**COVER LETTER**(ESA Template v.2.2 of 04/01/2023)

**[N.B. Please use this template to prepare the Cover Letter of your proposal. Once the Cover Letter is complete and internally validated, please remove all captions in red colour, add your own logos and headers/footers prior to finalising your proposal for submission to ESA.**

**When submitting to “esa-star” system, separate the Cover Letter from the Full Proposal Template according to the required proposal elements]**

Explanatory text in this font shall be removed.

# COVER LETTER

From: (insert the name of the Tendereror use your letterhead)

Date: (Tenderer to fill in the date of the Full Proposal)

To: EUROPEAN SPACE AGENCY (ESA)  
The European Space Research and Technology Centre (ESTEC),   
Keplerlaan 1,  
2201 AZ Noordwijk,   
The Netherlands

Att.: CIP-PET

Subject: ARTES 4.0 Downstream Applications CALL FOR PROPOSALS

Ref.: AO/1-10494/20/NL/CLP (Issue 2.0)

Our ref.: Proposal Title (proposal title)   
No. (proposal reference number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir or Madam,

With reference to the above Call for Proposals, we present this proposal for a (Feasibility Study / Demonstration Project) under (BASS / 5G / 4S) Programme Line.

## Validity Period

This proposal is valid for a period of four months from the date of proposal submission to ESA with implicit extensions as per Article 37 points 3 & 4 of the Agency’s Procurement Regulations.

## Overview of the Proposed Activity

The proposed activity (very short introduction of the project and the contents of the proposal as a whole, you can use part of the information provided in Par.1 of the Outline Proposal, adapted as you deem useful).

The proposed start date for the activity is (start date).

We hereby inform the Agency, that we (will/will not) start the work prior to contract award.

## Immediately after having submitted an acceptable Full Proposal, the Tenderer may start to carry out the work in accordance with what indicated in the Full Proposal. The Tenderer performs such work at his own financial risk; the Agency may require modifications or turn down the proposal in its entirety and eventually not award a contract.

## Bidding Team and Price Breakdown

Our Firm Fixed Price for the activity, in accordance with the funding conditions stated in the Call for Proposals, amounts to (total price[[1]](#footnote-2)) Euro all included, with the sole exception of any import duties and value added taxes in the Agency’s Member States. This price is based on a total cost of (total cost[[2]](#footnote-3))] Euro.

The geographical distribution within the Bidding Team is indicated in the table below.

**Geographical Distribution within the Bidding Team**

*(for Contractor and Subcontractor(s) only, not for suppliers)*

|  |  |
| --- | --- |
| **Country**  *(2-letter ISO code)* | **Total** |
| country 1 | xx % |
| country 2 | xx % |
| country …. | xx % |

The details of the Bidding Team are as follows:

**Bidding Team and Price Breakdown Information (all figures in EUR)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contractor** | **Subcontractor[[3]](#footnote-4) 1** | **Subcontractor ..** |
| Tenderer’s Complete Name and Legal Nature | ........ | ........ | ........ |
| SME | yes/no | yes/no | yes/no |
| Entity Code | 1000xxxxxx | 1000xxxxxx | 1000xxxxxx |
| Country *(2-letter ISO code)* | XX | YY | ZZ |
| Price Type | FFP | FFP | FFP |
| Total Cost *(total cost planned for carrying out the activity)* | ........ | ........ | ........ |
| Total Price *(what is requested to ESA)* | ........ | ........ | ........ |

Contact Details

Entity and contact details for the Tenderer (potential Contractor) are given below:

|  |  |  |
| --- | --- | --- |
| **Entity Details** | Full Name: | (full name of the Tenderer) |
| Address: | (address of its seat) |
| Telephone: | ........ |
| Nationality (according to ESA Convention criteria): | ........ |
| **Contact person** to whom all communication related to the Full Proposal should be addressed: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| **Author(s)** of the Full Proposal: | Name: | ........ |
| Job Title: | ........ |
| Person who will be responsible for the **technical management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Person who will be responsible for the **contractual management** of any resulting contract, and who would be nominated as such in the contract: | Name: | ........ |
| Telephone nr.: | ........ |
|  |  |
| Email address: | ........ |
| Postal address: | ........  ........ |
| Legal representative who will **sign** any resulting contract: | Name: | ........ |
| Job Title: | ........ |

Contact details for the Subcontractor(s) are given below:

Please fill in the table below and do not forget the obligation for all components of the proposed bidding Team to have at least completed the “Light Registration in esa-star Registration (or delete the above statement and the following table if no subcontractors are proposed).

**Subcontractor Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Subcontractor 1** | **Subcontractor 2** | **Subcontractor …** |
| Subcontractor details | Name: | ........ | ........ | ........ |
| Address: | ........  ........ | ........  ........ | ........  ........ |
| Contact person for the purposes of their Full Proposal to the Contractor | Name: | ........ | ........ | ........ |
| Telephone nr.: | ........ | ........ | ........ |
|  |  |  |  |
| Email address: | ........ | ........ | ........ |

## Declaration Compliances

With respect to the “Declaration of Compliances” we herewith officially declare the following:

* In regard to the ESA General Conditions of Tender (GCT), we hereby certify that the legal entities identified in sections 3 above have filled in the Agency Questionnaire in “esa-star”, which has/have been updated not earlier than 12 months before proposal submission.
* Regarding management contents of this proposal, we hereby certify that this tender fully complies with the Management Requirements.
* Regarding financial contents of this proposal, we hereby certify that this tender fully complies with the financial requirements of this CfP.
* We hereby state that we have read and understood all the terms and conditions of the Draft Contract included in the subject Call for Proposals and that we accept the said terms and conditions without any reservations. (Full and unconditional compliance is expected. However, you are invited to propose how to complete the parts of the Draft Contract which are left blank).
* We confirm that any sales conditions of our own shall not apply.
* We hereby acknowledge the right of the Agency during the validity period of this tender, to require the Tenderer to provide evidence of any element of its proposal and to give additional detailed information, including on the price quotation. This includes the right for the Agency to perform an audit if the Agency deems it appropriate (see Part 2 B7 of the GCT).
* This proposal is consistent with the Outline Proposal approved by the Agency
* With regard to the requirements in ESA’s Policy on the Prevention, Detection and Investigation of Fraud (special reference is made to paragraph 5.8), the tenderer is compliant.

We hereby explicitly state that we have read, understood and accepted the Personal Data Controller to Controller (PDCC) Annex to the Draft Contract. (This Annex forms an integrated part of the Contract and the Tenderer’s attention is drawn to the fact that it will not be subject of separate signatures. Should the tender lead to a Contract award, the PDCC will enter into force upon signature of the Contract by both Parties.)

Done and signed for, and on behalf of .....................

Signature: ..............................

Name and title of the signatory: (full name and function) duly authorised to commit the tendering entity and its proposed Subcontractor(s) for this purpose.

Signed Letters of Authorisation of Funding are attached as Annex 1 (if not already delivered directly by the National Delegate(s) to ESA) for the following countries: xx, xx, xx.

## Annex 1

**Letter(s) of Authorisation of Funding from National Delegation(s)**

Please enclose a copy of the letter from each relevant National Delegation.

1. Activity Price is what is requested from ESA [↑](#footnote-ref-2)
2. Activity Cost is the total cost planned for carrying out the activity [↑](#footnote-ref-3)
3. Please fill in the table and do not forget the obligation for all components of the proposed bidding Team to have at least completed the “Light Registration” in esa-star registration. [↑](#footnote-ref-4)