

ARTES ScyLight Full Proposal

Requirements for the Content of the Cover Letter

Part 1

Statement of Applicability and Proposal Submission Requirements

Applicable Segment(s)	
Space	Ground
yes	yes

Applicable Development Phase(s)			
Definition	Technology	ScyLight Demonstration	Product
yes	yes	yes ¹	yes

¹ Requirements specific to the ScyLight Demonstration Phase are stated in section 8.

Proposal Submission Requirements
A single cover letter shall be included covering all Development Phases for which support is being requested under the ARTES ScyLight Call for Proposals.

Notes on the Content of this Document

- i* *This style is used for explanatory notes and guidance to help you to develop the Full Proposal content.*
- 1** **This numbered style in bold font identifies the main sections to be completed in this Part of the Proposal.**
- 1.2 This numbered style identifies requirements for the Full Proposal content for each of the main sections of this Part of the Proposal.

Contents

1	Scope of the Proposal.....	3
2	Validity Period.....	3
3	Overview of the Proposed Activity	3
4	Tendering Team and Price Breakdown	3
5	Contact Details	4
6	Prior Work.....	4
7	Letters of Support	5
8	Specific Requirements for the ScyLight Demonstration Phase	5

Requirements for the Content of the Cover Letter	
1	Scope of the Proposal
1.1	The Tenderer shall state which area of optical communications (Optical Communications Terminals and Components; Intra-Satellite Photonics/Optical Payloads; Quantum Cryptography Technologies) the Full Proposal addresses.
1.2	The Tenderer shall state which Segment(s) (space or ground) are addressed by the Full Proposal.
1.3	The Tenderer shall state which Development Phase(s) (Definition, Technology, ScyLight Demonstration, Product) are addressed by the Full Proposal.
1.4	The Tenderer shall confirm that the Full Proposal is a self-contained set of documents.
1.5	The Tenderer shall confirm that it is understood that the Full Proposal will be the sole basis of the Agency's evaluation and that any information in the Outline Proposal and any correspondence prior to the submission of the Full Proposal will not be considered in the evaluation.
2	Validity Period
2.1	The Tenderer shall indicate the validity period of its Full Proposal including the implicit extensions as per Article 37 points 3 & 4 of the Agency's Procurement Regulations.
2.2	The Tenderer shall acknowledge the right of the Agency during the validity period of the Full Proposal to require the Tenderer to provide evidence of any element of its Proposal and to give additional detailed information, including on the price quotation. This includes the right for the Agency to perform an audit if the Agency deems it appropriate.
3	Overview of the Proposed Activity
3.1	The Tenderer shall provide a short introduction of the project. <i>ⓘ This should be a brief introduction to the contents of the Proposal as a whole.</i>
3.2	The Tenderer shall propose the start date of the activity.
3.3	The Tenderer shall state whether or not the work will be started prior to contract award.
4	Tendering Team and Price Breakdown
4.1	The Tenderer shall indicate the total binding price to ESA and the cost of the activity.
4.2	The Tenderer shall complete a Geographical Distribution table showing the percentage of the total activity price that is attributable to each country of the Tendering Team.

Requirements for the Content of the Cover Letter	
4.3	<p>The Tenderer shall complete the Tendering Team and Price Breakdown Information table, indicating for each entity:</p> <ul style="list-style-type: none"> - Complete name and legal nature. - Whether or not it is a Small to Medium Enterprise (SME). - Whether or not it is a Large Space Integrator. - ESA Entity Code. - Country. - The price type. - Price and Cost per Development Phase(s) (if applicable). - The total price to ESA for the proposed work. - The total cost for the proposed work.
4.4	<p>The Tenderer shall keep in its files, for possible review by the Agency, the corresponding SME self-certification(s) submitted by any member of its tendering team. The self-certification(s) have to be provided on letterhead of the corresponding entity as per the model hereunder:</p> <p style="text-align: center;"><i>“I confirm that the company I am representing satisfies all the criteria for SME qualification as per definition given in the recommendation 2003/361/EC of the European Commission. ”</i></p> <p style="text-align: center;"><i>[+ date, name and signature of authorised representative]</i></p>
5	Contact Details
5.1	<p>The Tenderer shall complete a Tenderer Contact Details table, including:</p> <ul style="list-style-type: none"> - Entity details of the Tenderer (potential Contractor), including full name, address, fax, telephone numbers, nationality and VAT number. - Full contact details for the person to whom all communication related to the Tender should be addressed. - The name and job title of the author(s) of the Full Proposal. - Full contact details for the person who will be responsible for the technical management of the any resulting contract, and who would be nominated as such in the contract. - Full contract details for the person who will be responsible for the contractual management of any resulting contract, and who would be nominated as such in the contract. - The name and job title of the person who will sign any resulting contract.
5.2	<p>If the Tendering Team includes Subcontractor(s), the Tenderer shall complete a Subcontractor Contact Details table, including:</p> <ul style="list-style-type: none"> - The name and address of each Subcontractor. - Full contact details for the person nominated as the contact point for the purposes of the Subcontractor’s Full Proposal to the Contractor.
6	Prior Work
<i>?</i>	<p><i>“Prior Work” is defined as work carried out prior to Full Proposal submission which meets the Conditions for Prior Work specified in Table 2 within the Requirements for Part 6 of the Proposal.</i></p>
6.1	<p>The Tenderer shall state whether or not prior work is proposed.</p>

Requirements for the Content of the Cover Letter	
7	Letters of Support
7.1	Signed letter(s) of support from the relevant National Delegation(s), authorising the Agency to fund the quoted price from their country's contribution to the ARTES ScyLight Element, shall be attached as Annex A to the Full Proposal cover letter.
7.2	The Tenderer shall indicate which letters of support from the National Delegations(s) have been attached in Annex A to the Full Proposal cover letter.
8	Specific Requirements for the ScyLight Demonstration Phase
<i>ⓘ</i>	<i>The requirements stated in this section only apply if the Proposal includes a ScyLight Demonstration Phase.</i>
8.1	<p>The Tenderer shall provide the following information in relation to the identified flight opportunity:</p> <ul style="list-style-type: none"> - Name of the spacecraft/mission. - Name(s) of the satellite operator(s). - Name(s) of the spacecraft manufacturer(s). - Name of the launch provider. - Item(s) proposed to be flown in the ScyLight Demonstration Phase. - The proposed legal owner of the item(s) once in orbit. - The beneficial owner of the item(s) once in orbit. - The source of the co-funding for the activity (alongside the ESA contribution). - Confirmation that the above parties have been informed that support is being sought from the Agency for a flight demonstration opportunity for the technology. - Confirmation that the item(s) in orbit shall be exclusively used for demonstration purposes for at least one (1) year in its operational orbit location. - Confirmation that no profit is gained with the hardware/software developed. <p><i>ⓘ Note that 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.</i></p> <p><i>ⓘ The beneficial owner is the entity that enjoys the possession and/or benefits of ownership (such as receipt of income) of the item even though its ownership (title) is in the name of another entity.</i></p> <p><i>ⓘ For the source of co-funding, note that the company providing the funds may be the Tenderer themselves from internal funds, or a third party who has an interest in the demonstration of the item in orbit. This may or may not be the same as the beneficial owner of the item once in orbit.</i></p>
8.2	<p>The Tenderer shall confirm the following in relation to the proposed ScyLight Demonstration Phase:</p> <ul style="list-style-type: none"> - That you have entered into a firm agreement with the provider of the flight opportunity. - That there is no existing similar product within the company (i.e. that the flight items are for demonstration of new technology only). - That the required period of initial in-orbit operation to demonstrate technology feasibility and to retire the technological/commercial risks addressed by the ScyLight Demonstration Phase is defined (nominally one year) and assessed to be adequate. - That 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 ScyLight Demonstration Phase, along with any anomaly reports and investigations, shall be shared with ESA. - That 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.

Requirements for the Content of the Cover Letter	
8.3	<p>The Tenderer shall include, in an annex to the Full Proposal cover letter, a statement from the Satellite Operator:</p> <ul style="list-style-type: none"> - Confirming that the resources needed for operation during the in-orbit ScyLight 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. <p><i>ⓘ The above statements from the Satellite Operator may not be available at Full Proposal submission time. The provision of these elements is, however, mandatory before the signature of any contract/CCN that initiates a ScyLight Demonstration Phase.</i></p>
8.4	<p>The Tenderer confirms that he will provide a statement from the Spacecraft Manufacturer:</p> <ul style="list-style-type: none"> - 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. <p><i>ⓘ The above statements from the Spacecraft Manufacturer may not be available at Full Proposal submission time. The provision of these elements is, however, mandatory before the signature of any contract/CCN that initiates a ScyLight Demonstration Phase.</i></p>
8.5	<p>The Tenderer confirms that he will provide a statement from the entity that shall be the owner of the flight items after launch:</p> <ul style="list-style-type: none"> - Confirming that it will assume full liability for the item at the time of the launch readiness review with the launch provider. - 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 (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer. <p><i>ⓘ The above statements from the legal owner may not be available at Full Proposal submission time. The provision of these elements is, however, mandatory before the signature of any contract/CCN that initiates a ScyLight Demonstration Phase.</i></p>
8.6	<p>The Tenderer confirms that he will provide a statement from the entity that shall be the beneficial owner of the flight items after launch:</p> <ul style="list-style-type: none"> - Confirming that the flight items once in orbit shall be exclusively used for demonstration purposes for at least one (1) year in their operational orbit location. - 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 (e.g. participation in non-conformance review board meetings) in case of ESA contract award to the Tenderer. <p><i>ⓘ The above statements from the beneficial owner may not be available at Full Proposal submission time. The provision of these elements is, however, mandatory before the signature of any contract/CCN that initiates a ScyLight Demonstration Phase.</i></p>