

PERMANENT OPEN CALL

SUBJECT: Permanent Open Call for Proposals for the European Space Agency Business Incubation Centre in Nord France (“ESA BIC Nord France”)

REF: ESA BIC Nord France- 2018

Dear Madam, Dear Sir,

As part of its endeavour to encourage the transfer and commercialisation of space technologies, the European Space Agency¹ (the Agency) has set up business incubation centres across several Member States. Their purpose is to enable entrepreneurs (incubatees) to receive commercial and technical assistance in order to set up their businesses using space technology for general non-space industrial, scientific and commercial uses (“spin-off”) or using non space technology for proposing products and services for the space sector (“spin-in”)².

Ouest BIC Technopoles (“OBT”) is entrusted by the Agency with the setup, administration and implementation of this Call. OBT is the organization in charge of managing the ESA BIC programme in Nord France.

Ouest BIC Technopoles hereby invites you to submit a proposal for the above subject.

Please find attached hereto the following documents:

Appendix 1:	Call for Proposals
Section I	Formal requirements, selection process and evaluation criteria
Section II:	Draft Incubation Contract
Addendum 1:	Standard requirements for management reporting, meetings and deliverables
Addendum 2:	Agenda for Mid Term Review
Addendum 3:	Final Report Template
Addendum 4:	Logo

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

² These “spin-in” products and services shall address innovative solutions, possibly in conjunction with new business models, for the future space industry, aka “Space 4.0”. Beyond applications of space systems, which are already eligible to ESA BICs, “spin-in” encompasses solutions for optimising or developing processes, components, subsystems (up to an entirely new space system), all along the space value chain of payloads, satellites, launchers and ground stations, from concept definition, construction, manufacturing, assembly, integration, and testing all the way to launch, operations, and evaluation, using for instance COTS from non-space sectors, contemporary automation, big data, data exchange and manufacturing technologies, such as 3D-printing.

Appendix 2: TEMPLATES ESA BIC Nord France Open Call for Proposal

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 ESA BIC Nord France for the maximum period of 24 months.
2. ESA BIC Nord France offers to support projects and ideas for business incubation by providing funding, business support, technical assistance and office accommodation assistance. The modalities and the extent of the support provided are negotiated on a case-by-case basis. **As a general rule** the incentive granted to one project **is not for direct labour costs** and can only be spent in **France**. The incentive **will amount to a maximum** of EUR 50,000 costs incurred for purpose of development of products, prototypes, software and IPR.

In addition, a maximum of 80 expert hours for Technical Support is offered by the CNES and/or one of the technical sponsors.

Payment of the incentive scheme will be done upon the acceptance of the deliverables on the agreed milestones as stipulated in the Incubation Contract, if concluded. The incentive cannot be allocated for other expenses than those described in this Open Call.

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 Nord France has not indicated otherwise. Selection and evaluation of the proposals is scheduled periodically and is stipulated on the following ESA BIC website: <https://spacesolutions.esa.int/business-incubation/esa-bic-nord-france>.

Participation to the Open Call for ESA BIC Nord France

1. Applications are only considered from France.
2. Applications are only considered from the applicants fulfilling conditions set in this Open Call and stipulated herewith.
3. Participation to the Open Call is opened to legal entities within the relevant ESA Member State (Member State where the Contractor is located), and natural persons, who are resident with a permanent working permit within said Member State. Natural persons are required to demonstrate that, at the time of submission of their proposal to the Open Call, the process of establishment and registration of a legal entity has been initiated. Additionally, if a legal entity has not been established/registered yet, the applicant shall provide the envisaged organisational structure, legal status and share ownership, if applicable, of the company in its proposal. Non-compliance with such requirements will lead to the proposal being ruled non-admissible. A Contract with an applicant can only be signed when the registration of the corresponding legal entity has been completed and, said legal entity acquires full legal capacity.
4. In case of start-up companies with legal personality, the company – represented by its authorised representative(s) – is considered to be the Applicant.
5. In case of legal entities without legal personality, the general partner is considered to be the Applicant.
6. In case the Applicant is a natural person, (s)he is considered to be over eighteen years of age and of sound mind, and therefore able to enter into a binding agreement.
7. All the above categories are hereinafter referred to as ‘Applicant’.
8. This Call explicitly excludes activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs.

Requirements:

9. Applicants are required to closely follow the instructions provided in this Call when producing and submitting their proposal. (see Addendum 1 to the Contract)
10. Only those Applicants that fulfil all formal requirements (see Section I of Appendix 1) will be accepted for evaluation.

11. Applicants should carefully read the contractual documentation provided in Section II of Appendix 1. The application shall include a clear, explicit and unambiguous statement whereby the Applicant has read, understood and accepts the terms and conditions contained in the contractual documentation. In case, exceptionally, that the Applicant wishes to propose modifications or amendments, the full text of such modifications or amendments shall be given and the reasons for their being requested be clearly explained as part of the proposal.

Procedure and planning:

12. The evaluation of all proposals received shall take place in accordance with the Agency's and ESA BIC Nord France rules, procedures and requirements. All Applicants will be informed of the outcome of their evaluation.
13. The evaluation procedure is managed locally by Ouest BIC Technopoles (OBT) with the participation of ESA, and OBT's partners.
14. The Evaluation Board meets periodically to evaluate the proposals received between the last selection process and the published deadline. Proposals will be accepted for the current evaluation round in case they reach the ESA BIC Nord France Project Manager within the current deadline, the date of which is published on www.esa.int/bic, <https://spacesolutions.esa.int/business-incubation/esa-bic-nord-france>.
15. Applicants are required to sign the document "general conditions to be accepted by all the candidates" prior to the presentation to the Evaluation Board. See template in ESA web site.
16. After selection by the Evaluation Board, ESA BIC Nord France shall enter into negotiation with the selected Applicants, taking into account the comments and clarification points of the Evaluation Board.
17. Applicants will be informed in writing about the outcome of the evaluation and final decision taken. The Applicant may require, within 10 calendar days following the receipt of such notification, from ESA BIC Nord France an oral debriefing explaining the reasons why their proposal was successful or not.

ESA BIC. Nord France has the right not to place a contract, if three months after the notification to the successful Applicant no contract has been implemented due to a reason for which the Applicant can be held accountable.

18. Additionally, ESA BIC Nord France has right not to place a contract, in case of discrepancy between the envisaged legal entity that the applicant as natural person included in its proposal and the actual established and registered legal entity. These discrepancies may include

but are not limited to different organisational structure of the legal entity, its legal status or different shareholders, if there are any.

Miscellaneous:

19. The contents of Applicant proposals shall be treated as confidential.
20. In spite of the efforts undertaken by ESA BIC Nord France to ensure full confidentiality, the Applicant's idea may through this application (if not specifically protected like for example by patent rights) fall into the public domain. Therefore we strongly recommend that the Applicant discusses the protection of his/her idea with a dedicated expert in this field prior to application with ESA BIC Nord France.
- 21. 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 idea³.**
22. No expenses incurred in either stage of the application procedure will be reimbursed to the Applicant by OBT, the Agency and/or any third party.
23. In no event shall this Call for Proposals be construed as imposing any obligation whatsoever upon OBT to enter into negotiations with any Applicant or to enter into any other specific arrangement for business incubation in any of the Agency's establishments.
24. OBT 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.

**Your complete proposal with all supporting documents shall be submitted, in electronic form, to the following email addresses:
Alexia FREIGNEAUX : alexia.freigneaux@tech-brest-iroise.fr**

Any queries relevant to the submissions of proposals should be addressed to the above e-mail.

In parallel, 1 (one) signed paper originals should be sent to:

³ If the Agency or its Member States require the use of any Intellectual Property Rights, owned by the Incubatee as described in Item 21 here above Agency's programmes, the Incubatee shall be invited to submit a proposal following a request for quotation issued by the Agency. If, for any reason, the Incubatee is not able to submit a proposal within the determined tendering period, or following evaluation, said proposal is not recommended in-line with the ESA Rules and Regulations, the Agency is automatically entitled to a worldwide, irrevocable, transferable, non-exclusive licence to use on "favourable conditions" (i.e. more favourable for the Licensee than market conditions but still allowing reasonable profit for the Licensor) such Intellectual Property Rights for non-commercial purposes within its Scientific Research and Research and Development programmes, with the right to grant sub-licenses.

**ESA BIC Nord France
Technopôle Brest-Iroise
For the attention of Alexia FREIGNEAUX
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525 avenue Alexis de Rochon
CS 83809 – 29238 BREST CEDEX 2**

Subject: ESA BIC Nord France Open Call

Yours faithfully,

Jean-François BALDUCCHI
Head of Ouest BIC Technopoles