx	xx	10.000	MS 1 MS 2	6.000 4.000	Upon signature of the Contract by both Parties

- Whenever an SME (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN>) is involved as Prime or Subcontractor, it shall be entitled to a 35% Advance Payment of its part of the Contract price irrespective of any cash disbursement needs.
- If the AP also applies to Subcontractor(s), the Prime Contractor shall clarify the distribution of ESA’s Advance Payments between the Prime Contractor and the Subcontractor(s).
- The offset of AP shall not affect the Final Settlement minimum amount (not less than 10% of the total Contract price **CASH**).

***NOTA: Bidders shall propose a Milestones Payment Plan  
which is based on the provisions of the TA Package.***

In particular, Bidders are invited to note the following:

1. A Milestones description is always provided in all ESA SoW,
2. ESA Proposal Template contains a dedicated section for MS PP proposal (i.e. already implementing the provisions of ESA SoW),
3. CCD is now requested for activities having a TRL only, hence it shall be deleted from the Final Settlement description of Climate-Space ITTs,
4. The distribution by the Prime Contractor of ESA's payments between the Prime Contractor and the Subcontractor(s) is mandatory for the implementation of the project.

## Ongoing and upcoming ITTs from the ESA CLIMATE SPACE:

- **Climate Change and Cities:** Deadline 05 March 2025, 13:00 CET : [https://lnkd.in/etpbj\\_Tf](https://lnkd.in/etpbj_Tf)
- **Biodiversity - Climate Studies:** Deadline 13 March 2025, 13:00 CET : <https://lnkd.in/ehty2tj2>
- **Climate Change Adaptation:** Upcoming Q2 2025

**Submission Deadline → 4 weeks + 2 weeks maximum** as from ITT publication.

Please be informed that ESA adopted a new set of KPIs for an efficient and quick process of ESA ITTs: as a result, Bidders are hereby informed that **no additional extensions (other than +2 weeks) of the closing date defined in the Letter of Invitation will be admitted.**



## As from ITT publication :

- Questions / Clarifications must **be submitted ONLY via esa-star**;
- Only questions concerning understanding of ITT requirements will be answered;
- Answers will be published on esa-star publication.

## NOW IT'S TIME FOR YOUR QUESTIONS!

WOULD YOU LIKE TO KNOW MORE?

VISIT [www.esa.int](http://www.esa.int)

# THANK YOU!

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For any questions related to ESA Procurement process and contractual aspects:

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