

## ESA BIC Sud France Open Call for Proposals



**BUSINESS  
INCUBATION  
CENTRE**

Sud  
France

Responsible Contracts Officer: Mrs Monica Mezzadri (IPL PET)

SUBJECT:

**Permanent Open Call for Proposals for the European Space Agency Business Incubation Centre Sud France (“ESA BIC Sud France”)**

REF: ESA BIC – January 2024

Dear Madam, Dear Sir,

As part of its endeavour to encourage the transfer and commercialisation of space technologies, the European Space Agency<sup>1</sup> (the Agency) has set up business incubators located in the Netherlands, Italy, Germany (Darmstadt and Bavaria), Greece, United Kingdom, Belgium, Spain (Barcelona and Madrid), Portugal, Ireland, Sweden, Czech republic, Austria, Switzerland, Estonia, Finland, Norway, France (Sud and Nord). Their purpose is to enable entrepreneurs (incubatees) to receive commercial and technical assistance in order to set up their business using space technology for general non-space industrial, scientific and commercial uses.

Aerospace Valley is entrusted by the Agency with the setup, administration and implementation of this Call. Aerospace Valley is a French World Competitiveness Cluster in charge of managing the ESA BIC Sud France programme, covering Nouvelle-Aquitaine, Occitanie, Provence-Alpes-Côte-d’Azur and Auvergne-Rhones-Alpes.

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

Please find attached hereto the following documents:

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<sup>1</sup> 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.

## ESA BIC Sud France Open Call for Proposals

### Application documents :

- 1/ Cover Letter
- 2/ Business Plan
- 3/ Business Activity Proposal (And excel doc associated)

### Information documents:

- Evaluation process and criteria
- Draft contract,
- Innovation Readiness Level
- Space Connection Assessment

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 Sud France for a maximum of 24 months.
2. ESA BIC Sud France offers to support projects and ideas for business incubation by providing funding, business support, technical assistance and office accommodation. The modalities and the extent of the support provided are negotiated on a case-to-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 be maximum** EUR 50.000 covering costs incurred for prototype development and IPR management. An optional bank loan can be offered on beneficial conditions in the maximum amount of 50.000 EURO. In addition 20 expert hours for prototyping and technical development is offered by the “Centre National d'Études Spatiales” (CNES). Airbus is also providing a maximum of 20 hours of technical expertise.
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 Sud France has not indicated otherwise.
4. Applications are only considered from one of the Agency's Member States (see note 1) and Canada.
5. Start-up companies with or without legal personality as well as individuals may apply for this call.
6. In case of start-up companies with legal personality, the company – represented by its authorised 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 is considered to be over eighteen years of age and of sound mind, and therefore able to enter into a binding agreement.

## ESA BIC Sud France Open Call for Proposals

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 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.
12. Only those Applicants that fulfil all formal requirements (see Cover Letter) will be accepted for evaluation.
13. Applicants should carefully read the contractual documentation provided in Section 3 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:

14. The evaluation of all proposals received shall take place in accordance with the Agency's and ESA BIC Sud France rules, procedures and requirements. All Applicants will be informed of the outcome of their evaluation.
15. The evaluation procedure is managed locally by Aerospace Valley with the participation of ESA, CNES, Safe Cluster, Incubators partners and financial partners.
16. The Evaluation Board meets quarterly to evaluate the proposals received in the preceding three months. Proposals will be accepted for the current evaluation round in case they reach the ESA BIC Sud France Project 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.esa-bicsud.fr](http://www.esa-bicsud.fr).
17. The period between receipt of a proposal and contract placement is in principle no longer than 6 months.

### Miscellaneous:

18. The contents of Applicant proposals shall be treated as confidential.
19. In spite of the efforts undertaken by Aerospace Valley 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 Aerospace Valley.

## ESA BIC Sud France Open Call for Proposals

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 idea<sup>2</sup>.**
21. No expenses incurred in either stage of the application procedure will be reimbursed to the Applicant by Aerospace Valley, the Agency and/or any third party.
22. In no event shall this Call for Proposals be construed as imposing any obligation whatsoever upon Aerospace Valley 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.
23. Aerospace Valley and the Agency is 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 and all supporting documents is to be submitted, in electronic form to the following email address: [bouchard@aerospace-valley.com](mailto:bouchard@aerospace-valley.com) and [esa-bic-sud-france@aerospace-valley.com](mailto:esa-bic-sud-france@aerospace-valley.com).**

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

Yours faithfully,  
Catalina Rodriguez  
ESA BIC Sud France Contracts Officer

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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 programmes 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 not 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.