

## DestinE Use Cases – How to bid!

How to respond to a DestinE UC Best Practice ITT Published by RHEA System S.p.A on the ESA ESA-Star bidding system.





- 🌐 How to gather information
- 🌐 Pre-requisite for Bid Submission
- 🌐 How to find the ITT
- 🌐 How to respond



# Gather information

- 🌐 All information about the ITTs before their official publication will be made available on the DestinE portal:

<http://destination-earth.eu>

- 🌐 Please note that the ITTs will be restricted to companies operating in a EU Member State or a State associated to the Digital Europe Programme:

**AT+BE+BG+CY+CZ+DE+DK+ES+EE+FR+FI+GR+HU+HR+IT+IE+IS+LT+LI+LU+LV+MT+NO+NL+PL+PT+RO+SE+SI+SK**

- 🌐 Visit regularly the website and subscribe to the newsletter to get relevant updates!



# Pre-requisite for Bid Submission





# Company Registration into ESA-STAR

- 🌐 ESA uses an Application called ESA-STAR to register companies and allow them to bid.
- 🌐 The registration into ESA-STAR is a pre-requisites for submitting a tender
- 🌐 Economic operators not yet registered as potential Tenderers are requested to complete the online questionnaire on the esa-star Registration website (<https://esastar-emr.sso.esa.int/>)



# Light Registration

- 🌐 Any entity, including any subcontractor in the Proposed Project team at the time when a tender is submitted, is required to at least have already completed the “Light Registration”
- 🌐 See Registration User Manual: <https://esastar-emr.sso.esa.int/Account/DownloadFile>
- 🌐 Failure to fulfil this requirement will result in a tender being considered incomplete and hence not admissible for evaluation.





# Full Registration

- 🌐 Please note that only the “Full Registration” allows the Contract to be placed with the selected Tenderer
- 🌐 The registration as an ESA Entity includes the obligation to subsequently fill in the Agency Questionnaire and to update it yearly at the following link: <https://esastar-em.sso.esa.int>
- 🌐 Failure to provide or update the required information will result in the access to the non-public part of esa-star being blocked.
- 🌐 Further information on the registration process can be found on the Industry Portal pages available [here](#)



# Familiarise with ESA-STAR

🌐 All information on ESA-STAR and its sub-sites can be found at the following link:

[ESA - esa-star: open for business](#)





# How to find the ITT





# How to find the ITT

- 🌐 Access the ESA-STAR Publications page at [ESA Publications/](#)
- 🌐 Access the “All Non ESA Tender Actions”
- 🌐 Search for “RHEA” tender actions
- 🌐 Make sure they refer to the DestinE project
- 🌐 You can also turn on (under preferences) notification of tender actions for Non-ESA ITT’s so you get an email when something changes.



# How to Respond





# First steps

- 🌐 Click the “Create Bidder Restricted Area” button in the ITT page that creates the Area under ESA-STAR Tendering under which you can submit your proposal online.
- 🌐 Check your entity belongs to a country that is allowed to bid (in the ITT cover letter). If you can proceed.
- 🌐 Please make a note of the closing date deadline remembering that this can change due to a clarification.
- 🌐 Prepare your proposal documents and submit online via ESA-STAR Tendering



# Preparing Documents

- 🌐 Download all the ITT Documents.
- 🌐 The cover letter indicates who can bid and the deadlines
- 🌐 The Statement of work (SOW) indicates the work you are bidding for.
- 🌐 The Special Conditions of Tender (STC) indicates the volumes you need and their structure.
- 🌐 The Draft Contract is a Draft of the final contract you will have with RHEA if you win.
- 🌐 There may be other reference documents.



# Submitting Documents

- 🌐 Various Administrative documents (such as financial PSS Forms and ESA General Conditions of Tender) are also available at ESA-STAR Publications under “Supporting Documentation”
- 🌐 Under the ESA-STAR Tendering site upload your documents as PDF files.
- 🌐 Also complete the requested additional information such as Compliance documents and Key Acceptance Factors
- 🌐 After submission RHEA will contact you if they need clarifications or to inform you of the outcome of your bid and in case invite you for negotiation.



# Waiting for your great proposals!

