



Permanent Open Call for Proposals for the  
European Space Agency's  
Business Incubation Centres in Tartu and  
Tallinn (ESA BIC Estonia)



Dear Madam, Dear Sir,

As part of its endeavour to encourage the transfer and commercialization of space technologies, the European Space Agency<sup>1</sup> (the Agency) has begun a partnership with Tartu Science Park (TSP) as the ESA Business Incubation Centre Manager (ESA BIC) in Estonia. The purpose of an ESA BIC is to enable entrepreneurs to receive comprehensive commercial and technical assistance in order to set up their business using space technology for both space and non-space industrial, scientific and commercial uses.

The Agency has set up Business Incubation Centres located in several ESA Member States (see [http://www.esa.int/Our\\_Activities/Space\\_Engineering\\_Technology/Business\\_Incubation/ESA\\_Business\\_Incubation\\_Centres12](http://www.esa.int/Our_Activities/Space_Engineering_Technology/Business_Incubation/ESA_Business_Incubation_Centres12) for details).

TSP is in charge of managing the ESA BIC Estonia from 2017-2022. ESA BIC Estonia incubation centres located in Tartu and Tallinn and has partnered with Tallinn Science Park Tehnopol, Tartu Observatory, The University of Tartu, The Tallinn University of Technology, The City of Tallinn, The City of Tartu and Fund Kredex.

TSPark hereby invites you to submit a proposal for the above subject.

Yours faithfully,

*Mr. Andrus Kurvits  
ESA BIC Estonia | Manager  
Tartu Science Park | Head of Business Development*

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



Please find enclosed hereto the following documents:

Section I: Instruction for Business & Activity Proposal (BAP)

Section II: Evaluation Process and Evaluation Criteria

Section III: ESA BIC Estonia Draft Incubation Contract

Section IV: BAP Template for Swot, Risk, Milestone and Funding

Section V: BAP Template Cover Letter, Requirements Checklist and Executive Summary

Section VI: BAP Template Incubation Proposal

Section VII: BAP Template Business Plan

Section VIII: ESA BIC Estonia Draft Rental Contract Tartu Science Park

Section IX: ESA BIC Estonia Draft Rental Contract Tehnopol

Section X: Start-up Loan Conditions and Application

Section XI: Innovation Readiness Level Overview

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 Estonia for a maximum of 24 months.

2. ESA BIC Estonia offers to support projects and ideas for business incubation by providing funding, business and technical assistance as well as office accommodation & services. The modalities and 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 cost or rent, is only for prototyping and IPR and as a general rule can only be spent in Estonia unless the product or service is not available within Estonia or is much more expensive. All exceptions have to be approved by TSP and the Agency. The incentive will be maximum EUR 50.000 covering cost incurred for the development of products, prototypes, software and IPR. In addition, a start-up loan for earmarked investments or financing of working capital can be applied from ESA BIC Estonia partner KredEx via a bank, who will forward the application to KredEx (see additional information in Section IX). ESA BIC Estonia will also help to find extra funding as needed.

Furthermore, a maximum of 80 expert hours for prototyping and technical development will be offered by ESA BIC Estonia partners.

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 Estonia has not indicated otherwise.



4. Applications are only considered from one of the Agency's Member states (see footnote 1) and Canada.
5. Start-up companies, with or without legal personality as well as natural persons, who are resident with a permanent working permit within said Member State may apply. 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. 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 for corresponding legal entity has been completed and, said legal entity acquires full legal capacity.
6. In case of start-up companies with legal personality, the company – represented by its authorized representative(s) – is considered to be the Applicant.
7. In case of legal entities without legal personality, the general partner is considered to be the Applicant.
8. In case the Applicant is a natural person, (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 not aimed at particular non-space sectors or domains but explicitly excludes activities promoting, or 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 (Section I Instructions for Business & Activity Proposals).
12. Only those Applicants that fulfil all formal requirements (Section V BAP Template Cover Letter, Requirements Checklist and Executive Summary) will be accepted for evaluation.
13. Applicants should carefully read the contractual documentation provided in section III ESA BIC Estonia Draft Incubation Contract. The application shall include a clear, explicit and unambiguous statement whereby the Applicant has read 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:

14. The evaluation of all proposals received shall take place in accordance with the Agency's and ESA BIC Estonia's rules, procedures and requirements (Section II Evaluation Process and Evaluation Criteria, Tender Evaluation Board Manual). All Applicants will be informed of the outcome of their evaluation.
15. The evaluation and decision are made by the Tender Evaluation Board (TEB). The TEB consists of members from ESA, ESA BIC Estonia through the Tartu Science Park and the Tallinn Science Park Tehnopol, the Tartu and Tallinn City governments and KredEx.



16. The TEB meets twice a year to evaluate the proposals received during the current selection campaign. Proposals will be accepted for the current evaluation round in case they reach the ESA BIC Estonia Manager and ESA within the current deadline, the date of which is published on [www.esa.int/bic](http://www.esa.int/bic) and [www.esabic.ee](http://www.esabic.ee).

### Miscellaneous

17. The contents of Applicant proposals shall be treated as confidential.

18. In spite of the efforts undertaken by ESA BIC Estonia to ensure full confidentiality, the Applicant's idea may through the application to ESA BIC Estonia (if not specifically protected for example by patent rights) fall into the public domain. Therefore, we strongly recommend that the Applicant discusses the protection of her/his idea with a dedicated expert in this field prior to application to ESA BIC Estonia.

19. As far as allowed by law, any title held by the Applicant to his/her idea shall remain vested in her/him. This application shall under no circumstances result in the acquisition of any title whatsoever to the idea.<sup>2</sup>

20. No expenses incurred in either stage of the application procedure will be reimbursed to the Applicant by ESA BIC Estonia, the Agency and/or any third party.

21. In no event shall this Call for Proposals be construed as imposing any obligation whatsoever upon ESA BIC Estonia, 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 BIC's and ESA BIC Estonia's establishments.

23. ESA BIC Estonia 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:  
esabicestonia@sciencepark.ee.

Your complete proposal and all supporting documents are to be submitted, in electronic form (.pdf and .doc) to the following email address: esabicestonia@sciencepark.ee

In parallel, one set of signed paper originals are to be sent to:

Tartu Science Park Foundation  
Riia mnt. 181A  
51014 Tartu  
Estonia

For the attention of Mr. Andrus Kurvits  
Subject: ESA BIC Estonia – Open Call

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<sup>2</sup> If the Agency or its Member States require the use of any Intellectual Property Rights, owned by the Incubatee as described in Item 20 here above for the performance of the Agency's programs in the field of space research and technology and space applications, ESA will issue a request for quotation or a purchase order 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 license to use such Intellectual Property Rights, which license shall be limited to the territories of the Agency's Member States.