

7th Call for Proposals under the Requesting Party Activity (RPA) in Latvia

CfP/5-50178/26/NL/MH/cd

Riga, 31/03/2026

Summary of the presentation

1. Tender Package for Fixed Call for Proposals
 - a. Cover Letter
 - b. Draft Contract
 - c. Tendering Conditions
 - d. Proposal Template
2. The Tender Evaluation
3. The Negotiation Period
4. Debriefing
5. Schedule
6. Questions?



1. Tender Package for Fixed Call for Proposals



Cover Letter		
Appendix 1	Appendix 2	Appendix 3
Draft Contract	CfP Tender Conditions	Proposal Template

1a. Tender Package – Cover Letter

The Cover Letter contains a number of essential features regarding the Call.

This includes:

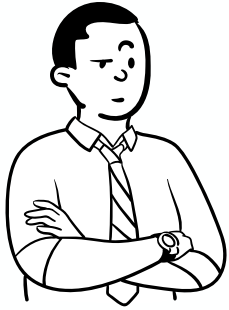
- The name of the responsible Contracts Officer, **Camélia Daudelin**.
- **Submission deadlines** for evaluation
- All **programmatic** and **price constraints**
- Description of the **process of evaluation** and selection
- **Evaluation criteria** and **weighting factors**
- **Instructions and restrictions** for proposals submission



Read the Cover Letter carefully and be sure to comply

See Section 2 of the Cover Letter

- The present Call for Proposals is addressed **only to Latvian** companies (including SMEs) or academic and research organizations.
- Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from legal entities **registered in Latvia**, which operate in accordance with the **laws of Latvia**.
- Tasks may be assigned to **non-Latvian entities** within other ESA Member States, Associate Members and European Cooperating States as sub-contracts (or services).
 - Such tasks shall in any case not constitute the core activities of the proposed study or development and, for sub-contracts, shall not exceed 20% of the total price.

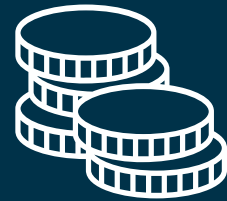


What is the difference between a Subcontractor and External Services?

External services cover recurring services that need no development effort: e.g. hire of facilities, standard tests, computer services, manpower services (*e.g. consultancy*), plating of parts, services for procurement of HIREL parts, etc. The costs for these should be shown on the **PSS A2 form of the Prime Contractor** under Other Cost Elements Point 3.7 and further detailed on Exhibit A.

A Third Party should be involved as **subcontractor** (*not as external services*) when they are contributing to the development work of the project, when they are **responsible for the realisation of specific work packages**. To include a Third Party as Subcontractor also involves a **firm commitment** by the Third Party (*contract between Prime contractor and Subcontractor*) and is especially recommended when this Third Party is essential to carry out the activity and there are not multiple alternatives.

See Section 2 of the Cover Letter



The total maximum budget for this Call is:

1,140,000 EUR

(one million one hundred forty thousand Euro)

(maximum sum total of all contracts awarded)

1a. Tender Package – Cover Letter

See Section 3 of the Cover Letter

The subject of this Call is exclusively for the following activity types:

- **Type A** – Research and preparatory Activity
- **Type B** – Flight and Ground segment related research and development activities
- ~~Type C – Flight Opportunities~~ Not Applicable for this Call
- **Type D – Space science activities**
- ~~Type E – Satellite development~~ Not Applicable for this Call
- **Type F** – Space (downstream) Applications
- **Type G** – Education activities
 - **G1** – University courses
 - **G2** – PhD Theses HANDLED VIA SEPERATE CALL
(*See separate presentation)
- **Type H** – Space related courses* HANDLED VIA OSIP
(*See separate presentation on OSIP)

Type A – Research and preparatory Activity

- Aimed at **preparing the participation in ESA optional programmes** or the initial steps of a **product development** for Space, with potential for use in future ESA missions or commercial missions
- E.g., feasibility studies/demonstrators, conceptual design work, competitive landscape survey, user requirements and breadboard-based demonstrators

Constraints:

- Minimum start TRL: **TRL 1**
- Maximum end TRL: **TRL 3**
- Expected duration: **9-15 months**
- Minimum mark for recommendation: **55**
- Price not higher than **175,000 EUR**
- Prime contractorship may be led by either industry, universities/research organisations or other national entities depending on the context
- Inclusion of an end-customer is strongly encouraged



- ✓ This is essentially a 'National TDE' with open call.
- ✓ Very good for start-ups and companies new to space.
- ✓ Can support both subscribed programmes and those to be subscribed to in the future.

Type B – Flight and Ground segment related research and development activities

- Activities in the form of equipment (including ground communication or space science payload) to build competences and capabilities centred on **products or generic technology** development with potential for re-use on ESA or commercial missions.
- Optimisation of manufacturing processes (increase of Manufacturing Readiness Level) is included.
- Ground equipment and mission operation systems (*EGSE, MCS, OGSE, ground stations or test equipment related*) may also be considered if it is clearly demonstrated that it would lead to a recurring product/service.

Constraints:

- Minimum start TRL: **TRL 3**
- Maximum end TRL: **TRL 5**
- Expected duration: **15-24 months**
- Minimum mark for recommendation: **60**
- Price not higher than **300,000 EUR** for ground related developments
- Price not higher than **400,000 EUR** for flight related developments
- Prime contractorship **MUST** be **led by industry** and **MUST** include a **potential end customer as sub-contractor**.
- Cannot overlap with ESA Optional Programmes that Latvia subscribes to (Future EO, GSTP)



- ✓ Preparation and support for future subscriptions to ESA programmes
- ✓ Building a sustainable business based on products

Type C – Flight Opportunities

- Funding opportunity for mature enough (**at least TRL 5**) **existing Latvian technologies or products**, in collaboration with experienced European players, to be involved in a **non-ESA mission** in order to become flight proven.

Constraints:

- Minimum start TRL: **TRL 5**
- Maximum end TRL: **TRL 9**
- Expected duration: **no time indication for selection**
- Minimum mark for recommendation: **no mark**
- Price not higher than **750,000 EUR** (including launch and operation cost)
- Prime contractorship **MUST** be led by industry and **MUST** involve an **experienced European partner**.
- A **maximum of 20%** of the budget may be assigned to **non-Latvian entities**; however, **for launch and integration tasks**, non-Latvian entities are **not bound** to any such limitations.

✓ First flight heritage is 'Valley of Death' and very difficult to fund

✓ Chance to build flight heritage now – needed for future sales

Not Applicable for this call

Type D – Space science activities

- **Space Science activities:** Supporting the involvement of **national researchers** leading to potential of future involvement in ESA science mission core team and publication of peer reviewed scientific papers. The activity must involve either (a) the **exploitation of ESA Space Science data for scientific research** or (b) focus on the **conceptual design of scientific payloads** with potential for use in future ESA Science Missions under consideration or in new mission proposals to be submitted for an upcoming ESA call for new Science Missions.

Constraints:

- TRL requirements: **not applicable**
- Expected duration: up to **36 months**
- Minimum mark for recommendation: **60**
- Price not higher than **100,000 EUR**
- Prime contractorship **MUST** be **led by Academia**
- **MUST** be in line with national Space strategy
- **MUST** include a **foreign entity with ESA core science team experience as subcontractor**
- Number of Type D activities to be funded: **Maximum of 2 (two)**



- ✓ To provide a path to inclusion in ESA science core teams and science payloads.
- ✓ Prequel to PRODEX work
- ✓ International collaboration is key

Type E – Satellite Development

- **Satellite development** (including cube satellites) Phase A/B1 studies for missions leading to the demonstration of Latvian technologies and products in space.

Not Applicable for this call

Primary use:
Preparation to build Latvian satellite in the future

Note: could be also run as a dedicated top-down activity (not in open call)

Constraints:

- Minimum mark for recommendation: 60
- Price: typically, between 250,000 - 400,000 EUR
- Preferably lead by industry, but in any case, the consortia making a proposal must include industrial partners

Type F – Space (downstream) Applications

- Products and services making use of ESA/European space infrastructure that is already existing or scheduled for operation in the near term. The goal is to ensure the introduction of a product to a **first customer** and to enter into **customers supply chain**.

Constraints:

- Minimum start TRL: **TRL 5**
- End TRL: **TRL 8 (including operational running in the customer environment – piloting)**
- Minimum mark for recommendation: **60**
- Agency funding not higher than **200,000 EUR**
- **MUST be co-funded** to a **minimum level of 25% of the total cost** of the activity (e.g., If ESA pays 200k EUR, the total cost is at least 267k EUR). No profit is allowed.
- Prime contractorship **MUST be led by industry** with the capability to commercialise the service
- **MUST include an end-user customer as a subcontractor**, may include academia for technical support.
- Cannot be used for repetitive product uptake scenarios.



- ✓ To get a first customer and enter the market with space technology-based products and enable sustainable business
- ✓ To bring Downstream Applications into operational use

Type G - Education activities

G1 – University courses

Leading to credits towards a qualification (BSc or MSc) in space-related topics that correspond to the needs of the national space industry and to encourage career in space and answer to national space industry needs. The proposal must aim to develop a long-term recurring course.

Constraints:

- TRL requirements: **not applicable**
- Expected duration: **up to 36 months**
- The course runs for a minimum of 2 years
- Minimum mark for recommendation: **60**
- Price not higher than **70,000 EUR (90,000 in case of MSc theses support included)**
- Prime contractorship **MUST be led by academia** and **industry MUST be involved** as a subcontractor in the definition of the courses, practical lessons and/or topics. Cooperation with international universities is strongly encouraged
- The provision of industrial internships as part of the course is encouraged as part of course module development



- ✓ Development of key space competences in Latvia
- ✓ Development of a qualified Latvian workforce
- ✓ Improving cooperation of academia and industry
- ✓ Encouraging STEM

1a. Tender Package – Cover Letter

Type H – Space related courses

- Industry can apply to get cost reimbursement of participation of their employees in Space-related training courses (*e.g. soldering, inspections, etc.*) if it can be **demonstrated to be part of an industrial capability expansion plan for space.**



Type H is explained in a separate presentation on OSIP!

Constraints:

- TRL requirements: **not applicable**
- Expected duration: **N/A**
- Minimum mark for recommendation: **N/A**
- Price not higher than **10,000 EUR** per legal entity per year (limited to the reimbursement of the course enrolment, travel and accommodation costs)
- Prime contractorship **MUST** be led by Industry
- Number of Type H activities to be funded: **Maximum of 5 (five)**



✓ The Evaluation Criteria and the procedures for submission and selection of Type H ideas are provided in detail for the specific **OSIP** campaign.

See Section 6 of the Cover Letter

The proposed activity shall have potential for further use or development **in at least one** of the following:

- ESA Mandatory activities (ESA Science programmes, technology programmes) or ESA Optional programmes **that Latvia subscribes to or intends to subscribe to;**
- foster the development of **space-related capabilities**, especially in industry;
- address specific **niche markets** (no competitive products available elsewhere in Europe or when a second source would be an asset);
- foster the creation of strong and long-term relations **between national firms and well-established space firms in ESA Members States;**
- foster the creation of strong and long-term relations **between national firms and national universities and research institutions.**

See Section 6 of the Cover Letter

Tenderers shall **avoid duplication of ongoing and intended activities** in ESA activities and any overlap with the scope of optional programs where Latvia subscribes.

- Such duplication and overlap may lead to rejection of the proposal.
- Currently, Latvia subscribes to **Future EO, ERS-EO, E3P, Secure Connectivity, FutureNav (Novamoon) and GSTP programmes**; hence, **this CfP shall not be seen as an alternative for the funding available from those programmes.**
- Duplication of activities carried out in EU (or Public) programmes may also lead to rejection.
- However, complementarity to these activities is allowed.



✓ Request a one-to-one meeting after this meeting if you would like to discuss your idea

See Section 8 of the Cover Letter

Please ensure that your tender **complies with the following essential requirements:**

- a) You are required to clearly state that you **accept all terms and conditions** stated in the documents expected to form together the Contract (*ref. paragraph 10 of the Cover Letter of the Proposal Template*).
- b) Your tender is **valid during a period of fourteen (14) months** from the time limit for tender submission.
- c) The total number of **pages for the proposal shall not exceed 25**. These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).
- d) In “esa-star”, the submission shall contain three separate documents:
 - Document 1: The signed Cover Letter;
 - Document 2: One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any.
 - Document 3: CVs

See Section 9 of the Cover Letter

The number of proposals per Tenderer (as prime contractor) **shall be restricted to a maximum of 2 (two)** independent and unrelated proposals.



Regarding the maximum number of proposals to be submitted, only the Prime Contractor of the proposal will be considered as Tenderer.

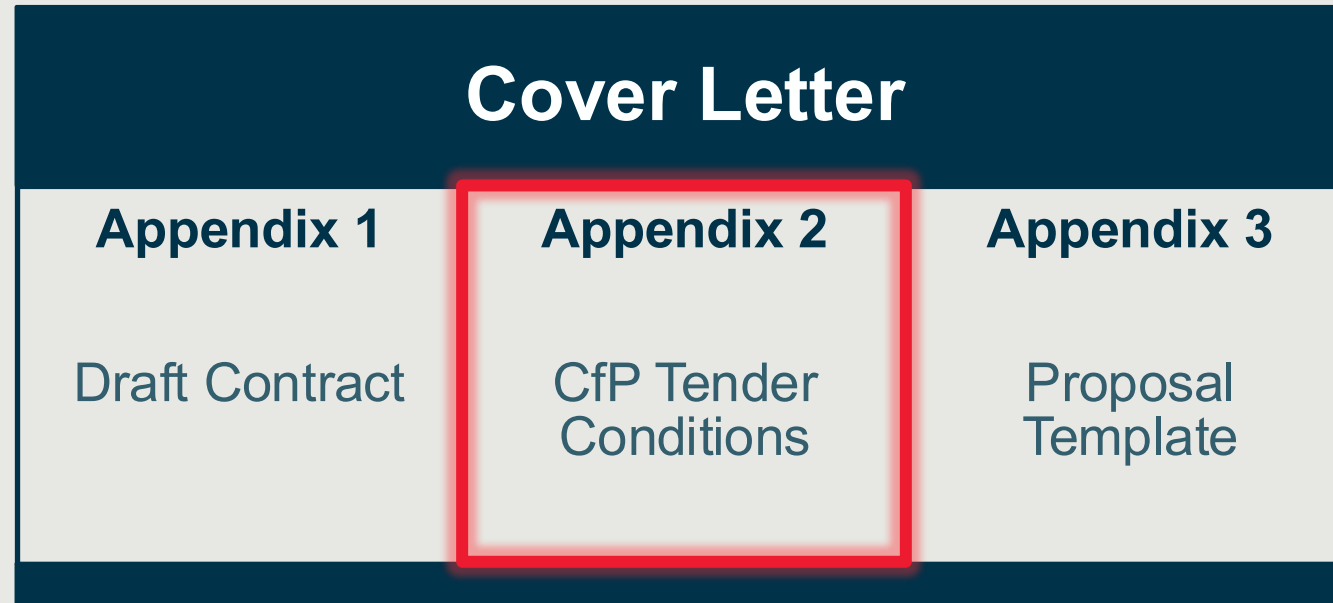
In the case of a university or research organisation, the faculties, departments or institutes can be considered as separate tendering entities (Business Unit).

Cover Letter		
Appendix 1 Draft Contract	Appendix 2 CfP Tender Conditions	Appendix 3 Proposal Template

1b. Tender Package – Draft Contract

Full compliance to terms and conditions are expected

- The Draft Contract, is based on the EXPRO (+) Contract and the “relevant” parts of the ESA General Clauses & Conditions (*ESA GC&C*) are embedded in the Contract with some adaptations.
- The Clauses with an "Option" will be finalised at the negotiation stage.



1c. Tender Package – Tender Conditions

- The Call for Proposals Tendering Conditions (“CfP/TC”) apply instead of the ESA General Conditions of Tender.
- What type of information will you find?
 - Formal conditions for tendering (*eligibility, negotiation, retention, etc.*)
 - Compliance and Key Acceptance Factors
 - Communication with ESA
 - Proposal submission conditions
 - General considerations regarding esa-star
- The **Proposal Template** supports the compliance with the Special Conditions of Tender.



Annex II to the Tendering Conditions contains important practical information for submitting proposals to ESA-STAR.

Cover Letter		
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Draft Contract	CfP Tender Conditions	Proposal Template

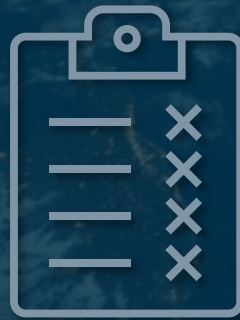
Structure of the Full Proposal Template

- **Cover Letter**
 - **MUST** be signed.
- **Proposal Template:**
 - Technical and Application Part
 - Management Part
 - Financial Part
 - ALL PSS forms **MUST** be submitted by both the Tenderer (*contractor*) and his sub-contractors (*one set each*).
 - Please note that all PSS forms – including their Exhibits - **MUST** be signed.
 - Contract Conditions Part

IMPORTANT INFORMATION

- All **red font** paragraphs of the template are for your information Only.
 - The **red font** must be deleted.
- **NO CHANGES** in the structure, title headings, margins, font are allowed.
- When submitting to ESA-STAR, **three documents shall be submitted**:
 - The signed Cover Letter
 - **One single file collating the signed Cover Letter, the proposal, the signed PSS forms and Annexes, if any, as a PDF**
 - CVs shall not be attached to the proposal but shall be submitted separately in the dedicated Curriculum Vitae folder in esa-star.
- The total **number of pages** for the proposal **shall not exceed 25**.
 - These 25 pages exclude the Cover Letter, the PSS forms and Annexes (if any).

2. The Tender Evaluation



2. The Tender Evaluation

1. Tendering Opening Board (TOB) meeting

- After the announced submission deadlines, there is a formal opening (*i.e.*, *TOB meeting*) of the proposals that have been submitted
- The proposals with compliant cover letters will be accepted for evaluation by the TEB.
- The proposals with **non-compliant cover letters will be rejected and not evaluated.**

2. Tendering Evaluation Board (TEB) meeting

- The TEB is composed of ESA staff supported by ESA experts in the specific area of the proposal
- Statement of Non-Disclosure and Non-Interest Form is signed by all TEB members
- The TEB members independently assess proposals, then the board convenes to discuss comments and mark the proposals. A TEB report is written containing all details of the collective evaluation
- The national delegation is informed with the outcome of reviews of the proposals with corresponding ranking and recommendations

2. The Tender Evaluation

Evaluation Criteria

No.	Criteria	Weighting Factors
1	Clarity of the technical objectives and definition of the requirements for the proposed work. Quality of engineering approach and discussion of problem areas. Quality and suitability of proposed programme of work. Background and experience of the entity/entities related to the particular field concerned, including adequacy of proposed facilities. Adequacy of the key personnel for the execution of the work.	40%
2	Prospects for use in ESA programmes and long term benefit for Latvia. Consistency with programmatic objectives and constraints as described in the Cover Letter. Adequacy of the current and targeted maturity status of the development.	30%
3	Adequacy of management approach. Rationale of the industrial organisation. Credibility of the cost estimation and the proposed planning of the work.	25%
4	Compliance with the administrative tender conditions of the call for proposals and acceptance of the draft contract. Compliance with the IPR requirements of the Call.	5%

2. The Tender Evaluation

Evaluation Marking

Each criteria is marked 0-100, then weighting factors are applied to get a final mark.

<40 – **Unacceptable**

40 – **Acceptable**

50 – **Fair**

60 – **Good**

75 – **Very Good**

90 – **Excellent**

100 – **Perfect**

If any criteria scored below 40 the proposal is rejected and no overall mark calculated.

Examples:

Criteria	WF	Proposal 1	Proposal 2	Proposal 3
1	40%	60 (24)	60	50 (20)
2	30%	50 (15)	75	50 (15)
3	25%	60 (15)	30 (!)	50 (14.5)
4	5%	100 (5)	90	60 (3)
TOTAL	100%	59	-	50.5
Type A Threshold	55	Recommended	Rejected	Not Recommended

2. The Tender Evaluation

Programmatic Review

ESA with the RPA Board (composed of representatives of the national delegation and ESA) performs the programmatic evaluation of the proposals.

For the activity types indicated below, only proposals with an overall marking equal to or above the threshold shown will be recommended to the RPA Board for review and approval.

Type	A	B	C	D	E	F	G1	G2	H
Threshold	55	60	N/A	60	N/A	60	60	N/A	N/A

The programmatic evaluation of the proposals by the RPA board:

- Takes into account the TEB report containing the technical evaluation, marks, ranking and recommendations;
- Considers the available budget, the programmatic priorities and national interests;
- Recommends activities for implementation;
- This meeting is planned in **September 2026**.

3. The Negotiation Period



3. The Negotiation Period

See Section 5 of the Cover Letter

For approved proposals, the Agency will either:

- i. start the negotiation process to place a contract with the Tenderer on the basis of the submitted Proposal and the comments from the TEB and the RPA Board; *<This is the most usual*

or

- ii. issue a request for an updated full proposal, especially hardware related activities, to those Tenderers that submitted the selected proposals;

or

- iii. decide to issue a competitive invitation to tender restricted to the Tenderers positively evaluated if two or more proposals on the same subject were positively evaluated.

4. Debriefing



See Section 5 of the Cover Letter

- The contact person of the Prime Contractor mentioned in the proposal (*see point 7 in the Cover Letter of the Proposal Template*) will be informed in writing of the result of the CfP after a decision has been taken.
- If the proposal has been unsuccessful, the Tenderer may request the nominated Agency's Contracts Officer to advise them of the reasons why the proposal has not been retained in a **verbal debriefing**.
- Any information will be limited to the Tenderer's own proposal.



Important

Ask for a debriefing! It is the best way of learning why your proposal was not recommended and what you need to improve!



Suggestion

Even if your proposal was recommended, ask for a debriefing during the negotiation.

5. Schedule

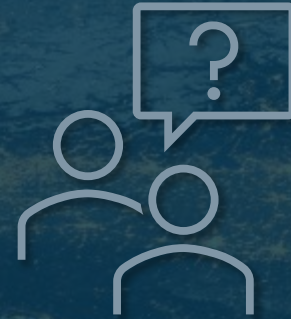


5. Schedule

What	When
Publication in esa-star Publication	15th April 2026
Deadline for submission of Proposals	27th May 2026, 13:00 hours (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	8/9 July 2026
Programmatic review	September 2026
First communication to Bidders	Q4 2026
First contracts based on Proposals	Q4 2026

6. Questions?

For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please **do not ask general questions** – they are very limited in time.



For issues **DIRECTLY** related to this Call, contact the **Contracts Officer**:

Email: Camelia.Daudelin@ext.esa.int

For issues **NOT** related to this Call, feel free to contact:

Email: Karol.Brzostowski@esa.int

Phone: +31 64 845 6263