

## **SPECIAL CONDITIONS OF TENDER**

### INTRODUCTION

For the purposes of this Invitation to Tender, the Agency's "General Conditions of Tender for ESA Contracts", available on EMITS under "Reference Documents – Administrative Documents", and referred to as the General Conditions of Tender, shall apply as specified, amended or supplemented by these Special Tender Conditions. In the event of conflict between the General and the Special Conditions, the Special Conditions shall prevail.

### **1. STRUCTURE OF THE PROPOSAL**

To be acceptable by ESA, Ariadna study proposals should be made up by the following sections:

- Abstract of study proposal
- Technical and scientific contents
- Travel and Subsistence Expenses.
- Key personnel description, (CVs & list of publications)

A proposal containing all the above sections will be formally acceptable. Other sections will not be required, though brief information on the background of the host institution and task descriptions can also be provided if deemed useful by the proposing Study Team.

A template for an Ariadna study proposal submission is available at: [http://www.esa.int/gsp/ACT/ariadna/proposal\\_submission.htm](http://www.esa.int/gsp/ACT/ariadna/proposal_submission.htm) as well as Annex B hereto. The form of this template should be followed in all proposals, paying particular attention to information required on each page.

In the case of joint proposals between universities, one university should be designated as prime contractor, while the others should be classed as sub-contractors. An ESA bidder code is required for prime contractor and sub-contractors and can be obtained by registering with the Agency's Industrial Policy Division at <http://www.esa.int/home-ind>. Further details on the procedure of registration are provided on the ACT website <http://www.esa.int/act>.

Any proposed use of facilities or services provided by research institutes, industry or non-ESA member or cooperating states must be on a zero-cost basis. Confirmation of this should be given in the proposal.

### **2. COST PRICE DATA**

The Agency has earmarked different budgets per activities proposed. Your attention is drawn to the relevant paragraph of the study descriptions (Annex B to the Statement of Work).

### **3. TYPE OF PRICE**

The type of price of the contract is Firm Fixed as defined in Clause 2.1 of Annex 1 to the General Conditions of ESA Contract.

### **4. MILESTONE PAYMENT PLAN**

The payments plan to be proposed in accordance with paragraph C.7 of the General Conditions of Tender shall take into account Clauses 20,21 and 22 of the Draft contract.

For Ariadna, payment milestones are the signature of the contract and approval of the draft final report.

### **5. CONTRACT CONDITIONS**

- 5.1 The bidder shall make a statement that all the contract conditions are accepted.
- 5.2 For those bidders who have previously been awarded an Ariadna Contract a Contract Change Notice to that Contract will be concluded for work to be performed under this Call for Proposal.

### **6. PROPOSAL EVALUATION AND SELECTION**

Once a Call (see section 6.1 of the Statement of Work) has been announced, typically a period of six weeks will be allowed for the submittal of proposals. An evaluation of the proposals received by the deadline stated in the Invitation To Tender (ITT) covering letter will follow. The evaluation board for each of the activities will include ESA experts in the relevant field of research.

This evaluation will be based on the criteria listed in (Annex A).

Besides the purely scientific and technical issues, the description of the programme of work will not be part of the evaluation criteria of the proposals in the Ariadna framework, assuming that the constraints on the study duration, structure and approach are well understood in the proposal. Nevertheless, in a proposal with clear, concise and well-structured contents that are well adapted to the requirements of the relevant study description, the specific strengths of the proposal will obviously be more apparent.

### **7. CONTRACT AWARDING**

Upon selection of a proposal a small contract will be awarded to the legal entity – university or department- hosting the Study Team.

## **ANNEX A - EVALUATION CRITERIA**

In evaluating the proposal(s) ESA will use the following criteria:

1. Background of the study team members
2. Technical and/or scientific contents.
3. Compliance with tender conditions, including costing, planning, proposal validity and explicit acceptance of contract conditions