

HANDBOOK BASIC OF ESA PROCUREMENT

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DISCLAIMER



This handbook material does not contain sufficient information to be used, in any way, in the context of any ESA ITT (Invitation-to-Tender).

This handbook is only an introduction to help understand, in a simplified manner, some of the Rules and Procedures associated with ESA procurements.

Please ensure that your Outline Proposal is compliant with the requirements contained in the specific ITT documentation.



HANDBOOK – BASIC OF ESA PROCUREMENT

ESA electronic procurement tools



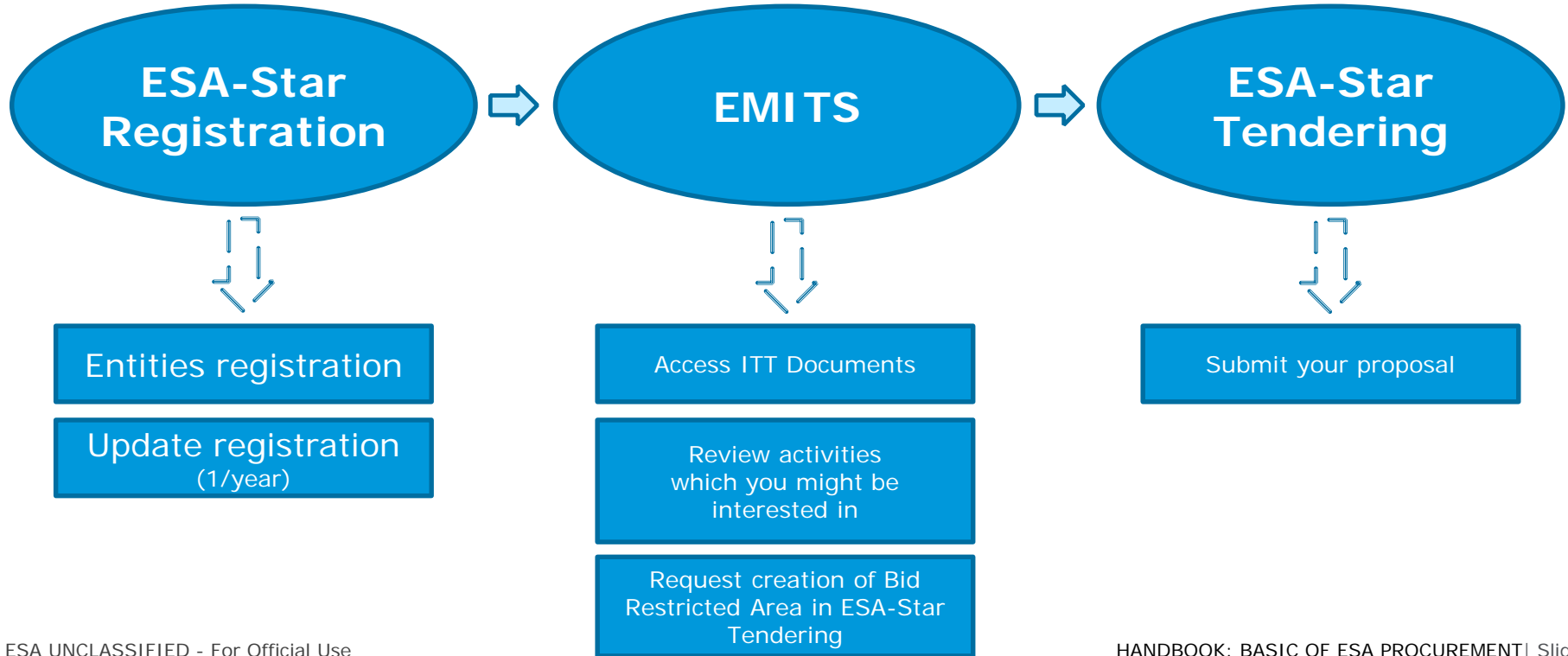
Main ESA Corporate Applications which are supporting the procurement process:

- **ESA-STAR**: ESA's online System for **Tendering** and **Registration** – is the electronic Tendering interface for ESA and its external partners.
- **EMITS** : ESA's web-based system for publishing Invitation-to-Tenders (ITT).
- **ESA-P**: ESA's portal for the supplier once a Contract is signed with ESA. It covers all financial aspects (invoicing/payments) => **access ONLY when you have a contract with ESA.**



HANDBOOK – BASIC OF ESA PROCUREMENT

ESA electronic procurement tools

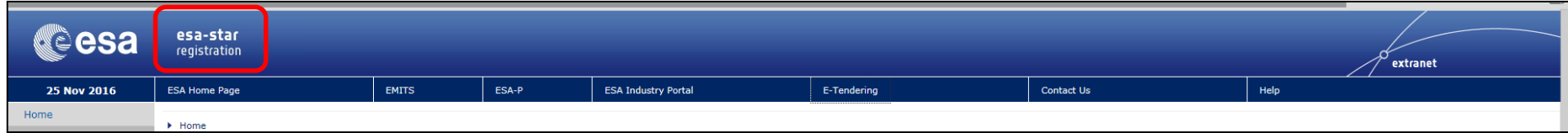


HANDBOOK – BASIC OF ESA PROCUREMENT

ESA - STAR Registration



ESA-STAR Registration (<https://esastar-emr.sso.esa.int/>)



Registration on **ESA-STAR** is a pre-requisite for all entities wishing to do business with ESA.

Without an **ESA-STAR** registration (ESA Entity Code) there is **NO** access to the ITT documents in **EMITS**.

User ID and password will be given to you after the **ESA-STAR** registration is validated by ESA.



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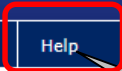
ESA – STAR Registration



Click here to register or edit your registration



Click on "new registration" and then on "start"



You may download the user manual on "Help"

15 Mar 2016 ESA Home Page EMITS ESA Industry Portal Contact Us **Help**

Home

▶ **New Registration**

Start

Resume

Maintain Entity Information

ESA Entities Directory

NEW REGISTRATION

ⓘ Please select one of the two options:*

- ⓘ **A. I am an Entity that has the capacity as "legal entity"**
- ⓘ **B. I am a Business Unit acting on behalf of a "legal entity", without being entitled to commit on contracts on my own**

Close Next Section



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ESA – STAR Registration



To become a “Registered Entity” with ESA (1/2):

1. The first step is to check whether your organisation is currently registered as an “Entity” and/or a “Business Unit” belonging to an existing Entity .

A Business Unit shares the same VAT number with the main Legal Entity.

2. If not, you can register your entity by completing the ESA on-line questionnaire and submitting your entry for validation.

Please mention if you have SME Status (Small and Medium sized Enterprises, definition from the EC). The status gives you access to certain procurement conditions.



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ESA – STAR Registration



To become a “Registered Entity” with ESA (2/2):

3. You may carry out your registration in 2 steps:

- ❑ **“Light” registration** awarded after entity nationality verification.

Will grant access to all ESA-STAR and EMITS services (i.e Access ITT, upload offers you are allowed to bid for in relation to your entity nationality).

- ❑ **“Full” registration:**

The award of ESA contracts requires a **“Full”** registration.

4. Once registration is validated, IDHelp will provide you details for accessing EMITS.



Registration in ESA-STAR is essential!

To register in ESA-STAR:

Go to <https://esastar-emr.sso.esa.int/>

Detailed information in:

<https://esastar-emr.sso.esa.int/Account/Register>

Support information in ESA-STAR Registration User Manual:

<https://esastar-emr.sso.esa.int/Account/DownloadFile>

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EMITS - Electronic Mail Invitation to Tender System



ESA's web-based system for publishing Invitation-to-Tenders (ITT). It includes:

- A list of intended ITTs for Open Competitions: potential Tenderers may declare their interest and see which companies did the same.
- Many technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA GCC, engineering standards etc).
- Open Competitive ITTs, Direct Negotiation and Restricted Competition
- Competitive ITTs published by other entities under ESA Best Practices scheme
- NEWS – Consultations to industry, Announcements, etc.
- Companies can see the tender documents in case :
 - Participating country in open competition,
 - Direct negotiation with the company,
 - For restricted tenders, if they are a company addressed by ESA.



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EMITS – Expression of Interest



To be notified of changes, updates and clarifications of the call, you MUST express your interest by ticking the appropriate box.

The screenshot displays the ESA EMITS interface for a specific tender. The main content area is titled 'AO7974' and contains the following information:

- Title:** FUTURE CITIES FS ARTES 20 SPACE APPLICATIONS IN SUPPORT OF FUTURE CITIES
- Open Date:** 13-08-2014
- Closing Date:** 10-12-2014
- Status:** ISSUED
- Reference No.:** 24.1AA.01
- Prog. Ref.:** ARTES 20 Phase II
- Budget Ref.:** E-0720-01C - ARTES 20 Phase II
- Special Proc.:** B-F-D-1-NL-E-CB-G8-DL-A-N-FIN-POK-GR-LUX-CZ-DE-RO-PL
- Tender Type:** C
- Price Range:** 200-500 KEURO
- Establishment:** ESTEC
- Directorate:** Directorate Telecoms & Integrated Apps
- Department:** Integrated & Telecom-related Apps Dep
- Division:** Applications Demonstration Projects Off
- Contract Officer:** Dean, Andrea
- Last Update Date:** 13-08-2014
- Update Reason:** Tender issue

Below the tender information, there is a paragraph of text describing the project's goals and objectives. At the bottom of the page, there is a list of documents to be downloaded:

- Letter of Invitation, 172836 Bytes
- Statement of Work, 702496 Bytes
- Contract Conditions, 117176 Bytes
- Tender conditions, 710719 Bytes

There is a checkbox for 'Express Interest' and a button for 'Express Expression of Interest'. A dropdown menu is visible next to the 'Tender conditions' document, showing 'selected documents as native to your email address'.



HANDBOOK – BASIC OF ESA PROCUREMENT

EMITS – User Preferences



We advise you to set up your preferences regarding which ITT's you would like to be notified of:

The screenshot shows the EMITS website interface. The top navigation bar includes 'esa emits' and a menu with 'ENTITIES', 'ESA Home Page', 'Industry Information', 'Your Entity Details', 'User Preferences', 'Service Desk', 'Help', and 'Quit'. A callout box with the text 'Click here to set up your notifications preferences' points to the 'User Preferences' menu item. The main content area displays a list of 'ESA Open Invitations To Tender / Ordered by Closing Date [FR]'. The list includes 10 items, each with a status (New! or Updated!), a reference number (AO8609 to AO8696), a title, a description, and a date.

Item	Status	Reference	Title	Description	Date
1	New!	AO8609	L3: GRAVITATIONAL WAVE OBSERVATORY METROLOGY LASER	(From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.164.05)	31/05/2016
2	New!	AO8637	SPECIFICATION FOR CERTIFICATION OF ESA DIRECTORATES: EOP, HRE, LAU, OPS, TEC	(From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.1QQ.04)	31/05/2016
3	New!	AO8619	IMPROVEMENT OF METHODOLOGIES FOR THERMO-ELASTIC PREDICTIONS AND VERIFICATION (PTRP)	(From 31/05/2016 to 07/09/2016 13:00:00, Act.Ref.: 16.127.01)	31/05/2016
4	New!	AO8658	PAYLOAD EXECUTION PLATFORM SOFTWARE	(From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.132.02)	30/05/2016
5	New!	AO8603	LOW SIDE LOBE LEVEL IMAGE RECONSTRUCTION IN MICROWAVE INTERFEROMETRY	(From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.1ET.08)	30/05/2016
6	New!	AO8681	HIGH POWER L-BAND SWITCHES - EXPRO PLUS	(From 27/05/2016 to 08/07/2016 13:00:00, Act.Ref.: 15.1ET.06)	27/05/2016
7	New!	AO8650	H2020 WP15-H0012 NAVIGATION ANTENNA TECHNOLOGY FRAMEWORK	(From 25/05/2016 to 06/07/2016 13:00:00, Act.Ref.: 16.154.04)	25/05/2016
8	Updated!	AO8503	GNSS SPACE SERVICE VOLUME (SSV) EXTENSION - T710-301GF - EXPRO+	(From 24/05/2016 to 05/07/2016 13:00:00, Act.Ref.: 15.112.19)	24/05/2016
9	New!	AO8593	VDE FS - ASSESSING THE POTENTIAL OF FUTURE MARITIME APPLICATIONS IN THE CONTEXT OF VDE (VHF DATA EXCHANGE SYSTEM) - EXPRO PLUS	(From 24/05/2016 to 02/09/2016 13:00:00, Act.Ref.: 16.1AA.01)	24/05/2016
10	Updated!	AO8696	ANTENNA WITH DEPLOYMENT SYSTEM FOR PENETRATOR MISSIONS - EXPRO PLUS	(From 24/05/2016 to 05/08/2016 13:00:00, Act.Ref.: 16.15F.04)	24/05/2016



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EMITS – User Preferences



User Preferences

Username : dcarapin
ESABD code : 0
Country code : ??
Last Access : 2016/11/15 12:16:03
Web address : www.esa.int

Language
 English French

E-mail Distribution
Do you want to receive information about Invitations To Tenders via e-mail?

<input type="radio"/>	No	
<input checked="" type="radio"/>	Yes, to e-mail address:	<input type="text"/>
<input type="radio"/>	Insert other e-mail addresses:	<input type="text"/> <input type="text"/> <input type="text"/>

Specify the Invitations To Tender for which you want to receive notifications:

ESA Invitations To Tender	<input type="checkbox"/>
Entities Invitations To Tender for ESA Programmes	<input type="checkbox"/>
Entities Invitations To Tender not related to ESA Programmes	<input type="checkbox"/>



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EMITS – User Preferences



esa emits

ENTITIES ESA Home Page Industry Information Your Entity Details User Preferences Service Desk Help Quit

ESA Open Invitations To Tender Search Criteria

Invitations to Tender for which you have expressed interest

Closing Date: From (included): 28 - JUN - 2011
To (included): 17 - DEC - 2020

Price Range **Establishment**

No Range ESAHQ
 < 50 KEURO ESOC
 50-100 KEURO ESRIN
 100-200 KEURO ESTEC
 200-500 KEURO
 > 500 KEURO

Special Provision: Provision
Keywords: Keywords
Keywords Products: Products
Keywords Tecnology: Tecnology Domain
Budget Reference: ESA Budget

Update Close Reset

Tick this box and get all notifications for ITT's for which you expressed interest

Narrow your preferences by country



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EMITS – User Preferences



The screenshot shows the EMITS user interface. At the top is a blue navigation bar with the ESA logo and 'emits' text. Below the logo is a menu with items: News, Procurement Review Board Announce, Direct Negotiation, Restricted Competition, Open Invitations to Tender, Intended Invitations to Tender, Reference Documentation, ECOS Resources, and Search Invitations to Tender. The main content area displays a list of countries, each with a checkbox and a flag icon. The countries listed are: VA (Holy See), HN (Honduras), HK (Hong Kong), HU (Hungary), IS (Iceland), IN (India), ID (Indonesia), IR (Iran), IQ (Iraq), IE (Ireland), IL (Israel), IT (Italy), JM (Jamaica), JP (Japan), JO (Jordan), KZ (Kazakhstan), KE (Kenya), KI (Kiribati), KP (Korea, Democratic People's Republic of), KR (Korea, Republic of), KW (Kuwait), KG (Kyrgyzstan), LA (Laos), LV (Latvia), LB (Lebanon), LS (Lesotho), LR (Liberia), LY (Libya), LI (Liechtenstein), LT (Lithuania), LU (Luxembourg), MO (Macau), MK (Macedonia), and MG (Madagascar). The checkbox for Latvia (LV) is checked.

<input type="checkbox"/>	VA	HOLY SEE (VATICAN CITY STATE)
<input type="checkbox"/>	HN	HONDURAS
<input type="checkbox"/>	HK	HONG KONG
<input type="checkbox"/>	HU	HUNGARY
<input type="checkbox"/>	IS	ICELAND
<input type="checkbox"/>	IN	INDIA
<input type="checkbox"/>	ID	INDONESIA
<input type="checkbox"/>	IR	IRAN, ISLAMIC REPUBLIC OF
<input type="checkbox"/>	IQ	IRAQ
<input type="checkbox"/>	IE	IRELAND
<input type="checkbox"/>	IL	ISRAEL
<input type="checkbox"/>	IT	ITALY
<input type="checkbox"/>	JM	JAMAICA
<input type="checkbox"/>	JP	JAPAN
<input type="checkbox"/>	JO	JORDAN
<input type="checkbox"/>	KZ	KAZAKSTAN
<input type="checkbox"/>	KE	KENYA
<input type="checkbox"/>	KI	KIRIBATI
<input type="checkbox"/>	KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF
<input type="checkbox"/>	KR	KOREA, REPUBLIC OF
<input type="checkbox"/>	KW	KUWAIT
<input type="checkbox"/>	KG	KYRGYZSTAN
<input type="checkbox"/>	LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
<input checked="" type="checkbox"/>	LV	LATVIA
<input type="checkbox"/>	LB	LEBANON
<input type="checkbox"/>	LS	LESOTHO
<input type="checkbox"/>	LR	LIBERIA
<input type="checkbox"/>	LY	LIBYAN ARAB JAMAHIRIYA
<input type="checkbox"/>	LI	LIECHTENSTEIN
<input type="checkbox"/>	LT	LITHUANIA
<input type="checkbox"/>	LU	LUXEMBOURG
<input type="checkbox"/>	MO	MACAU
<input type="checkbox"/>	MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
<input type="checkbox"/>	MG	MADAGASCAR

Get all notifications related to ITT's with special provisions for [COUNTRY]

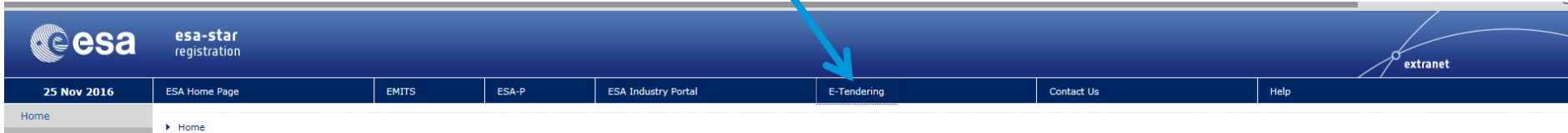


HANDBOOK – BASIC OF ESA PROCUREMENT

ESA – STAR Tendering



ESA-STAR Tendering (<https://esastar.sso.esa.int/>)



Once you are registered in **ESA-STAR Registration**, you can access **EMITS**.

When you find an ITT in **EMITS** for which you want to bid, you need **ESA-STAR Tendering**

In **EMITS** you request the system to create a dedicated work area (the Bidder's Restricted Area in ESA-STAR) where you can:

1. submit clarification and extension requests up to the deadlines set by ESA.
2. upload and submit offers to ESA.
3. recall your proposal at any time before the closing date.

Video: http://www.esa.int/spaceinvideos/Videos/2016/03/Bidder_Restricted_Area_creation_and_structure



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ESA – STAR Tendering



esa esa-star tendering

25 Nov 2016 | ESA Home Page | EMITS | ESA-P | ESA Industry Portal | **Contact us** | Help

Questions on ESA-STAR Tendering?

CONTACT US

You can contact IDHelp from Monday to Friday from 8:00 to 18:00 CET at:
ID Helpdesk - ESA Corporate Applications: 80700 (option 2)
External lines: +39 06 941 80700
Email: IDHelp@esa.int

Video: http://www.esa.int/spaceinvideos/Videos/2016/03/Offer_Preparation_and_Submission



HANDBOOK – BASIC OF ESA PROCUREMENT

ESA-P - ESA Portal for suppliers



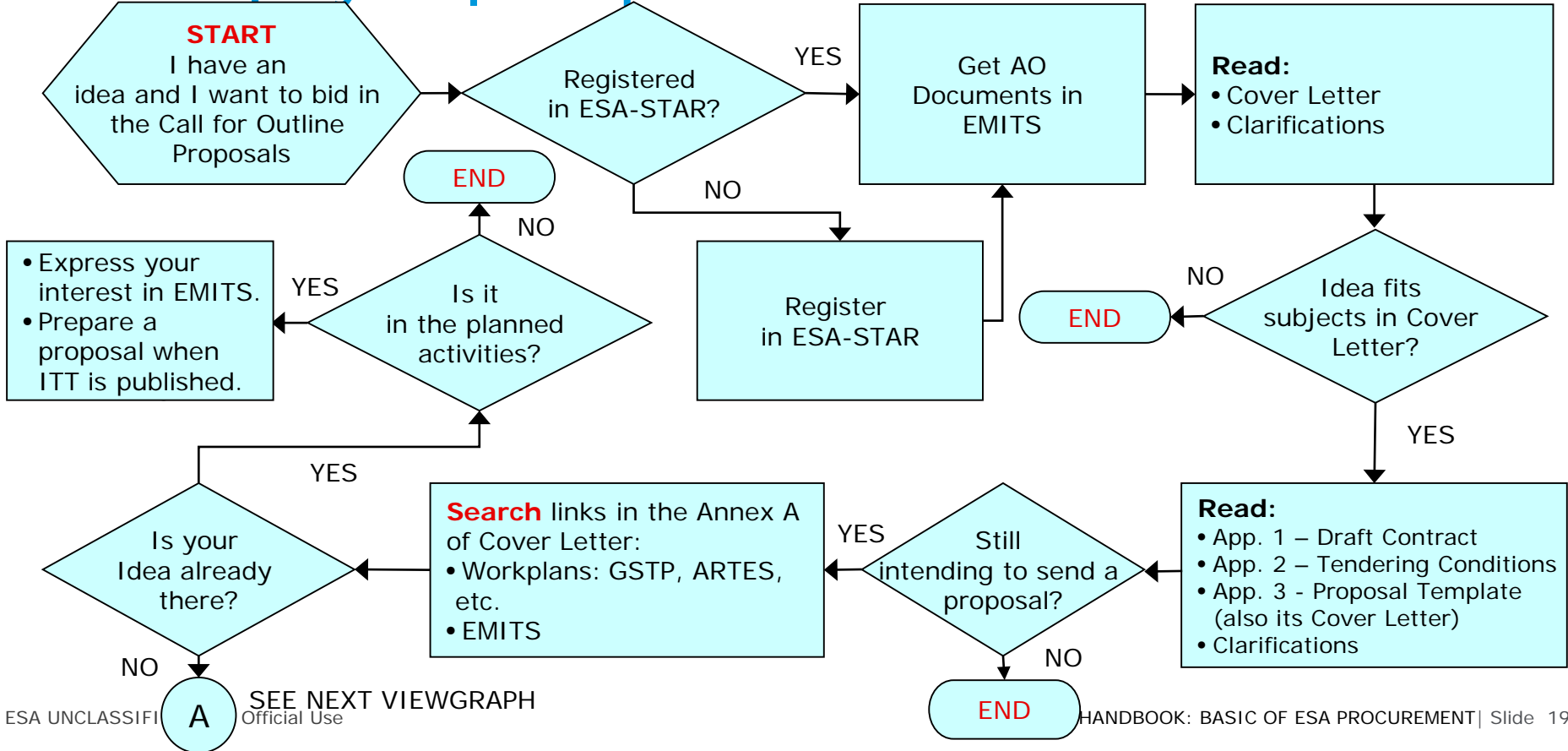
You won't need to access ESA-P until you have a contract with ESA

1. All financial aspects, like advance payments, milestones achievements with deliverables and invoicing/payments are dealt with using ESA-P, ESA's financial tool based on SAP
2. You can request a username and password to our helpdesk:
esait.Service.Desk@esa.int or +39 06 941 80700, option 2
3. Tutorials on how to use ESA-P are available on the supplier's portal:
http://esa-p-help.sso.esa.int/QUICK_GUIDE_How_to_SUBMIT_a_MAC_or_INV_or_ADV.pdf



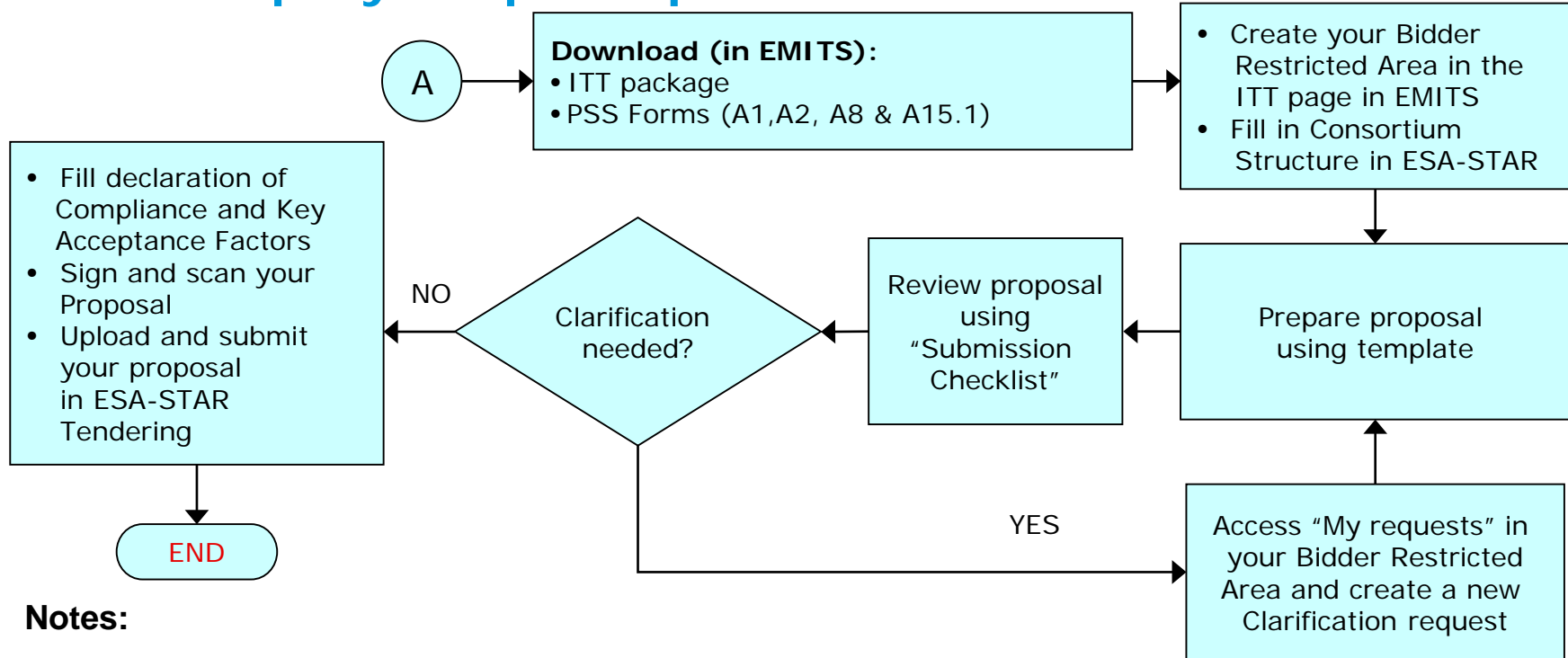
HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



Notes:

- Maximum length of a proposal is 25 pages (without PSS forms)
- Maximum of 2 independent and unrelated proposals



HANDBOOK – BASIC OF ESA PROCUREMENT

Basic Step-by-Step Recipe



- **ALL** questions related to this Invitation to Tender must be submitted via **ESA-STAR Tendering** in your Bidder Restricted Area. **
- Those Questions and Answers that are of relevance to all Tenderers, will be published on EMITS as a clarification for the benefit of all Tenderers.

** With the exception of questions relating to EMITS and ESA-STAR which should be addressed to esait.Service.Desk@esa.int

