Swarm DISC ITT 3.1 Cover Letter

Kongens Lyngby, 15th November 2019

To: **All Potential Tenderers**

Subject: Invitation to Tender – Swarm DISC ITT 3.1

Title: New Swarm Products: Along-Track Ion Drift and Effective Ion Mass

To whom it may concern.

Within the frame of the SWARM Expert Support Laboratories contract entrusted by the European Space Agency (ESA), the Swarm Data, Innovation and Science Cluster (Swarm DISC) hereby invites you to submit a tender for the above subject.

Invitation to Tender

This Invitation to Tender (ITT) has been published on the Swarm DISC ITT site (http://www.space.dtu.dk/SWARM_DISC_ITTs) on 15th November 2019 and consists of five documents:

a) This Cover Letter (SW-CL-DTU-GS-124, Rev: 1)
b) Statement of Work (SW-SW-DTU-GS-124, Rev: 1)
c) Draft Subcontract (SW-CO-DTU-GS-124, Rev: 1)
d) Special Tender Conditions (SW-TC-DTU-GS-124, Rev: 1)
e) Proposal Template (SW-OF-XXX-GS-124, Rev: 1)

This Invitation to Tender is issued by the Swarm DISC consortium on behalf of ESA within the reference frame of ESA contract 4000109587/13/I-NB, in accordance with the Swarm DISC Procurement Procedure, also available at the Swarm DISC ITT site. The procedure has been drawn up within the reference frame of the above mentioned ESA contract.

Point of contact

1. Tenders - or any questions relating to this ITT - shall be addressed in writing to the **Swarm DISC New Procurements Manager**, using the following e-mail address: **Swarm_DISC_ITT@space.dtu.dk**. If you do not receive confirmation of receipt within one business day after the e-mail was sent, please submit your Tender or question via TELEFAX number: +45 4525 9701, clearly addressing the Fax to the Swarm DISC New Procurements Manager. The subject field of the e-mail (or FAX cover page) must clearly identify the Swarm DISC ITT reference ID, and identify the contents as confidential. Please note that it is not possible to receive an immediate response to questions as each response published goes through an internal review process prior to its publication. For this reason, please note that deadline for submission of questions to this ITT is 10 working days prior to the deadline for submission of offers. Questions must be directed to **Swarm DISC New Procurements Manager** exclusively. Questions directed to any other points of contacts specified on the Swarm DISC site are not allowed and will not be answered.

Tender content

2. For the preparation of your tender you are encouraged to use the Proposal template provided, and consult the Special Tender Conditions (STC) Chapter 5, containing the required contents, including tables and forms to be presented as part of your Proposal.

Key Acceptance Factors

With reference to the STC section 5.1, the Proposal template contains in Annex 2 a checklist of key acceptance factors. Your attention is drawn to the following:

3. Only tenders from companies or organisations from the following ESA Participating States (including sub-contractors if any) residing in one of the following Participating States can be considered: AT+BE+CA+CZ+DK+EE+FI+FR+DE+GR+HU+IE+IT+LU+NL+NO+PL+PT+RO+SI+ES+SE+CH+GB
4. Swarm DISC has agreed with ESA to earmark a budget of 100.000 EURO (Firm Fixed Price) for phase 1 of this activity and 75.000 EURO (Firm Fixed Price) for the optional phase 2 pending both technical review of outcomes from phase 1 and ESA approval. Please note that only proposals quoting a Firm Fixed Price in EURO within this limit will be considered for evaluation.
5. The planned duration must not exceed 24 months for phases 1 and 2.
6. In submitting a tender, you are required to declare that you 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.
7. Your tender must be valid for at least six (6) months from the Closing Date. Please note that this ITT does not bind Swarm DISC and/or ESA in any way with regard to any decision or action.
8. Your offer and all supporting documents must reach the Swarm DISC ITT mailbox (or FAX) stated above no later than the **Closing Date: 15th January 2020 at 12:00 GMT**. Tenders arriving after the Closing Date will not be evaluated.

Sincerely,

Klaus Nielsen

New Procurements Manager

Swarm DISC