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Tender

PS25072 - ESA Proposal Advice Service (ESA PAS)

UK Space Agency

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-020506

Procurement identifier (OCID): ocds-h6vhtk-0510fc

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Scope

Reference

PS25072

Description

The final date and time for the submission of bids is Tuesday 27th May 2025 at 11:00hrs.

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Brief Description of Requirement

The UK Space Agency (UK Space Agency) plans to launch a 12-month pilot of the ESA Proposal Advice Service (ESA PAS). This service aims to fill key gaps in the preparation of bids for European Space Agency (ESA) contracts by UK entities, including academia and industry. The successful Supplier (delivering the service on UK Space Agency's behalf) will offer expert review of ESA contract bids, providing guidance on areas for improvements before bids are submitted to ESA. The goal of ESA PAS is to improve the competitiveness of UK entities in ESA programmes, increasing their chances of success and securing long-term industrial returns for the UK. The service will provide non-technical, tailored feedback and recommendations to enhance the quality of bids.

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the ITQ document.

How to Apply

UK Shared Business Services Ltd (UKSBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number PS25072 and Jaggaer ITT reference number 2091.

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 16 June 2025 to 15 June 2026
- 1 year

Main procurement category

Services

CPV classifications

- 79400000 - Business and management consultancy and related services

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

UK suppliers

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

19 May 2025, 2:00pm

Tender submission deadline

27 May 2025, 11:00am

Submission address and any special instructions

DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Procurement Regulations that apply to this opportunity.

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Jaggaer eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity, unless a system outage is experienced, to which the Contracting Authority will advise upon accordingly.

All enquiries with respect to access to the eSourcing Portal and problems with functionality within the portal must be submitted to eSourcing Portal Helpdesk, not the Contracting Authority contact for this procurement.

Phone 08000 698 632

Email customersupport@jaggaer.com

Please note; the eSourcing Portal is a free self-registration portal. Bidders can complete the online registration at the following link: <https://beisgroup.ukp.app.jaggaer.com/>

Bidders should read all attachments, messages and the response envelopes located within the eSourcing Portal carefully before completing the bid submission. Failure to comply with any of these instructions for completion and submission of the bid submission may result in the rejection and exclusion of the bid. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the specification requirements and contractual obligations. These instructions constitute the Conditions of bidding. Participation in the process automatically signals that the Bidder accepts these Conditions as part of the bidding process.

All material issued in connection with this bidding process shall remain the property of the Contracting Authority and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to the Contracting Authority or securely destroyed by the Bidder (at the Contracting Authority's option) at the conclusion of the procurement.

Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Jaggaer eSourcing Portal you will have access to the Jaggaer messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no Legal Standing, merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

- i. not to award any contract as a result of the procurement process commenced by publication of this notice; and
- ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of your organisation in doing so.

About UK Shared Business Services

UK Shared Business Services Ltd (UKSBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UKSBS is not named as the Contracting Authority within the documentation, UKSBS will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<https://www.uksbs.co.uk/clients/>

Tenders may be submitted electronically

Yes

Award criteria

Technical - 85.00%

Commercial - 15.00%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[PS25072 Short Form Contract.pdf](#)

[PS25072 AW5.2 Price Schedule.xlsx](#)

[PS25072 - ESA Proposal Advice Service - ITQQ.pdf](#)

[PS25072 - ESA Proposal Advice Service - ITQ.pdf](#)

Contracting authority

UK Space Agency

- Public Procurement Organisation Number: PRTY-4245-MTJY

Quad Two Building (1st Floor), Rutherford Avenue, Harwell Science & Innovation Campus

Didcot

OX11 0DF

United Kingdom

Email: commercial@ukspaceagency.gov.uk

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

UK Shared Business Services Ltd

Summary of their role in this procurement: Shared Service Provider

- Public Procurement Organisation Number: PMPN-7535-GNTG

Polaris House, North Star Avenue

Swindon

SN2 1FF

United Kingdom

Email: Professionalservices@uksbs.co.uk

Region: UKK14 - Swindon

Contact organisation

Contact UK Shared Business Services Ltd for any enquiries.