Part 1

Cover Letter

Proposal Reference: (reference number)

**Notes for the Use of this Template**

Material presented in this plain style is suggested content for a Full Proposal. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer’s discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency’s requirements of the present Call for Proposals are properly addressed.

This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information should be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.

This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information should be removed from the final version of the Full Proposal.

Use of this Full Proposal Template is mandatory. The Tenderer shall not change the structure of this Full Proposal Template (i.e. the table of contents must remain unchanged).

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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 Full Proposal)

To: EUROPEAN SPACE AGENCY (ESA)
The European Space Research and Technology Centre (ESTEC),
Keplerlaan 1,
2201 AZ Noordwijk,
The Netherlands

Att.: Mrs Monica MEZZADRI (IPL-PET)

Subject: ARTES Competitiveness & Growth
CALL FOR PROPOSALS

Ref.: AO/1-8793/16/NL/US

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

# Scope of the Proposal

*Please indicate in the table below the development phase(s) (Definition, Technology, Product and Demonstration (Atlas)), 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, Application and/or System) are being addressed in each development phase.*

## With reference to the above Call for Proposals we are pleased to present our proposal addressing the following Development Phases and Domains:

Table 1.1 Scope of the Proposed Activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development Phase** | **Space Segment** | **Ground Segment** | **Application**  | **System**  |
| Definition Phase | X | X | X | X |
| Technology Phase | X | X | X | X |
| Product Phase | X | X | X | X |
| Demonstration Phase (Atlas) | X | X | X | X |

## Please explicitly state whether or not the proposal is to be considered an Atlas case (i.e. contains a Space Segment Demonstration Phase).

## The proposed activity is/is not to be considered as an Atlas case.

## 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 Outline Proposal 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 (short introduction of the project and the contents of the proposal as a whole).

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

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

# Tendering Team and Price Breakdown

## Our Firm Fixed Price for the activity, in accordance with the funding conditions stated in the Call for Proposals, 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)*

|  |  |
| --- | --- |
| **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 | yes/no | yes/no | yes/no |
| Large Space Integrator | yes/no | yes/no | yes/no |
| ESA Entity Code (if known) | 1 000 xxx xxx | 1 000 xxx xxx | 1 000 xxx xxx |
| Country | ........ | ........ | ........ |
| Price Type | FFP | FFP | FFP |
| Price and cost for Definition Phase *(remove this row if not applicable)* | Price €........Cost €........ | Price €........Cost €........ | Price €........Cost €........ |
| Price and cost for Technology Phase *(remove this row if not applicable)* | Price €........Cost €........ | Price €........Cost €........ | Price €........Cost €........ |
| Price and cost for Product Phase *(remove this row if not applicable)* | Price €........Cost €........ | Price €........Cost €........ | Price €........Cost €........ |
| Price and cost for Demonstration Phase *(remove this row if not applicable)* | Price €........Cost €........ | Price €........Cost €........ | Price €........Cost €........ |
| Total Price to ESA per Contractor/Sub | €........ | €........ | €........ |
| Total Cost per Contractor/Sub | €........ | €........ | €........ |

# 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 (according to ESA Convention criteria): | ........ |
| VAT Number: | ........ |
| **Contact person** to whom all communication related to the Full Proposal should be addressed: | Name: | ........ |
| Telephone nr.: | ........ |
| Fax nr.: | ........ |
| Email address: | ........ |
| Postal address: | ................ |
| **Author(s)** of the Full Proposal: | 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 Full Proposal to the Contractor | Name: | ........ | ........ | ........ |
| Telephone nr.: | ........ | ........ | ........ |
| Fax nr.:  | ........ | ........ | ........ |
| Email address: | ........ | ........ | ........ |

# Prior Work

## Prior Work is/is not proposed.

# Declarations on Key Acceptance Factors and Compliances

## Form A “Declarations on Key Acceptance Factors” has been duly completed and signed.

## Form B “Declarations on Compliances” has been duly completed and signed.

## The completed and signed Forms A and B are attached as Annex A to this cover letter.

# Letters of Support

## 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 C&G Element, are attached as Annex B to this proposal cover letter.

## Signed letters of support are attached for the following countries: xxxxx, xxxxx, xxxxx.

# System Demonstration Phase

Include this section only if the Full Proposal includes a System Demonstration Phase

Complete sections 10 to 14 inclusive, as appropriate, to address the constituent parts of a System Demonstration (Space and Ground Segment).

## The users and other stakeholders involved in the Demonstration Phase have issued statements confirming their participation in the operational validation of the System 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.

# Space Segment Demonstration Phase

include this section only if the Full Proposal includes a Space Segment Demonstration Phase
(also known as Atlas)

The product is “embedded” if it forms part of the commercial mission (e.g. insertion of a new generation equipment into a redundancy ring of conventional equipment, such as LNA, TWTA, TC receiver).

 The product is a “passenger” if it is on board alongside the main mission but does not form part of the commercial mission (e.g.: new platform elements, new payload elements, mini payload).

## Support is being requested within the Demonstration Phase of a Space Segment activity for an Embedded Case/Passenger Case.

# Space Segment Demonstration Phase (Atlas) Embedded Case

include this section only if the Full Proposal includes a Space Segment Demonstration Phase (Atlas) 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 the first year in orbit of the items flown in the Demonstration Phase, 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 one year 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.

# Space Segment Demonstration Phase (Atlas) Passenger Case

include this section only if the Full Proposal includes a Space Segment Demonstration Phase (Atlas) Passenger Case.

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

**Overview of the Flight Opportunity**

|  |  |
| --- | --- |
| **Item** | **Statement** |
| Name of the spacecraft/mission:  | … |
| Satellite operator(s): | … |
| Spacecraft manufacturer(s) | … |
| Launch provider: | … |
| Item(s) proposed to be flown in the Demonstration Phase: | … |
| 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.* | … |
| Beneficial owner the item(s) once in orbit:*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.* | … |
| The source for the co-funding of the activity (alongside the ESA contribution):*The entity 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.* | … |

## 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 demonstration opportunity.

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

|  |  |
| --- | --- |
| **Party** | **Informed that support is being sought from the Agency for a flight demonstration opportunity?** |
| Satellite operator(s): | yes/no |
| Spacecraft manufacturer(s) | yes/no |
| Launch provider: | yes/no |
| Legal owner of the items once in orbit: | yes/no |
| Beneficial owner the item(s) once in orbit: | yes/no |
| Provider of the activity co-funding: | yes/no |

## The period of initial in-orbit operation to demonstrate technology feasibility and to retire the technological/commercial risks addressed by the Demonstration Phase is … years. This has been assessed to be adequate for the purposes of the demonstration in [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 for a Demonstration Phase.

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 | 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 in the Demonstration Phase, 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.

## A statement from the entity who shall be the legal owner of the flight items after launch is attached as Annex X to this cover letter/will be provided prior to contract signature:

* 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.

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

* 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.

# Ground Segment Demonstration Phase

include this section only if the Full Proposal includes a Ground Segment Demonstration Phase

## The users and other stakeholders involved in the Demonstration Phase have issued statements confirming their participation in the operational validation of the Ground Segment product and indicating their interest in the future use of the product. These statements are attached as Annex X to this cover letter.

# Application Demonstration Phase

include this section only if the Full Proposal includes an Application Demonstration Phase

## The users and other stakeholders involved in the Demonstration Phase have issued statements confirming their participation in the pilot application and indicating their interest in the commercial stage of the activity. These statements are attached as Annex X to this cover letter.

## OPTION: The potential customers involved in the pilot are ……. The following entities have stated their willingness to subscribe to the service upon successful conclusion of the Demonstration Phase: ……. Formal statements are provided via the Letter(s) of Intents attached as Annex X.

# Confirmed Business Case

Include this section only if it is planned to develop a product with a “confirmed business case”. In such cases, the following conditions must be satisfied:

1. You have received a commercial order from a customer for the product to be developed.
2. A positive return on investment is anticipated based on this commercial order alone (i.e. it is not dependent upon any other product sales).
3. The product has reached an appropriate level of maturity, such that performance specifications and commercial terms and conditions have been released by the customer of the development to be undertaken.
4. The commercial opportunity must be judged as credible by ESA.

## Our proposal complies with the definition of a “confirmed business case” given in the Call for Proposals Cover Letter.

## (Name of Tenderer) confirms that they have received the commercial and technical requirements from (name of customer).

## Our financial analysis for the proposed activity confirms that a positive return on investment is secured based on this commercial order alone.

## We have received written confirmation of our customer’s/s’ commercial order for our proposed product. The customers and the types of documents received are identified below:

## List your customers and the documents received from them.

## The documents is/documents are attached as Annex X to this cover letter.

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**

**Form A: Declarations on Key Acceptance Factors**

CfP Reference: AO/1-8793/16/NL/US, rev. 1, ARTES C&G Element

Proposal Title: …………………………………………………………………………………

By submitting this Form A as Annex to the cover letter of the Full Proposal reference [insert reference of your Proposal……], I/we the undersigned herewith officially declare that the Full Proposal fulfils the Key Acceptance Factors as listed hereunder and accepts that the Full Proposal will be excluded from further evaluation if it turns out that the Full Proposal is not in line with any of the declarations given in this form:

|  |  |
| --- | --- |
|  ***Key Acceptance Factors*** | ***Please tick all the boxes to confirm that you meet the requirements*** |
| The Tenderer and any Subcontractor(s) satisfy/ies the qualification requirements established under Part 1 A “Eligibility Requirements” paragraphs b) to i) of the Agency’s General Conditions of Tender (see Part 2B-1 of the GCT). | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), to be compliant with the requirements listed in the “Certification of Free Competition” (see Part 2B-3 of the GCT). | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), to be compliant with the requirements listed in the “Certification of Non-Benefit” (see Part 2H of the GCT). | … |
| The Tenderer confirms, on his behalf and on behalf of its Subcontractor(s), the acceptance of the conditions listed in the “Non Commitment of the Agency” (see Part 2B-11 of the GCT). | … |
| The Full Proposal cover letter and the Full Proposal contain a binding price. | … |
| The Full Proposal cover letter and the Full Proposal contain a Firm Fixed Price.  | … |
| The Full Proposal cover letter contains a confirmation that the validity period is four (4) months from the date of Full Proposal submission with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations.  | … |
| The Full Proposal contains a technical description. | … |
| A statement is attached to the cover letter, signed by the Delegate(s) representing the country/ies in which the Contractor (and if applicable its Subcontractor(s) reside(s), either authorising the Agency to fund the quoted price from their contribution to the ARTES Competitiveness & Growth Element or indicating their preliminary agreement to fund the quoted price subject to formal approval. | … |
| ESA has given its go-ahead for the submission of the Full Proposal based on the Outline Proposal. | … |
| The Tenderer has prepared its Full Proposal in line with the mandatory Proposal Templates.  | … |
| The Full Proposal cover letter and its Annex A (Forms A and B) are signed by authorised representative(s) of the Tenderer. | … |

|  |  |
| --- | --- |
| **Name:** | **………………** |
| **Current position in the Tenderer’s organisation:** | **………………** |
| **Signature:** | **………………** |
| **Date:** | **………………** |

**Form B: Declarations on Compliances**

CfP Reference: AO/1-8793/16/NL/US, rev. 1, ARTES C&G Element

Proposal Title: …………………………………………………………………………………

By submitting the present Form B as an annex to the cover letter of the Full Proposal reference (reference of your Proposal), I/we the undersigned herewith officially declare that the Full Proposal is compliant with the following requirements as listed hereunder:

|  |  |
| --- | --- |
| ***Compliance Statement*** | *Indicate\* : “****Compliant****” or “****Partially Compliant****” or “****Non-Compliant****”* |
| The information provided to ESA for registration as potential supplier (individually for all entities involved in the Proposal) has been updated in the last 12 months. | … |
| With regard to the Requirements for the Content of the Cover Letter (Part 1), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Business Plan (Part 2), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Technical Proposal (Part 3A, Part 3B and Part 3C), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Project Team and Resources Proposal (Part 4A and Part 4B), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Management Proposal (Part 5A, 5B and Part 5C), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Financial Proposal (Part 6), indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Requirements for the Content of the Contractual Proposal (Part 7) indicated in the Table 1 within Part 3 of the SCT, the Proposal is: | … |
| With regard to the Agency’s Right of Audit (GCT Part 2 B7) of the Call for Proposals, the Proposal is: | … |

\* If “partially compliant” or “non-compliant” provide a reference to the relevant Parts of the Proposal containing detailed information on the matter.

|  |  |
| --- | --- |
| **Name:** | **………………** |
| **Current position in the Tenderer’s organisation:** | **………………** |
| **Signature:** | **………………** |
| **Date:** | **………………** |

**Annex B**

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

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

**Annex** X

Include if the proposal includes a Space Segment Demonstration Phase (Atlas) element

**Statement from the Satellite Operator**

A statement from the Satellite Operator acknowledging support for a first flight opportunity of the product is attached.

or (delete the inapplicable paragraph)

A statement from the Satellite Operator acknowledging support for a first flight opportunity of the product will be provided prior to contract signature.

**Annex** X

Include if the proposal includes a Space Segment Demonstration Phase (Atlas) element

**Statement from the Satellite Prime/Spacecraft Manufacturer**

A statement from the Satellite Prime(s)/Spacecraft Manufacturer acknowledging support for a first flight opportunity of the product is attached.

or (delete the inapplicable paragraph)

A statement from the Satellite Prime(s) acknowledging support for a first flight opportunity of the product will be provided prior to contract signature.

**Annex** X

Include if the proposal includes a Space Segment Demonstration Phase (Atlas) Passenger Case element

**Statement from the Legal Owner of the Flight Item(s)**

A statement from the legal Owner of the flight item(s) acknowledging support for the flight opportunity is attached.

or (delete the inapplicable paragraph)

A statement from the legal owner of the flight item(s) acknowledging support for the flight opportunity will be provided prior to contract signature.

**Annex** X

Include if the proposal includes a Space Segment Demonstration Phase (Atlas) Passenger Case element

**Statement from the Beneficial Owner**

A statement from the Beneficial Owner acknowledging support for the flight opportunity is attached.

or (delete the inapplicable paragraph)

A statement from the Beneficial Owner acknowledging support for the flight opportunity will be provided prior to contract signature.

**Annex** X

Include if the full proposal includes any Ground Segment or System Demonstration cases

**Statement from users and/or stakeholders**

Statements from users and/or stakeholders confirming their participation in the operational validation of the Ground Segment product and/or System product and indicating their interest in the future use and/or exploitation of the product are attached.

**Annex** X

include for Application Demonstration cases only

**Statement from users and/or stakeholders**

Statements from users and/or stakeholders confirming their participation in the pilot and indicating their interest in the future use of the product.

**Annex** X

include for Application Demonstration cases only

**Statement from potential customers**

Statements from potential customers involved in the pilot confirming their willingness to subscribe to the service upon successful conclusion of the Demonstration Phase.

**Annex** X

include for Confirmed Business Cases only

**Evidence of a “Confirmed Business Case”**

Written evidence that the business case for the proposed product is confirmed, e.g. letter of confirmation from the customer stating that the Tenderer has been selected as a supplier, or a copy of the supply contract.