Part I

Cover Letter

Proposal Reference: (reference number)

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**Cover Letter**

From: (insert the name of the Tendereror use your letterhead)

Date: (Tenderer to fill in the date of the Proposal Part 2 [Full])

To: EUROPEAN SPACE AGENCY (ESA)  
European Space Research Institute (ESRIN),   
Largo Galileo Galilei  
00044 Frascati (RM),   
Italy

Att.: Mr IPL-POE

Subject: InCubed+ Element   
Announcement of Partnership Opportunity (APO)

Ref.: AO/1-xxxx

Our ref.: Proposal Title (proposal title)   
No. (proposal reference number)

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Dear Sir or Madam,

# Scope of the Proposal

## With reference to the above Announcement of Partnership Opportunity (APO) we are pleased to present our proposal addressing the following development cycle(s) and segment(s)

Please indicate in the table below the development cycle(s) ( de-risking and/or Product), for which financial support is being requested in the present proposal. Include/remove table rows as appropriate. Please also indicate, by placing a “X” in the relevant table cell(s), which Domain(s) (Space Segment, Ground Segment, Data Segment) are being addressed in each development cycle.

Table 1 Scope of the proposed activity

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Space Segment** | | **Ground Segment** | | **Data Segment** | |
|  | **Platform** | **Payload** | **Ground stations & Mission Management** | **Ground Networks and data distributions** | **Data Processing/ Visualization** | **Data Analytics/ Insights /Applications** |
| **InCubed+ ( de-risking)** (remove this row if not applicable) | X | X | X | X | X | X |
| **InCubed+ (Product)**  *(*remove this row if not applicable) | X | X | X | X | X | X |

## This proposal is a fully self-contained set of documents. It is understood that it will be the sole basis of the Agency’s evaluation and that any information in the Proposal Part 1 [Outline] and any correspondence prior to the submission of the proposal will not be considered in the evaluation.

# Validity Period

## This proposal is valid for a period of four months from the date of proposal submission to ESA with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations.

## We hereby acknowledge the right of the Agency during the validity period of this proposal to require us to provide evidence of any element of our proposal and to give additional detailed information, including on the price quotation. This includes the right for ESA to perform an audit if ESA deems it appropriate.

# Overview of the Proposed Activity

## The proposed activity …

## *(very short introduction of the activity and the contents of the proposal as a whole, you can use part of the information provided in II 1.7 ACTIVITIES SUMMARY of the Idea Pitch adapted as you deem useful).*

## The proposed start date for the activity is (start date).

## We hereby inform the Agency, that we will/will not start the work before contract award.

# Tendering Team and Price Breakdown

## Our Firm Fixed Price for the activity, in accordance with the funding conditions stated in the APO, amounts to (total price) Euro all included, with the sole exception of any import duties and value added taxes in the Agency’s Member States. This price is based on a total cost of (total cost) Euro.

## The geographical distribution within the Tendering Team is indicated in the table below.

**Geographical Distribution within the Tendering Team**

*(for Contractor and Subcontractor(s) only, not for suppliers)*

NOTE: The term “Subcontractor” used herein refers to a project partner who is specifically identified as a Subcontractor and named as such in an ESA contract. A subcontract is a contract to be entered into by the Tenderer with a third party for a clearly defined task related to the Tenderer’s offer and which is sufficiently non-standard to require specifications/task descriptions to be generated specifically. A Subcontractor can himself place subcontracts. Subcontractor is responsible for one or more work packages.

NOTE: Other industrial partners making a lesser contribution to the project with low risk can be proposed as external service providers. Typically these partners supply fully manufactured items such as assemblies, devices, modules etc., or provide standard services that can be used without major modification (e.g. hire of facilities, computing/analysis services, manpower services including consultancies, foundries (ASICs, MMICs, etc), plating of parts, services for procurement of HIREL parts, etc). In this case they will not be explicitly named Subcontractors in a contract with ESA. However, the costs associated with these external service providers must be detailed in Exhibit A to form PSS-A2.

|  |  |
| --- | --- |
| **Country (2-letter ISO code)** | **Percentage of total activity price** |
| country 1 | xx % |
| country 2 | xx % |
| country 3 | xx % |

## The details of the Tendering Team are as follows:

**Tendering Team and Price Breakdown Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cover Letter Template** | **Contractor** | **Subcontractor 1** | **Subcontractor ..** |
| Tenderer’s Complete Name and Legal Nature | ........ | ........ | ........ |
| SME[[1]](#footnote-2) | yes/no | yes/no | yes/no |
| Large Entity | yes/no | yes/no | yes/no |
| ESA Entity Code | 1 000 xxx xxx | 1 000 xxx xxx | 1 000 xxx xxx |
| ESA Business Unit Code (if applicable) | 8 000 xxx xxx | 8 000 xxx xxx | 8 000 xxx xxx |
| Country *(2-letter ISO code)* | ........ | ........ | ........ |
| Price Type | FFP | FFP | FFP |
| Price and cost for de-riscking cycle *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Price and cost for Product development cycle *(remove this row if not applicable)* | Price €........  Cost €........ | Price €........  Cost €........ | Price €........  Cost €........ |
| Total Price for ESA per Contractor/Sub *(what is requested as co-funding to ESA)* | €........ | €........ | €........ |
| Total Cost per Contractor/Sub *(total cost planned for carrying out the activity)* | €........ | €........ | €........ |

# Contact Details

## Entity and contact details for the Tenderer (potential Contractor) are given below:

**Tenderer Details**

|  |  |  |
| --- | --- | --- |
| **Entity Details** | Full Name: | (full name of the Tenderer) |
| Address: | (address of its seat) |
| Fax Number: | ........ |
| Telephone: | ........ |
| Nationality | ........ |
| VAT Number: | ........ |
| **Contact person** to whom all communication related to the Proposal Part 2 [Full] should be addressed: | Name: | ........ |
| Telephone nr.: | ........ |
| Fax nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| **Author(s)** of the Proposal Part 2 [Full]: | Name: | ........ |
| Job Title: | ........ |
| Person who will be responsible for the **technical management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
| Fax nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will be responsible for the **contractual management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
| Fax nr.: | ........ |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will **sign** any resulting contract: | Name: | ........ |
| Job Title: | ........ |

## Contact details for the Subcontractor(s) are given below:

delete the above statement and the following table if no subcontractors are proposed

**Subcontractor Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Subcontractor 1** | **Subcontractor 2** | **Subcontractor …** |
| Subcontractor details | Name: | ........ | ........ | ........ |
| Address: | ........  ........ | ........  ........ | ........  ........ |
| Contact person for the purposes of their Proposal Part 2 [Full] to the Contractor | Name: | ........ | ........ | ........ |
| Telephone nr.: | ........ | ........ | ........ |
| Fax nr.: | ........ | ........ | ........ |
| Email address: | ........ | ........ | ........ |

# Customer/Users Valitation

Include this section only if the Proposal Part 2 [Full] includes a Customer/User Validation activities

## The users and other stakeholders involved in the Customer/User Validation activities have issued statements confirming their participation in the operational validation of the product and indicating their interest in the future use of the product and/or commercial exploitation. These statements are attached as Annex X to this cover letter.

InCase of a flying items

## The period of initial in-orbit operation to demonstrate technology feasibility and to retire the technological/commercial risks addressed by the Produt Cycle is … months/years. This has been assessed to be adequate for the purposes of the demonstration in [provide reference to Proposal Part 2 [Full] section].

# Flying Items – In Orbit Demonstration

Include this section only if the Proposal Part 2 [Full] includes a flight Items Option

## Support is being requested within the Product development cycle of a Space Segment domain activity for an Embedded Case/Independent Case as a hosted payload/an Independent Case where the flight hardware represents the main purpose of the mission.

# In-Orbit Demonstration Embedded Case

Include this section only if the Proposal Part 2 [Full] includes a flight Items Option as embedded Case.

## The end user (operator) of the flight item(s) is …….

## The Satellite Prime to whom the equipment will be delivered is …….

## We hereby confirm that:

* this is the first flight opportunity for the product.
* the performance data collected from the unit during integration testing, and over …… months in orbit of the items flown, along with any anomaly reports and investigations, shall be shared with ESA.
* the Satellite Prime has been informed that the Tenderer is seeking support for the flight hardware from ESA, and that the Satellite Prime has agreed, in principle, to the provision of the performance data of the unit(s) during integration testing and after …… months in orbit.

## A statement from the Satellite Operator is attached as Annex X to this cover letter/will be provided prior to contract signature:

* Indicating the reasons for his interest in flying and using the product.
* Agreeing to provide in orbit data on the product performance to the Tenderer and ESA in case of ESA contract award to the Tenderer.
* Agreeing to inform the Tenderer and ESA of any anomalies related to the product and to provide visibility thereof (e.g. participation in non-conformance review board meetings) in case of ESA contract award to Tenderer.
* Confirming that the product is included in the procured satellite.

## A statement from the Satellite Prime is attached as Annex X to this cover letter/will be provided prior to contract signature:

* Agreeing to provide data relating to the performance of the equipment during spacecraft assembly, integration and testing to the Tenderer and ESA in the event of ESA awarding a contract to the Tenderer.
* Agreeing to inform the Tenderer and ESA of any anomalies related to the product and to provide visibility (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer.

# In-Orbit Demonstration Independent Case as a hosted payload.

Include this section only if the Proposal Part 2 [Full] includes a flight Items Option as an Independent Case as a hosted payload.

## Support is being requested for a flight opportunity. The table below provides an overview of the flight opportunity.

**Overview of the Flight Opportunity**

|  |  |
| --- | --- |
|  | **Statement** |
| Name of the spacecraft/mission: | … |
| Satellite operator(s): | … |
| Spacecraft manufacturer(s) | … |
| Launch provider: | … |
| Item(s) proposed to be flown: | … |
| Legal owner of the items once in orbit:  *The legal owner assumes liability for the flight item once in orbit. This may or may not be the same as the beneficial owner of the item.* | … |

## The following table indicates whether or not the parties identified in the table above have been informed that support is being sought from the Agency for a flight opportunity.

**Notification of Parties Involved in the Flight Opportunity**

|  |  |
| --- | --- |
|  | **Informed that support is being sought from the Agency for a flight demonstration opportunity?** |
| Satellite operator(s): | yes/no |
| Spacecraft manufacturer(s) | yes/no |

## *In case there is a customer/user validation activities included* The period of initial in-orbit operation to demonstrate technology feasibility and to retire the technological/commercial risks addressed by the Product Cycle … months. This has been assessed to be adequate as described in par. XX of the Propoposal Part 2 [Full] provide reference to full proposal section].

## We make the following additional statements in relation to the flight demonstration opportunity.

All of the following statements are mandatory to get the flight opportunity

Any statement that is not confirmed (by answering “no”) may prevent a contract/CCN being placed to initiate an activity.

**Additional Statements Relating to the Flight Opportunity**

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Statement** | **Confirmed** |
| 1 | We have entered into a firm agreement with the provider of the flight opportunity: | yes/no |
| 2 | The entity who will assume ownership of the flight item(s) at the time of launch has been informed that all liability for the flight item(s) will reside with them: | yes/no |
| 3 | The performance data collected from the unit during integration and testing, and over the initial period of operation in orbit of the items flown, along with any anomaly reports and investigations, shall be shared with ESA: | yes/no |
| 4 | The Spacecraft Manufacturer has agreed, in principle, to the provision of the performance data of the unit(s) during integration and testing and the initial in-orbit operation period. | yes/no |

## A statement from the Satellite Operator is attached as Annex X to this cover letter/will be provided prior to contract signature:

* Confirming that the resources needed for operation during the in-orbit demonstration will be available to the flight hardware.
* Agreeing to provide in orbit data on the flight hardware performance to the Tenderer and ESA in case of ESA contract award to the Tenderer.
* Agreeing to inform the Tenderer and ESA of any anomalies related to the flight hardware and to provide visibility thereof (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer.
* Confirming that the flight hardware is included in the procured satellite.

## A statement from the Spacecraft Manufacturer is attached as Annex X to this cover letter/will be provided prior to contract signature:

* Agreeing to provide data relating to the performance of the equipment during spacecraft assembly, integration and testing to the Tenderer and ESA in the event of ESA awarding a contract to the Tenderer.
* Agreeing to inform the Tenderer and ESA of any anomalies related to the flight hardware and to provide visibility (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer.

# In-Orbit Demonstration as an Independent Case where the flight hardware represents the main purpose of the mission.

Include this section only if the Proposal Part 2 [Full] includes a flight Items Option as an Independent Case where the flight hardware represents the main purpose of the mission .

## Support is being requested for a flight opportunity. The table below provides an overview of the flight opportunity.

**Overview**

|  |  |
| --- | --- |
|  | **Statement** |
| Spacecraft Name/designator | … |
| Type/make of Spacecraft | … |
| Spacecraft manufacturer(s) | … |
| Payload Manufacturer(s) | … |
| Launch provider: | … |
| Company responsible for operating the satellite | … |
| Intended State of registration for the spacecraft (as per UN data base) | … |
| Company responsible for registering the spacecraft with the above state. | … |
| The state through which any RF frequencies shall be licenced | … |
| The company responsible for filing the frequencies licences. | … |
| Item(s) proposed to be flown in the Demonstration Phase: | … |

## *In case there is a customer/user validation activities included* The period of initial in-orbit operation to demonstrate technology feasibility and to retire the technological/commercial risks addressed by the Product Cycle … months. This has been assessed to be adequate as described in par. XX of the Propoposal Part 2 [Full] provide reference to full proposal section].

## We make the following additional statements in relation to the flight demonstration opportunity.

All of the following statements are mandatory to get the flight opportunity .

Any statement that is not confirmed (by answering “no”) may prevent a contract/CCN being placed to initiate a Demonstration Phase activity.

**Additional Statements Relating to the Flight Opportunity**

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Statement** | **Confirmed** |
| 1 | The company confirms that the spacecraft shall meet all space debris mitigation requirements as set out in ISO 24113: Space systems - Space debris mitigation requirements. As interpreted by the state of registration for the spacecraft | yes/no |
| 2 | The entity who will assume ownership of the flight item(s) at the time of launch has been informed that all liability for the flight item(s) will reside with them: | yes/no |
| 3 | The performance data collected from the unit during integration and testing, and over the initial period of operation in orbit of the items flown in the activity, along with any anomaly reports and investigations, shall be shared with ESA: | yes/no |
| 4 | The Spacecraft Manufacturer has agreed, in principle, to the provision of the performance data of the unit(s) during integration and testing and the initial in-orbit operation period. | yes/no |
|  | The Spacecraft Manufacturer and operator has agreed, in principle to inform the Tenderer and ESA of any anomalies related to the flight hardware and to provide visibility (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer. | yes/no |

# “Smart contract” tool

More information on the “Smart contract” tool is provided in Part 7 of the Proposal Part 2 [Full] template

Guidance on how to use the tool can be found here:

x<https://emits.sso.esa.int/emits-doc/xxxxxxx>

The “Smart contract” tool files can be accessed here:

https://emits.sso.esa.int/emits-doc/xxxxx

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

# Letters of Support

## Signed Letter(s) of Support from the relevant National Delegation(s) both of Prime and Subcontractor(s), authorising the Agency to fund the quoted price from their country’s contribution to the InCubed Element, are attached as Annex A to this proposal Cover Letter

## or

## have been sent previously to ESA by the ….. specify the national delegations

## Signed Letters of Support are attached for the following countries: xxxxx, xxxxx, xxxxx.

sign and date the cover letter

Done and signed for, and on behalf of .....................

Signature: ..............................

Name and title of the signatory: (full name and function) duly authorised to commit the tendering entity and its proposed Subcontractor(s) for this purpose.

**Annex A**

**Letter(s) of support from National Delegation(s)**

Please enclose a copy of the letter from each relevant National Delegation.

1. We will keep in our files, for possible review by the Agency, any self-certification(s) of SMEs in the tendering team. [↑](#footnote-ref-2)