

# Call for Proposals – Appendix 1

## Table of Contents

I. Instructions for Business & Activity Proposals	1
A. Length of proposal	1
B. Content of proposal	2
II. Formal Requirements, Evaluation Process and Criteria	3
A. Formal requirements	3
B. Evaluation process	4
C. Evaluation criteria	5

## List of Acronyms

BAP – Business & Activity Proposal

BIC – Business Incubation Centre

ESA – European Space Agency

IP – Intellectual Property

IPR – Intellectual Property Right

IPN – Instituto Pedro Nunes

TEB – Tender Evaluation Board

TOB – Tender Opening Board

## **I. Instructions for Business & Activity Proposals**

Section I of this Call for Business & Activity Proposals is meant to inform applicants of the required length and content of their Business & Activity Proposal (BAP). Any relevant information in addition to the required information is welcomed.

### **A. Length of proposal**

The Business Plan shall not contain more than 25 pages, annexes excluded. The Executive Summary shall be a maximum of one page.

## B. Content of proposal

The proposal shall contain the following information:

1. Cover Letter (Requirements Checklist, Space Connection, Support Request and Executive Summary)
2. Business Plan
3. Incubation Proposal

## II. Formal Requirements, Evaluation Process and Criteria

Section II of this Call is intended to inform Applicants of the selection process and criteria.

### A. Formal requirements

In order for the Applicant's proposal to be accepted by the Agency for evaluation, the requirements listed below need to be fulfilled. The ESA general application requirements are applicable to all Applicants. The specific requirements are only applicable for application for incubation in the business incubator of the Agency in Portugal, managed by IPN.

#### 1. ESA General Application Requirements

- The Applicant's product or service is based on a transfer of space technology to, and/or utilization of a space system, in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in).
- The Applicant shall sell and deliver innovative products, processes or services (advice/consultancy is excluded) for his own account and risk.
- The Applicant's first registration at the Portuguese Commercial Registry shall have taken place no longer than 5 years prior to submission of the Applicant's proposal to the Agency.
- In case the Applicant has a legal personality, the Applicant shall not form part of a group at the time of submission of the Applicant's proposal to the Agency. This means that no less than half the issued capital or voting rights shall be owned – directly or indirectly – by the authorized representatives applying on behalf of the Applicant. In case the Applicant is a legal entity without legal personality, the Applicant shall be a fully authorized general partner.
- The Applicant shall not conduct business activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs.
- Certain industrial sectors are excluded: the transport sector, the production, processing and trading of agriculture, fishery and aquaculture products, and the export sector. Therefore, the applicant shall not conduct any direct activities within the abovementioned sectors. Also, the applicant shall not receive aid towards expenditure in connection with agriculture or fisheries. However, applicants who are not within these sectors but aiming at commercializing products or services amongst other activities to these sectors may still apply for the scheme.
- The Applicant shall communicate in the English language.

## 2. Application Requirements Specific to ESA BIC Portugal

- The Applicant states that the terms and conditions of the Draft Incubation Contract and the synopsis of the tenancy agreement are read, understood and accepted without any reservations. Any reservations shall be explicitly mentioned in the cover letter of the application.
- The Applicant confirms that they are not to be hosted in another business incubator – or entity or organization providing similar support, for the duration of the incubation contract.
- The Applicant shall register in the Portuguese Commercial Registry as a Portuguese legal entity (private law company) at the first stage of the business incubation.
  - The Applicant must have an authorized representative with permanent residence in Portugal before signing the Incubation Contract.
- The company's legal and registered headquarters are to be located at one of the offices of ESA BIC Portugal.
- The Applicant must choose one of the offices of ESA BIC Portugal when applying to the ESA BIC Portugal Permanent Open Call.
- The Applicant must provide proof of full compliance with Portuguese tax and social security obligations.
- The Applicant shall provide a copy of an official document proving his or her identity.

### B. Evaluation process

Until further notice by the Agency, Applicants are invited to submit their proposal for ESA BIC Portugal at all times.

Upon its receipt, IPN and the Agency shall first assess the admissibility of the Applicant's proposal. The proposal is only admitted for further evaluation where all formal requirements (see A. above) have been met. In all other cases, the proposal shall be rejected. The outcome of this first assessment shall be communicated to the Applicant. When the proposal is compliant with the formal requirements, the applicant is invited to a presentation of the proposal in front of ESA BIC Portugal Tender Evaluation Board (TEB) and to provide answers to any questions the TEB might have.

The proposal and the presentation will be marked against the selection criteria detailed under C. below. The final decision of the Agency regarding the application shall be notified to the Applicant in writing by IPN. This decision is without appeal, and the Agency will not enter into correspondence on the reasons for the decision.

Upon receiving notice that the application has been unsuccessful, the Applicant may request IPN to advise him/her of the reasons why the application was unsuccessful. This evaluation outcome will not be construed to prevent the Applicant from submitting a renewed application.

Upon receiving notice that the application has been successful the Applicant is requested to register his/her company as Portuguese Commercial Registry during the first stage of incubation.

## C. Evaluation criteria

The evaluation shall be based on the way the criteria below have been addressed both in the proposal and during the Applicant's presentation.

### - Formal Aspects

- Compliance with the Call's General and Specific Requirements
- Acceptance of tender conditions

### - Background and Experience

- Experience and Team composition
- Support entities
- Vision

### - Technology / Service

- Space Connection
- Technical feasibility of the product/service to be developed
- Product development strategy
- IP strategy

### - Value Proposition & Market

- Value Proposition
- Market
- Competition

### - Business Modelling & Risk

- Revenue Model
- Finance
- Risk

### - Activity Proposal

- Quality of the BAP
- Milestones/Cost planning
- Work break down
- Management
- ESA BIC investment opportunity

ESA BIC Portugal and the Portuguese Delegation at ESA encourage applications addressing relevant problems, needs or opportunities regarding the following preferential thematic areas:

- A. “Blue Worlds” – socio-economic development of the Atlantic namely, bay and estuarine areas including coastal ecosystems and processes, sustainable food production, maritime infrastructure, safety and security, low-cost sensors and information systems;
- B. Sustainable development;
- C. Safe and secure communications, optical communications and 5G;
- D. Space Safety.

This statement does not limit in any possible way the range of non-space markets or geographies of application of the Applications submitted.

### **Preferential Clause**

ESA BIC Portugal and Portugal Space, following the decision of the National Delegation, may give preference in the placing of the contract to bidders which addressed the preferential thematic areas, in the case they have obtained an overall weighted positive and accepted mark, and they are equally ranked with another proposal.