

ESA Competitive Procurement Process

Nathalie Boisard

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THE ODDS



1 - You are an ESA registered Entity

If not: https://esastar-emr.sso.esa.int/ is where you should start from.

A LIGHT registration is all that is needed for first access to the ESA tendering system.

3 – You have maintained your FULL ESA registration in the last 12 months

If not, you will be prevented from accessing the tendering system, so go back to https://esastar-emr.sso.esa.int/
and update your data. Send it for validation.

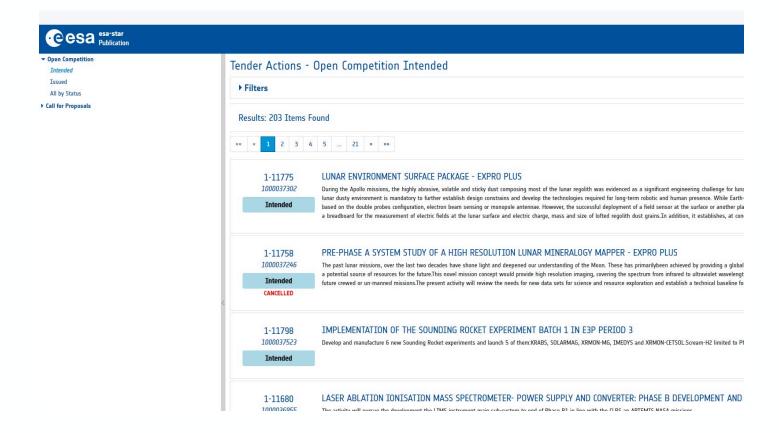
5 – You are familiar with the ESA-STAR Publication system If not, there are tutorials online

It all starts with...



An announcement for a future Invitation To Tender (ITT) on ESA-STAR Publication:

https://esastar-publication-ext.sso.esa.int/



And then the ITT get published!



Time to read ITT and, if you have questions to raise them ONLY via ESA-STAR Tendering.

DO NOT contact anyone at ESA directly.

Your questions will be read and an answer will be prepared, to be published – together with the questions – as a clarification to the ITT.

You will have until 14 days prior to the submission to ask any questions.

After that time, you are expected to start writing or completing your offer so that you can send it on time to ESA.

DO NOT MISS THE DEADLINE.

Prepare your offer and supporting document ready for upload at least 24 hours prior to the deadline. Start uploading the documents as soon as you can to avoid potential technical issues and last minute panic.

If you do encounter technical issues, check the procedure to be followed published with the ITT.

In case of troubles...



You can contact esait Service Desk from Monday to Friday

from 8:00 to 18:00 CET at:

esait Service Desk - ESA Corporate Applications: 80700 (option 2)

External lines: +39 06 941 80700

E-mail: <u>esait.Service.Desk@esa.int</u>

This is also specified in the ITT

PAY ATTENTION TO:



The ITT requirements, etc.

Beware of the Key Acceptance Factors declaration:

In the ESA-STAR process of tender submission, it is compulsory for the Tenderers to make declarations related to Key Acceptance Factors: Tenderers have to provide, in the dedicated section of ESA-STAR Tendering, the corresponding statements of compliance. A statement of non-compliance to any of the Key Acceptance Factors will lead to the tender being declared non-admissible and excluded from evaluation.

BUT

If the analysis of the full tender, admitted at Opening, for evaluation, reveals that the tender is not in line with any of the declarations given in the "Key Acceptance Factors" section, the tender will be excluded from further evaluation.

So what happened next?



The opening of the offers:

The ESA representatives (i.e., the technical and the contracts officer) open the cover letter of each offer submitted and assess if the offer can be accepted for evaluation or should be rejected.

The evaluation:

Our evaluation team reads the accepted documents and again assess if the offer must be discarded or evaluated further.

All offers who passed through the two preliminary screening and then marked on a scale from 0 to 100 on each criterion specified in the ITT.

The published weighting factors are applied and – in principle – the board recommends to place a contract with the team whose offer presents the best combination of marks and price is recommended.

If specified in the ITT, geographical return consideration might also influence the recommendation.

And then...



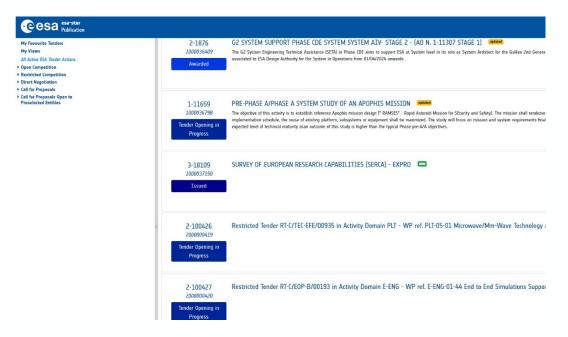
The Evaluation Board recommendation has to be endorsed by the initiating authority.

Once this is done, the selected consortium is contacted and negotiation proceedings start.

Unsuccessful Tenderers will only be notified of their marks and given a written debrief of their proposal once the contract has been signed by both parties.

Tenderers are not allowed to ask about the evaluation until they are contacted first by ESA.

But the status of the ITT can be seen from ESA-STAR:



ITT Status Progression



Intended

Issued

Tender Opening in Progress

Evaluation 1 – Tender Evaluation Board

Evaluation 2 – Recommendation & Endorsement

Awarded

Archived



Questions?