

**APPENDIX 3 TO AO/1-6052/09/NL/CBI**

**ANNOUNCEMENT OF OPPORTUNITY:  
CALL FOR OUTLINE PROPOSALS UNDER THE CZECH REPUBLIC  
INDUSTRY INCENTIVE SCHEME**

**SPECIAL CONDITIONS OF TENDER**

**1. INTRODUCTION**

For the purposes of this Announcement of Opportunity, the Agency's "General Conditions of Tender for ESA Contracts", available on EMITS under "Reference Documents" ► "Administrative Documents" and referred to as the General Conditions of Tender, shall apply as specified, amended or supplemented by these Special Tender Conditions. In the event of conflict between the General and the Special Conditions, the Special Conditions shall prevail.

**2. LENGTH OF THE OUTLINE PROPOSAL**

The outline proposal shall be concisely written using the proposal template provided in Annex B – Proposal Template, including its cover letter. Non submission of the signed cover letter may lead to a rejection of the proposal for evaluation. The total number of pages (including the cover page) shall not exceed 25 pages, the minimum font size to be used is Arial 10, single spacing.

**3. NUMBER OF PROPOSALS FOR SUBMISSION PER BIDDER**

The number of proposals per bidder is restricted to 5 (five) independent and unrelated proposals, should this number be exceeded a justification shall be provided. Failure to provide a justification will result in none of the proposals being evaluated.

**4. VALIDITY OF PROPOSAL**

The proposal shall be valid for a period of 8 months from the closing date of the receipt of tenders.

**5. CONTENTS OF THE COVER LETTER AND OUTLINE PROPOSAL**

The outline proposal must be submitted using the template provided and shall consist of the following 3 parts:

PART A: Cover Letter

PART B: Technical and Application

PART C: Financial, Management and Administrative

## **6. DESCRIPTION OF THE PROCESS OF EVALUATION AND SELECTION**

The process to evaluate and select the outline proposals has the following steps:

- A. Opening of the Tenders. Non compliant outline proposals will be rejected and excluded from evaluation.
- B. ESA's Tender Evaluation Board (TEB) will evaluate the outline proposals using the following criteria:
  1. CLARITY AND CREDIBILITY OF THE TECHNICAL OBJECTIVES; BACKGROUND AND EXPERIENCE RELATED TO THE PARTICULAR FIELD CONCERNED OF THE COMPANY(IES) AND KEY PERSONNEL; ADEQUACY OF PROPOSED FACILITIES; ADEQUACY OF THE PROPOSED TECHNICAL STEPS TO ACHIEVE THE OBJECTIVES.
  2. CURRENT AND TARGETED MATURITY STATUS OF THE DEVELOPMENT; PROSPECTS FOR USE IN ESA PROGRAMMES THAT CZECH REPUBLIC PARTICIPATES; CONSISTENCY WITH PROGRAMMATIC OBJECTIVES.
  3. CREDIBILITY OF THE COST ESTIMATION AND THE PROPOSED SCHEDULE. ADEQUACY OF MANAGEMENT APPROACH.
  4. COMPLIANCE WITH THE ADMINISTRATIVE TENDER CONDITIONS OF THE CALL FOR OUTLINE PROPOSALS AND ACCEPTANCE OF THE DRAFT CONTRACT.
- C. Submission of the TEB report (or summary) to the ESA-Czech Republic Task Force with 1) results of technical and scientific review of the outline proposals and 2) ranking and recommendations. Among the recommended Outline Proposals the TEB will also identify those that may be implemented without a request for a full proposal.
- D. The ESA-Czech Republic Task Force performs the programmatic review of the outline proposals taking into account the ranking and recommendation of the technical and scientific review. The Task Force selects outline proposals to recommend for implementation by the ESA Director General. Timing: Depending on the number of Outline Proposals received, a Task Force Recommendation is expected, at the latest, end of 2009. Communication to submitters may be expected, at the latest, beginning of 2010.
- E. ESA will either 1) start the negotiation process to place a contract with the bidder on the basis of the submitted Outline Proposal and the comments from the TEB, or 2) issue a request for a full proposal to those institutions that submitted selected outline proposals, or 3) may issue a restricted competitive invitation to

tender to the selected tenderers in case of very similar selected Outline Proposals.

- F. The contact person of the Prime Contractor mentioned in the proposal (see point 5 in the cover letter of Annex B- Proposal Template), will be informed in writing of the result of the AO after a decision has been taken. Upon receiving notice that his proposal has been unsuccessful, a bidder may request the nominated ESA Contracts Officer to advise him of the reasons why the proposal has not been retained in a telephonic debriefing. Any information will be limited to the bidder's own proposal. The decision on the result of the AO will be without appeal, and the Agency will not enter into correspondence on the reasons for the decision.

## **7. EXPRESSION OF INTENT**

Invitees to tender are requested to send as soon as possible to the Agency the Expression of Intent attached to the Special Conditions of Tender (Annex A), stating whether they intend to submit a proposal. Failure by a potential bidder to send the form might result in them not receiving answers to the bidder's queries or other correspondence related to the AO.

**ANNEX A – EXPRESSION OF INTENT**

**REF: AO/1-6052/09/NL/CBI  
ANNOUNCEMENT OF OPPORTUNITY  
CALL FOR OUTLINE PROPOSALS UNDER THE CZECH REPUBLIC INDUSTRY  
INCENTIVE SCHEME**

TO: Mrs. C. Binedell (RES-PTS) Fax no. 31 71 565 5773, E-mail:  
[Carla.Binedell@esa.int](mailto:Carla.Binedell@esa.int)

We confirm that we have received the above mentioned ITT with all attachments and we state the following (\*):

0 We intend to submit the following number of proposals:

1. Title of Proposal:
2. Title of Proposal:
3. Title of Proposal:
4. Title of Proposal:
5. Title of Proposal:

0 We may submit a proposal.

0 We do not intend to submit an offer:

- |   |        |
|---|--------|
| - time/resources not available                        | YES/NO |
| - subject matter outside our scope of activities      | YES/NO |
| In future please send us RFQ/ITTs on similar subjects | YES/NO |

COMPANY NAME.

ADDRESS.

TELEPHONE NO.

TELEFAX NO.

NAME AND FUNCTION OF PERSON TO CONTACT:

DATE

SIGNATURE

(\*) Please delete or complete, as appropriate.

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N.B. Please note that failure to return this form or to return it with incomplete information may result in necessary subsequent information not being received by invitees to tender.

## **ANNEX B – PROPOSAL TEMPLATE**

The Proposal Template is available at the following URL:

<http://emits.esa.int/emits-doc/ESTEC/AO6052-AnnexB-STC-ProposalTemplateCzechAOFinal.doc>