INTERNAL USER GUIDE

A Guide to the European Space Agency Funding Opportunities using the ESA Electronic Mail Invitation to Tenders System (EMITS)

A Quick Guide for Applicants applying for funding using EMITS

European Space Agency Web page: http://www.esa.int/esaCP/index.html
EMITS web page: http://emits.esa.int/emits/owa/emits.main


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A INTRODUCTION

1. You will not be able to use EMITS unless you have a system username and password.
   - If you do not have an account, go to the EMITS Request user Account Guide.
   - If you have an account, go to **Section B** (Accessing EMITS).

On the emits main screen:
   - Use the following link: [http://www.esa.int/esaCP/index.html](http://www.esa.int/esaCP/index.html)

2. Click on the **Business with ESA** button on the left to access to access the ESA Portal.

The following screen will appear:
Click on the EMITS button (on the right of the screen) to access EMITS Portal.

The following website security window will be displayed, please select **Continue to this Website** as indicated below:

![Website Security Window]

The following screen will appear:

![EMITS Portal Screen]

If using the EMITS Web Link [http://emits.esa.int/emits/owa/emits.main](http://emits.esa.int/emits/owa/emits.main) you will be directed to the web page as show below.
B  ACCESSING EMITS

Enter your username and password (the system is case sensitive for both username and password).

Click on **Login** to proceed.

When the login process is complete, the following screen will appear:

C  VIEWING AND DOWNLOADING INVITATIONS AND APPLICATIONS TO TENDER

1. EMITS incorporates an Express Interest function that enables you to reply to an Invitation to Tender (ITT) or Intended Invitation to Tender (IITT) that is to express interest (Intended or Open). If you express interest in an IITT, you will be advised when the IITT becomes an Open Invitation To Tender (ITT or AO).

When the login process is complete, you will be able to undertake the following in addition to creating a new user account:

- Open Invitations to Tender;
- View Application Documents for the Tender;
- View Intended Invitations to Tender.
2. Click on Open Invitations to Tender.

You can also Open Tender with the following popular keywords (see below).

- Open Date;
- Closing Date;
- Keywords;
- Global List.

The following window will be displayed, showing all the Invitation to Tender in the Global List.

3. Click on the Tender Reference for the call for tender.
The following window will be displayed.

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### ESA Open Invitation To Tender (ITT)

**Title:** 2009 AO FOR THE INNOVATION TRIANGLE INITIATIVE (ITI)

**Open Date:** 20.03.2009

**Closing Date:** 29.06.2009

**Status:** ISSUED

**Reference Nr.:** 09.135.01

**Budget Ref.:** 100061 - Techno Res/Core Activities

**Special Prov.:** BE+DK+FIN+NL+ESP+CH+GB+IREL+AT+FIN+POR+GR+LUX+CZ

**Proc. Prop:** NO

**Tender Type:** C

**Price Range:** > 500 KEURO

**Mots-clés:** OFFRE DE PARTICIPATION-APPEL A IDEES

**Keywords:** ANNOUNCEMENT OF OPPORTUNITY/CALL FOR IDEAS

**Establishment:** ESTEC

**Directorate:** DIRECTORATE OF TECHNICAL & QUALITY MANAG - D/TEC

**Department:** SYSTEM, SOFTWARE & TECHNOLOGY DEPARTMENT / TEC-S

**Division:** TECHNOLOGY HARMONISATION & STRATEGY DIV / TEC-SH

**Contract Officer:** Carla Binedell

**Last Update Date:** 06.05.2009

**Update Reason:** Closing Date Extended

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### D Expressing an Interest in an Invitation To Tender (ITT) / Intended Invitation To Tender (IITT)

1. When you find an ITT/IITT of particular interest to you, you can express an interest in it. At the bottom of each Tender page, you are offered the opportunity to express your interest. Once you click the "Express Interest" button, you are given confirmation that it has been added to your Work Area list. At the base of the invitation to tender you will find the following options:

   **Transfer** - to confirm that you want to express an interest in the Tender and this will also enable you to transfer the Tender Documents to either your PC or request that they are sent to your registered email address.

   **Express Interest** – this will give you the opportunity to express your interest. Once you click the Express Interest button, you are given confirmation that the ITT/IITT has been added to your Work Area list. To remove an ITT/IITT from the Work Area list, uncheck the checkbox.

**Open Invitations To Tender** EMITS maintains the full list of all Open Invitations To Tender (ITT) also known as Appels d'Offres (AO). These are open to all potential bidders. For each of them, EMITS contains the full text of all the documents you need to place a tender plus any associated graphic images. The text is divided into:

- A Summary of the work to be done and of the basic elements;
- A Letter of Invitation;
- A detailed Statement of Work;
- Details of any Special Contract Conditions;
- Details of any Special Tender Conditions;
- Clarification(s) (if applicable).
2. Click on Transfer to download the Tender Documents (see Annex I for examples).

- An example of the Letter of Invitation is shown below:

```
Responsible Contracts Officer: Mrs Carla Burdell (RES-PTS)
Carla.Burdell@esa.int
Telephone: (31) 71-363 3338
Fax: (31) 71-363 3773

Subject: Announcement of Opportunity for Type A, B and C Activities
AO/1-6067/09/NL/CBI
ESA INNOVATION TRIANGLE INITIATIVE (ITI)

Budget line: 061 (Techno Rev/Core Activities)
950 (GSEP-A)

Date: 20th March 2009
```

- Example of the Statement of Work for Tender
ESA Invitations To Tender. The visibility can be:

- **Public**: everyone can see the expression of interest
- **ESA**: only ESA can see the expression of interest

Entities Invitations To Tender. The visibility can be:

- **Public**: everyone can see the expression of interest
- **ESA/Entity**: only ESA and the Entity that published the Invitation To Tender can see the expression of interest.

Potential bidders may use EMITS to post an expression of interest (see Expression of interest) in a particular ITT. They are encouraged to do so well in advance as this will allow keep them informed of any development that could take place. Moreover, other companies can take these expressions of interest into account when establishing the strategy to reply to the Invitation To Tender.

In both cases the EMITS user name (Imperial College) is shown only for interests expressed by users of the same company.

**Note:**

The expression of interest is not mandatory, but allows the users to be informed of any modification in the intended procurement and to be notified via e-mail when the ITT is issued. Users are invited, when using the Expression of Interest, to choose the option that provides visibility of their interest to other users.

3. Click on **Current Expression of Interest** at the bottom of the Tender Screen to proceed.

The list also indicates whether the Funder is interested as a prime or a sub contractor, the type of Funder and its specialist area. This list can also be printed via the **Print including specialist area details** button at the bottom of the list (shown below).
Expressing interest in multiple ITT/IITTs.
Interest can also be expressed in multiple ITT/IITTs, from a Search Result List. In this case, prior to pressing the "Express Interest" button, some ITT/IITTs can be deselected by clearing their checkmarks. If you prefer to express interest only in few items in the list clear their check boxes for those items, and choose expressing interest in the unchecked items.

E

MANAGEMENT OF THE EXPRESSION OF INTEREST (WORK AREA)

1. The Work Area List is a list of ITT/IITTs in which you have shown an interest in the current EMITS session. You can access the Work Area List either immediately after you express an interest in an ITT/IITT or from the left Navigator by clicking the entry Management of Expression of Interest.

In the Work Area List you can specify:

- If you intend to bid as a Prime or as a Subcontractor or Either (i.e. your Role).
- If you accept that your interest is Public (i.e. known to everyone) or you want it only known to ESA (or to ESA/Entity if it is an Entity's ITT/IITT).
- If you want to include Specialisation information about your company. These are details about specialist areas, topics and services. Internet addresses included in the text will become active to other readers. Users are encouraged to use this facility to complement the information on their products & capabilities.

Confirm Interest
When you express the interest at IITT level, after it is issued you are allowed to confirm your interest. A confirm interest hyperlink appears automatically on the EMITS home page when you perform the login. This will allow you to confirm or remove your interest.
**Management of expression of interest**
The Management of Expression of Interest entry in the Navigator allows you to manage your Work Area list and Online list: you can see and modify all the expressions of interest, included in both the Work Area list and Online list.

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### 1. ESA Service Desk and EMITS ID Helpdesk - ESA Applications

- **Tel:** +39 (06) 941 80700
- **e-mail:** servdesk@esa.int
- **Tel:** +39 (06) 941 80700
- **e-mail:** Esrin.IDHelp@esa.int
- **Fax:** +39 080 3853846

List of available help functions and topics are available.

### 2. Click on the **Quit** button to leave the system.