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.: Mr U. Sterzl (IPL-PET)

Subject: ARTES ScyLight
CALL FOR PROPOSALS

Ref.: AO/1-8893/17/NL/US

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

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Dear Sir,

# Scope of the Proposal

## With reference to the above Call for Proposals we are pleased to present our proposal which addresses the following area of optical communications: Optical Communications Terminals and Components *or* Intra-Satellite Photonics/Optical Payloads *or* Quantum Cryptography Technologies. *(select one)*

## This proposal addresses the following Development Phase(s) and Segment(s):

*Please indicate in the table below the Development Phase(s) (Definition, Technology, ScyLight Demonstration and 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 Segment(s) (space and/or ground) are being addressed in each Development Phase.*

  **Scope of the Proposed Activity**

|  |  |  |
| --- | --- | --- |
| **Development Phase** | **Space Segment** | **Ground Segment** |
| Definition | X | X |
| Technology | X | X |
| ScyLight Demonstration  | X | X |
| Product | 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 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 the Agency to perform an audit if the Agency 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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contractor** | **Subcontractor 1** | **Subcontractor ..** |
| Tenderer’s Complete Name and Legal Nature | ........ | ........ | ........ |
| SME1 | 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 ScyLight Demonstration 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 €........ |
| Total Price to ESA per Contractor/Subcontractor | €........ | €........ | €........ |
| Total Cost per Contractor/Subcontractor | €........ | €........ | €........ |

1 We will keep in our files, for possible review by the Agency, any self-certification(s) of SMEs in the tendering team.

# 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.

# 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 ScyLight Element, are attached as Annex A to this proposal cover letter.

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

# ScyLight Demonstration Phase

include this section only if the Full Proposal includes a ScyLight Demonstration Phase.

## Support is being requested for a flight demonstration opportunity within the ScyLight 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 ScyLight 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 ScyLight Demonstration Phase is … years. This has been assessed to be adequate for the purposes of the ScyLight 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 ScyLight Demonstration Phase.

Any statement that is not confirmed (by answering “no”) may prevent a contract/CCN being placed to initiate a ScyLight 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 items once in orbit shall be exclusively used for demonstration purposes for at least one (1) year in their operational location: | yes/no |
| 3 | In the ScyLight Demonstration Phase no profit is gained with the hardware/software developed: | yes/no |
| 4 | There is no existing similar product within the company (i.e. the flight items are for demonstration of new technology only): | yes/no |
| 5 | 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 |
| 6 | 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: | yes/no |
| 7 | 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 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.

## 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:

* 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.

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.

**Annex** X

include if the proposal includes a ScyLight Demonstration Phase

**Statement from the Satellite Operator**

A statement from the Satellite Operator acknowledging support for the flight opportunity is attached.

or (delete the inapplicable paragraph)

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

**Annex** X

include if the proposal includes a ScyLight Demonstration Phase

**Statement from the Spacecraft Manufacturer**

A statement from the Spacecraft Manufacturer(s) acknowledging support for the flight opportunity is attached.

or (delete the inapplicable paragraph)

A statement from the Spacecraft Manufacturer(s) acknowledging support for the flight opportunity will be provided prior to contract signature.

**Annex** X

include if the proposal includes a ScyLight Demonstration Phase

**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 ScyLight Demonstration Phase

**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.