



Czech Republic
Ministry of Transport



CZECH
SPACE
TEAM

NEW ESERO CZ CALL - HOW TO WRITE SUCCESSFUL PROPOSAL PROPOSAL TEMPLATE, EVALUATION CRITERIA, KAFs

JOINT PRESENTATION BY ESA & MoT





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PROPOSAL TEMPLATE

- Use of the template is mandatory
- Guidance for tenderer - simplification for evaluators
- Contract documents with ESA will be based on the same structure
- Template will be part of Call's documentation

.doc – template para by para

Header organisation
Reference number

Proposal E SERO CZECH REPUBLIC

Header organisation
Reference number

Header organisation
Reference number

FINANCIAL PROPOSAL 2023 - 2025

Task	2023-2025			
	2023	2024	2025	AM
Task 1 - Management				
Other costs (based on administrative effort)				
Other costs (specify if not defined separately)				
Task 1 - Total costs				
Task 2 - Teacher and T4				
Other costs (based on administrative effort)				
Training Primary Teachers				
Travel				
Costs (based on course material)				
Other				
Task 2 - Total costs				
Task 3 - Didactic resources				
Other (specify if not defined separately)				
Translation / adaptation existing materials				
Development new didactic resources				
Organisation of practical management and didactics (Czech, English, German, Spanish, etc.)				
Support to specific projects (based on specific and general needs)				
Acquisition of didactic resources				
Other costs (based on administrative effort)				
Task 3 - Total costs				
Task 4 - Promotion and Inspirative Activities				
Direct Management				
Teacher conferences				
Events organization				
Other costs (based on administrative effort)				
Other (specify)				
Task 4 - Total costs				
Task 5 - Engagement with open industry and academia				
Direct Management				
Activities with industry (eg. Space prize to schools)				
Events (confer etc)				
Other costs (based on administrative effort)				
Other (specify)				
Task 5 - Total costs				
TOTAL				



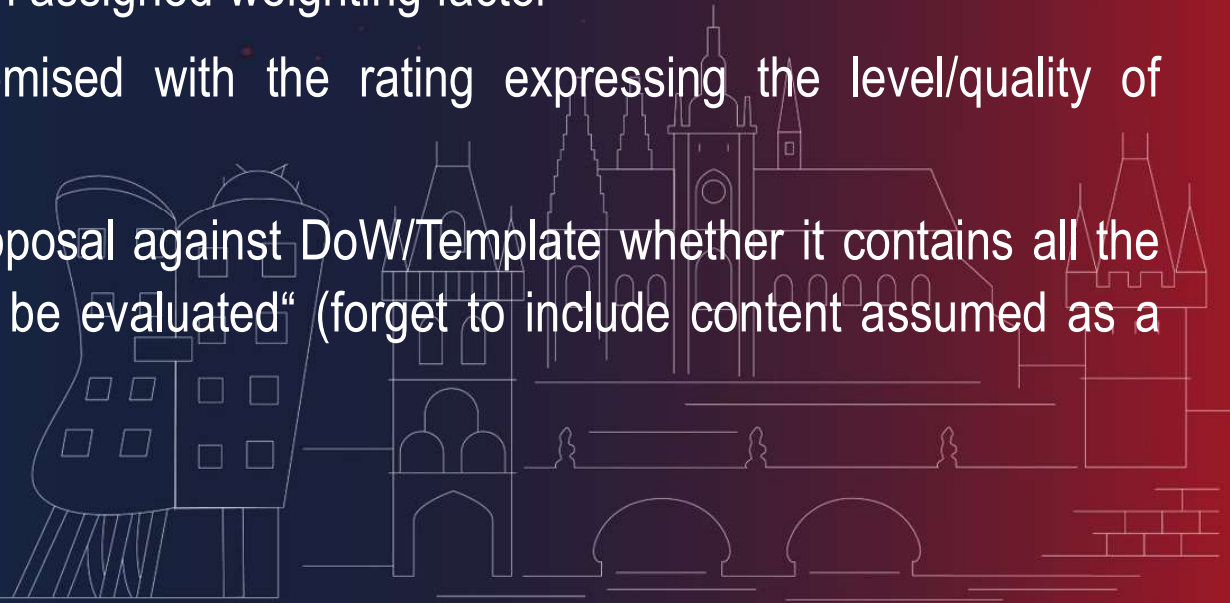
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EVALUATION CRITERIA

- 7 main categories, 17 subcategories
- Each main category / subcategory has an assigned weighting factor
- Each weighting factor will be compromised with the rating expressing the level/quality of respective content
- REMINDER: Carefully assess your proposal against DoW/Template whether it contains all the essentials – „what is not included cannot be evaluated“ (forget to include content assumed as a matter of course – loss of points)





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EVALUATION CRITERIA

<u>Evaluation Criteria</u>	<u>Weighting Factors</u>	<u>Rating</u>	<u>Weighted Rating</u>
Background and experience, understanding the requirements	20		0
Task 1 - ESERO Management	10		0
Task 2 - Teacher and Educator Training	10		0
Task 3 - Didactic resources and activities	10		0
Task 4 - Promotion and Inspiration Activities	10		0
Task 5 - Engagement with space industry and academia	10		0
ESERO financing	30		0

<u>Rating:</u>	
Perfect	100
Excellent	90
Very good	75
Good	60
Fair	50
Barely acceptable	40
Worthless	0



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KEY ACCEPTANCE FACTORS (KAFs)

- When submitting your proposal, you are requested to declare that your tender fulfils each of the following Key Acceptance Factors:

KAF		Compliance
1.	The Tenderer confirms, on its behalf and on behalf of its Sub-contractors, to understand and comply with the principles of free competition.	
2.	The Tenderer confirms the understands that the Call is non-binding (non-committing by the Ministry of Transport), and that after the conclusion of the evaluation process, the chosen Tenderer will have to start negotiations with the European Space Agency for the potential contract award of the Implementation of ESERO CZ contract.	
3.	The tender cover letter and the tender contain a binding price.	
4.	The tender is compliant with the budgetary limit(s) applicable to the tender.	
5.	The tender cover letter contains a confirmation that the validity period is four (6) months from the date of tender submission.	
6.	The tender contains a technical description.	
7.	The tender cover letter is signed by authorised representative(s) of the Tenderer.	

- The tender will be excluded from further evaluation if it turns out that it is not in line with any of the declarations given at the time of tender submission.



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Q & A DISCUSSION

