[Title of proposal]

[N.B. Use this template to prepare your proposal. Once the proposal is complete and internally validated, please remove all captions in red colour, delete all Swarm DISC headers/footers, add your own logos, headers/footers prior to finalising your proposal for submission]

Date: ... *(fill in the date of the proposal)*

From: ... *(Tenderer to insert name of the company/institute submitting the tender)*

To: Swarm DISC Project Office

DTU Space

Building 371

DK 2880 Kgs. Lyngby

Denmark

[Swarm\_DISC\_ITT@space.dtu.dk](mailto:Swarm_DISC_ITT@space.dtu.dk)

FAX: +45 4525 9701

Att: New Procurements Manager

Subject: Swarm DISC ITT 1.1 - **Swarm as a gravity field mission**

Our ref.: *.........Tenderers internal reference*

This proposal consists of:

* A technical and implementation proposal including a project plan with Milestones and Work Breakdown Structure [in the following sections / in the following attachments: ]
* A Management Proposal [in the following sections / in the following attachments: ]
* A Financial Proposal [in the following sections / in the following attachments: ] with Cost Breakdown and a price summary is attached as Annex 1, and a Declaration of compliance with the Key Acceptance Factors is provided as Annex 2. [Describe – if any - non-compliances to tender conditions, contract, technical or management requirements here]
* A Contractual Proposal [Providing your full compliance to draft contract, or your motivated proposal for modifications or amendments]

By submitting this tender, I hereby declare that I have read, understood and accepted the Swarm DISC Procurement Procedure, SW-RS-DTU-GS-003, rev. 1B (13 July 2016), including the results of the evaluation.

Intended project Kick Off date is: 201y-mm-dd

Intended Delivery date of the final project mile stone is: 201y-mm-dd

This offer is valid for six (6) months from date of submission.

*Tenderers responsible signature*

*Printed name of person responsible for tender*

Dear Sir

With reference to the Swarm DISC ITT 1.1 ‘*Swarm as a gravity field mission’*, we are pleased to present this proposal:

***....*** *(Title of proposal)*

The Tenderer (potential Contractor) is:

***....*** *(full name of company or institute)*

***....*** *(address of its registered office)*

Fax number: **.......**

Telephone: **........**

Nationality: **........**

VAT Number: **…….**

ESA-P/ESA-STAR Entity Code: ***1 000 xxx xxx***

*(Please note that Light registration on esa-Star is compulsory – if not already registered, please visit* [*https://esastar-emr.sso.esa.int/*](https://esastar-emr.sso.esa.int/)*. If not registered on esa-Star yet, it should be stated: “not registered yet, registration request made on … (date)”)*

Responsible contact: **.......**

E-mail: **........**

[OPTION: If any sub-contractors(s)]

The Sub-contractor(s) participating to the activity is (are):

***Please fill in*** [END OPTION]

Table of Contents

[1 Executive summary 5](#_Toc475616836)

[2 Technical proposal 6](#_Toc475616837)

[2.1 Introduction 6](#_Toc475616838)

[2.2 Proposed concept 6](#_Toc475616839)

[2.3 Design references 6](#_Toc475616840)

[2.4 Proposed product validation and quality assurance strategy 6](#_Toc475616841)

[2.5 Requirements compliance 6](#_Toc475616842)

[2.6 Intellectual Property Rights 6](#_Toc475616843)

[3 Implementation proposal 7](#_Toc475616844)

[3.1 Work Breakdown Structure 7](#_Toc475616845)

[3.2 Work Package Description 7](#_Toc475616846)

[3.3 Schedule 7](#_Toc475616847)

[3.4 Deliverables 7](#_Toc475616848)

[3.5 Preliminary Risk Assessment 7](#_Toc475616849)

[4 Management & Administration 8](#_Toc475616850)

[4.1 Background and Experience of the proposed bidders 8](#_Toc475616851)

[4.2 Roles & responsibilities of the bidders and proposed staff 8](#_Toc475616852)

[4.3 Management procedures 8](#_Toc475616853)

[4.4 Key Persons 8](#_Toc475616854)

[4.5 Project Schedule 8](#_Toc475616855)

[4.6 Progress management 8](#_Toc475616856)

[4.7 Document & Configuration management 8](#_Toc475616857)

[4.8 Requirements compliance 8](#_Toc475616858)

[5 Financial Proposal 9](#_Toc475616859)

[5.1 PRICE QUOTATION FOR THE CONTEMPLATED CONTRACT: 9](#_Toc475616860)

[5.2 SUB-CONTRACTING PLAN 9](#_Toc475616861)

[5.3 DETAILED PRICE BREAKDOWN 9](#_Toc475616862)

[5.3.1 PSS costing forms: 9](#_Toc475616863)

[5.3.2 Milestone Payment Plan 9](#_Toc475616864)

[6 Contractual proposal 11](#_Toc475616865)

[6.1 Compliance with contract conditions 11](#_Toc475616866)

[6.2 Intellectual Property Rights 11](#_Toc475616867)

[Annex 1 Price summary 12](#_Toc475616868)

[Annex 2 Declaration on Key Acceptance Factors 13](#_Toc475616869)

[Annex 3 CV of Key Persons 14](#_Toc475616870)

Table of Figures

**No table of figures entries found.**

**No table of figures entries found.**

Table of Tables

No table of figures entries found.

No table of figures entries found.

Table of Equations

**No table of figures entries found.**

**No table of figures entries found.**

Table of TBDs

**No table of figures entries found.**

# Executive summary

*Please note max pagelimit in Special Conditions of Tender, section 4.1.1*

*As a rule of thumb Execurive summary should not exceed one page and neither technical, implementation, nor management proposals (sections 2,3,4) should exceed 10-12 pages each.*

# Technical proposal

## Introduction

## Proposed concept

*Please describe and justify product concept – and provide utilization scenarios or similar, to demonstrate your proposal’s potential for enhancing Swarm science, and the utility of proposed products to targeted user communities*

## Design references

## Proposed product validation and quality assurance strategy

*Please describe how products will be validated, and which Quality Assurance measures will be applied, including how release of a new baseline of reprocessed input data will be addressed.*

## Requirements compliance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Req.  ID | Requirement text | Compliant / non-compliant | Ref. proposal section | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[OPTION]

## Intellectual Property Rights

If you intend to make use of Background Intellectual Property or Third Party Products/Rights, explain the rationale for this choice in technical terms, including impact on technical activities and resulting products - as well as their usage.

In this case, also fill in the table in section 6.2 (your contractual proposal).

[End OPTION]

# Implementation proposal

## Work Breakdown Structure

Please provide a work breakdown structure and a schedule with milestones suitable to determine project progress. A Graphical overview in the form of a Gantt chart is recommended. Remember to include activities related to Public Outreach opportunities anticipated to arise out of new product(s).

## Work Package Description

## Schedule

## Deliverables

## Preliminary Risk Assessment

[OPTION]

If any significant risks are identified, a risk management strategy shall be included.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Identified Risk** | **Probability**  **1: low – 5 high** | **Potential Impact** | **Mitigation measures** | **Owner of risk** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

[END OPTION]

# Management & Administration

## Background and Experience of the proposed bidders

## Roles & responsibilities of the bidders and proposed staff

## Management procedures

(in particular control over the subcontrcators – if any – and handling of disagreements inside the team)

## Key Persons

Please provide CV’s in annex 3

## Project Schedule

## Progress management

## Document & Configuration management

## Requirements compliance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Req.  ID | Requirement text | Compliant / non-compliant | Ref. proposal section | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Financial Proposal

Please see Special Tender Conditions

## PRICE QUOTATION FOR THE CONTEMPLATED CONTRACT:

[Enter here the total amount quoted as a Firm Fixed Price (FFP), in Euro, delivery duty paid, exclusive of import duties and value added taxes in ESA Member States, etc.]

[OPTION]

## SUB-CONTRACTING PLAN

[Indicate here with more details than in the Cover Letter, for the proposed Sub-contract(s), if any, the name of the Sub-contractor(s), the country to which the Sub-contractor(s) belong(s), the task(s) assigned (with reference to the Technical and Management Proposal), the place of execution of the Sub-contracted work as well as the corresponding part and percentage of the total price for the Contract]

[END OPTION]

## DETAILED PRICE BREAKDOWN

### PSS costing forms:

Please provide SIGNED PSS A2 and A8 form (may be provided as appendix).

Must be in EURO – free of taxes and custom duties.

The profit shall not exceed eight percent (8%) of the base cost defined in item no. 9 of PSS A2 form, issue 5 (“Company Price Breakdown Form”).

In case of participation of Sub-contractor(s), each Sub-contractor shall fill in the same forms with respect to its share of the activity and the Tenderer shall fill in forms corresponding to its own share and to the total.

PSS A2 forms including those concerning your Sub-contractor(s) are to be signed by the authorised representative of the legal entity (company or institute) concerned.

Note that the PSS form templates can be downloaded from EMITS at http://emits.sso.esa.int/emits/owa/emits.main under Reference Documentation / Administrative Documents / PSS Forms / Issue 5.

### Milestone Payment Plan

We accept the Payment Plan provided in the draft contract.

[… or provide a Milestone Payment Plan using the table here below.

All claims for payment, except the advance, shall be linked to the achievement of defined schedule milestones with tangible deliverables.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Description** | **Schedule** | **Payment to Prime Contractor (EURO)** | **Payment, % of total contract** |
| MIL-01 | Project Kick Off (advance payment) | KO |  | 15% (maximum) |
| MIL-03 | Acceptance of Delivery 2 | KO + … |  | 65% |
| MIL-05 | Acceptance of Final delivery | KO + … |  | 20% (minimum) |

]

# Contractual proposal

## Compliance with contract conditions

The contract conditions of the draft contract associated with this ITT have been read, are understood and accepted [OPTION] except…

Full text of such modifications or amendments shall be given and the reasons for their being requested shall be clearly explained.[END OPTION] .

No other conditions apply.

[OPTION]

## Intellectual Property Rights

TABLE– LIST OF ITEMS COVERED BY BACKGROUND INTELLECTUAL PROPERTY RIGHTS (BIPR) WHICH ARE PROPOSED TO BE USED FOR THE PRESENT ACTIVITY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Exact name of BIPR Item | Owner | Description | Patent # or Ref. / Issue / Revision / Version # | Contract / Funding Details under which the IPR was created (\*) | Date of creation of the version of the BIPR | Affected deliverable with comment comments on impacts over deliverable |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(\*) If ESA Contract(s) please mention it. The IPR will then not be qualified as BIPR and will follow the regime of the very contract.

[End OPTION]

1. Price summary

|  |  |  |
| --- | --- | --- |
| **Economic Operators** | **Country** | **Price per entity and Total Price in Euro** |
| Prime contractor: xxxx  ESA vendor code 1 000 xxx xxx  [Option]  Sub-contractor: xxxx (XX)  ESA vendor code 1 000 xxx xxx  Sub-contractor: xxxx (XX)  ESA vendor code 1 000 xxx xxx  [End Option] |  | xxx.xxx  [Option]  xx.xxx  xx.xxx  [End Option]  Total Price xxx.xxx |

1. Declaration on Key Acceptance Factors

ITT Reference: Swarm DISC ITT 1.1

Title: **“Swarm as a gravity field mission”**

By submitting this declaration as Annex to the cover letter of the tender reference [insert reference of your tender……], I/we the undersigned herewith officially declare that the tender fulfils the Key Acceptance Factors as listed hereunder and accepts that the Tender will be excluded from further evaluation if it turns out that the offer is not in line with any of the declarations given in this form:

|  |  |  |
| --- | --- | --- |
|  | **Mandatory Key Acceptance Factor** | **Please check mark all boxes to confirm compliance with the requirements** |
| 1 | By submitting this tender, I hereby declare that I have read, understood and accepted the Swarm DISC Procurement Procedure, SW-RS-DTU-GS-003, rev. 1B (13 July 2016), and will respect the result of the evaluation. |  |
| 2 | By submitting this tender, I hereby recognize and accept the ESA Ombudsman as being the sole recourse in case of potential complaints related to the procurement process |  |
| 3 | The tenderer and any subcontractor(s) satisfy/ies the qualification requirements established under section 3.1 of the Special Tender Conditions as well as Part 1 A “Eligibility requirements” paragraphs b) to i) of the Agency’s General Conditions of Tender (Part 2B-1 of the GCT). |  |
| 4 | The tenderer confirms, on his behalf and on behalf of any subcontractors, to be compliant with the requirements listed in the “Certification of Free Competition” (Part 2B-3 of the GCT). |  |
| 5 | The tenderer confirms, on his behalf (and on behalf of any subcontractors), the acceptance of the conditions listed in the “Non commitment of Swarm DISC and the Agency” (see Part 2B-11 of the GCT) |  |
| 6 | The tender cover letter and the tender contain a binding Firm Fixed Price in EURO, compliant with the one requested in the ITT, and a price summary detailing the geographic distribution as indicated in Annex 1. |  |
| 7 | The tender cover letter contains a confirmation that the validity period is 6 months from the date of tender submission. |  |
| 8 | The tender contains a technical description of the proposal. |  |
| 9 | The tender cover letter and this Declaration on Key Acceptance Factors are signed by authorised representative(s) of the Tenderer. |  |

Name:

Current position in the Tenderer’s organisation:

Signature:

Date:

1. CV of Key Persons

|  |  |
| --- | --- |
| Name |  |
| **Current position** |  |
| **Education** |  |
| **Previous positions** |  |
| **Research areas** |  |
| **Relevant Professional highlights** |  |
| **Publications** |  |