

CONTRACTUAL ASPECTS OF CCI+

Submitting CCI+ proposals via ESA-STAR

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CCI+ Open Call for Tender (ITT)



The old and the **New**:

- One competitive open call for 9 new ECVs to be launched end of August 2017
- **The offers will have to be submitted via the ESA-STAR platform**
- Nine intended contracts (one per new ECV)
- Each contract to last 3 years, divided in 3 contractual yearly phases.
- The first contractual phase will be placed as a Firm Fixed Price, the other two to be placed as a Ceiling Price to be converted into a Firm Fixed Price.
- Formally a stop or go decision at the end of year 1 and 2 after review of deliverables.



ESA-STAR is the European Space Agency's new electronic tendering and registration system. It is operational since October 2016 and is still evolving.

Most ITTs steps are managed from the platform:

- ITT preparation and approval process
- Publication of the ITT shall be published on EMITS
- Proposals can only be submitted via ESA-STAR

- Request for clarifications can only be submitted via ESA-STAR
- Replies are published on EMITS with a notification sent to the bidder via ESA-STAR.

REGISTRATION:

All Companies, Institutes and Universities wishing to do business with ESA, as a first step **MUST register in ESA-STAR** at the following address:

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

More information can be found at:

<http://emits.sso.esa.int/emits-doc/support/>

[New Tendering and Entity Management processes in ESA.pdf](#)

WARNING!!!

Without an ESA-STAR registration and subsequent Entity Code there is **NO** access to EMITS and to:

- 1) Invitation-To-Tender (ITT) package
- 2) reference documentation linked to the ITT
- 3) access to any clarifications regarding the ITT

Therefore, **NO** possibility to present a proposal

Ultimately, no Entity Code (1***) = NO contract.**

Visit http://www.esa.int/About_Us/Business_with_ESA for further information_

Do check:

- if you are already registered and
- if your registration details have been updated less than 12 months ago as this is a requirement.

Entities registered in ESA-STAR will need to nominate a Bid Manager who will load the proposal in a on-line restricted access (secure) area.

Tenderers will be able to change and replace their offer until the due date/hour specified in the ITT/RFQ. The offer gets encrypted when submitted.

At the time of closure of the ITT/RFQ, the safe area closes for the tenderers and opens to the ESA Evaluation team. No more updates are allowed after closure.

ESA-STAR for CCI+ - Preliminary steps



Although the process allows bidders to upload their proposal until the last minute, they might encounter technical problems with the loading (the system is still evolving).

Therefore:

- Watch the on-line ESA-STAR tutorials. (on the right hand side menu at http://www.esa.int/About_Us/Business_with_ESA/esa-star_open_for_business)
- Play with the system well before it is time to submit the proposal: upload a draft or a realistic (size-wise) dummy to see if you encounter difficulties.
- Please read attentively the Annex 4 to the Special Tender Conditions related to use of ESA-STAR, in particular for what concern the steps that MUST be followed in case you encounter technical problems with the upload
- Upload your proposal at least 24 hours in advance of the deadline. If something goes wrong, you will then have plenty of time to contact the helpdesk and solve the issue.
- Wait for a confirmation of the system after each step before starting the next

BASIC RULES STILL APPLY



Remember that this is a competitive process: respect the formality of the process (no contacting of ESA Technical or Contracts officers via phone or email)

Don't forget to that your cover letter and PSS cost forms **MUST** be signed in order that your offer be acceptable for evaluation.



SPECIFIC ESA-STAR Requirements



You will be required to enter your consortium structure as a separate field of proposal submission:

Make sure the structure is correct: Only one Prime + subcontractors

Make sure that correct price data is entered per phase for each partner

Make sure the current price type is entered for each phase (per partner)

Make sure that the correct entity codes are used.

Any errors in the structure will create problems at the time of recommendation for contract.



SPECIFIC ESA-STAR Requirements



Proposals will have to be loaded in various fields (more than one document may be loaded by field):

Volume	Content
Cover letter	Cover letter and annexes (including KAF and compliance declaration)
Executive Summary	Executive summary
Technical proposal	Technical proposal
Implementation proposal	Implementation and Management proposals including Draft Project Management Plan
Financial proposal	Financial proposal plus all PSS cost forms
Contractual proposal	Contractual proposal
Others	Option proposals (upload one file per proposal)



A word of caution



The system can be slow: Please be patient.

Wait for confirmation by the system that a step has correctly went through before proceeding with the next.

Good luck!

Questions?

