

SUBJECT: Permanent Open Call for Proposals for the European Space Agency's Business Incubation Centre in Portugal - ESA BIC Portugal

Dear Sir/Madam,

As part of its endeavour to encourage the transfer and commercialisation of space technologies, the European Space Agency¹ (the Agency) has set up business incubators located in Noordwijk, the Netherlands, in Frascati, Italy, in Darmstadt and Bavaria, Germany, in Harwell, United Kingdom, in Redu and Geel, Belgium, in Aquitaine, Midi-Pyrénées and Provence-Alpes-Cotê-d'Azur and Languedoc-Roussillon, France, in Barcelona and Madrid, Spain, in Coimbra, Porto and Cascais, Portugal and in Luleå, Uppsala and Trollhättan, Sweden. Their purpose is to enable entrepreneurs to receive comprehensive commercial and technical assistance in order to set up their business using space technology for non-space industrial and commercial uses.

Instituto Pedro Nunes (IPN) is entrusted by the Agency with the set, administration and implementation of this Call. IPN is the technology transfer office of the University of Coimbra, business accelerator and EBN certified business incubation centre and also has applied research laboratories in six different areas (automation, informatics, materials, geotechnics, phytopathology and electro analysis and corrosion).

IPN hereby invites you to submit a proposal for the above subject.
Please find enclosed the following documents:

Call for Proposals

- I. Instruction for Business & Activity Proposals
- II. Formal requirements, evaluation process and criteria

Business & Activity Proposal (BAP) templates

- I. Cover Letter, Requirements Checklist, Space Connection, Support Request and Executive Summary Executive Summary
- II. Business Plan
- III. Incubation Proposal

Draft Contracts

¹ The European Space Agency is an intergovernmental organisation constituted of the following Member States: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

Your attention is drawn to the following:

Nature and purpose of this Call for Proposals:

1. The purpose of this Call for Proposals (Call) is to select projects and ideas for business incubation in the ESA BIC Portugal.
2. The Agency offers to support projects and ideas for business incubation by providing funding, business and technical assistance as well as office accommodation & services. The extent of the support provided is negotiated on a case-to-case basis. As a general rule the financial support granted to one project for its prototyping and IPR development will not exceed EUR 50.000,00.
3. This Call is of a permanent nature meaning that it has no closing date for the submission of proposals as long as the ESA BIC Portugal has not indicated otherwise.
4. Applications are only considered from nationals of one of the Agency's Member States (see note 1) and Canada.
5. Start-up companies, whether registered at the Portuguese Commercial Registry or not, as well as individuals may apply for this call.
6. In case of start-up companies who are registered, the company – represented by its authorised representative(s) – is considered to be the Applicant.
7. In case of legal entities who are not registered, the individual acting as prime promotor is considered to be the Applicant.
8. In case the Applicant is an individual, (s)he shall be over eighteen years of age and of sound mind, and therefore able to enter into a binding agreement.
9. All the above categories are hereinafter referred to as 'Applicant'.
10. This Call is aimed at Applicants who are developing technology from a space background but for non-space activities or domains (spin-off) or exploitation of non-space technology in the space market (spin-in), but explicitly excludes activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs.

Requirements

11. Applicants are required to closely follow the instructions provided in this Call when producing and submitting their proposal (see section I of Appendix 1).
12. Only those Applicants that fulfil all formal requirements (see section II of Appendix 1) will be accepted for evaluation.
13. Applicants should carefully read the contractual documentation provided in section III of

Appendix 1. The application shall include a clear, explicit and unambiguous statement whereby the Applicant has read and understood the terms and conditions contained in the contractual documentation and accepts them. In exceptional cases where the Applicant wishes to propose modifications or amendments, the full text of such modifications or amendments shall be given and the reasons for the amendments requested shall be clearly explained.

Procedure and planning

14. The evaluation of all proposals received shall take place in accordance with the Agency's and IPN's rules and procedures (see section II of Appendix 1). All Applicants will be informed of the outcome of their application.
15. The evaluation procedure is carried out jointly by IPN and ESA.
16. The ESA Tender Evaluation Board (TEB) meets three times per year to evaluate the proposals received in the preceding four months. Proposals will be accepted for the current evaluation round where they reach IPN within the dates and times published at <http://space.ipn.pt>
17. The period between the receipt of a proposal and contract placement is in principle no longer than 6 months.

Miscellaneous

18. The contents of the Applicant proposals shall be treated as confidential.
19. In spite of the efforts undertaken by IPN to ensure full confidentiality, the Applicant's idea may through the application with IPN (if not specifically protected for example by patent rights) fall into the public domain. Therefore it is strongly recommended that the Applicant discusses the protection of his/her idea with a dedicated expert in this field prior to application with IPN.
20. As far as allowed by law, any title held by the Applicant to his/her idea shall remain vested in him/her. This application shall under no circumstances result in the acquisition of any title whatsoever to the idea².
21. No expenses incurred in any stage of the application procedure will be reimbursed to the Applicant by IPN, the Agency and/or any third party.
22. In no event shall this Call for Proposals be construed as imposing any obligation whatsoever

²If the Agency or its Member States require the use of Intellectual Property Rights related to the product or service being developed during the incubation programme, owned by the Incubatee as described in Item 20 here above for the performance of the Agency's programmes in the field of space research and technology and space applications, ESA will issue a tender in direct negotiation to the incubatee. If the Incubatee is not willing or able to perform the activity for the Agency, the Agency or its Member States shall be entitled to a free of charge, transferable, non-exclusive licence to use such Intellectual Property Rights, which licence shall be limited to the territories of the Agency's Member States.

upon IPN, the Agency and/or any third party to enter into negotiations with any Applicant or to enter into any other specific arrangement for business incubation in any of the ESA BICs' and IPN's establishments.

23. IPN and the Agency are committed to ensuring equal opportunities and the elimination of discrimination of any type for all applications complying with the conditions and requirements set forth in this Call.

Any queries relevant to the submissions of proposals are to be addressed, in writing, to space@ipn.pt.

Your complete proposal and all supporting documents are to be submitted, in electronic form (.pdf and .doc) to the email address space@ipn.pt, with a signed paper original to:

A/C Carlos Cerqueira
Instituto Pedro Nunes

Departamento de Valorização do Conhecimento e
Inovação Rua Pedro Nunes

3030-199 Coimbra

Subject: ESA BIC Portugal Open Call

Yours faithfully,

Carlos Cerqueira
Departamento de Valorização do Conhecimento e Inovação
Instituto Pedro Nunes