SUBJECT: Open Call for Proposals for Incubators to join the European Space Agency’s Business Incubation Centre in Portugal - ESA BIC Portugal

Dear Sir/Madam,

As part of its endeavor to encourage the transfer and commercialization of space know-how and technologies, the European Space Agency has set up business incubators located in The Netherlands, Germany, Italy, United Kingdom, Belgium, France, Austria, Switzerland, Spain, Czech Republic, Estonia, Sweden, Ireland, Portugal, Norway, Finland and in Hungary. Their purpose is to enable entrepreneurs to receive comprehensive commercial, legal, and technical assistance in order to set up their business using space technology for non-space industrial and commercial uses for social and economic advancements.

More information about these activities can be found here: https://spacesolutions.esa.int/
http://www.esa.int/Applications/Telecommunications_Integrated_Applications/Business_Incubation/ESA_Business_Incubation_Centres

As part of the national strategy to strengthen the space sector in Portugal and increase the volume of the sector by a factor of 10 and contribute to the socio-economic development of the country, the Portuguese National Space Agency (Portugal Space) hereby invites you to submit a proposal for the above subject.

Nature and purpose of this Call for Proposals:
1. The purpose of this Call for Proposals (Call) is to select business tech incubators to join the ESA BIC Portugal’s network, led by IPN - Instituto Pedro Nunes1.
2. This Call has as closing date for the submission of proposals 08/05/2020 23:59 (GMT).
3. Applications are only considered from national organizations registered in Portugal (Portuguese VAT), hereinafter referred to as “Applicant”.
4. This Call is aimed at Applicants who run business incubators activities (see section I Appendix “Call for Proposals to join ESA BIC Portugal”).

Procedure and planning
5. The evaluation of all proposals received shall take place in accordance with Portugal Space rules and procedures (see section II Appendix “Call for Proposals to join ESA BIC Portugal”).

1 More info at: http://space.ipn.pt/
6. All Applicants will be informed of the outcome of their application, within 10 calendar days after the call’s closure.
7. The evaluation procedure is carried out by Portugal Space.
8. Successful applicants will enter in a collaboration memorandum and work in a consortium led by IPN - Instituto Pedro Nunes.

Your complete proposal and all supporting documents are to be submitted, in a single document, in electronic form (.pdf) to the email address join@ptspace.pt
Section I
Call for Proposals to join ESA BIC Portugal

I. Instructions for Application

Section I of this Call is meant to inform applicants of the required length and content of their proposal. Any relevant information in addition to the required information is welcomed.

A. Length of proposal

The proposal shall not contain more than 10 pages, annexes excluded.

The Executive Summary shall be a maximum of one page.

B. Content of proposal

The proposal shall contain the following information:

Applicant’s info:

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<tr>
<th>Short name:</th>
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<tr>
<td>Legal name:</td>
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<td>NIF (VAT Number)</td>
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<td>Address (street, town, Postcode):</td>
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<td>Website:</td>
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<td>Email:</td>
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<td>Legal Signatories:</td>
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Person in charge of the proposal:

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<th>First name:</th>
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<td>Last name:</td>
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0. Executive Summary

1. Organization description, comprising:
   - Mission and objectives
   - Experience
   - Team composition
   - Stakeholders & partnerships
   - Achievements and activities
   - Business and commercial training (own and offer as coaching)
   - Connection with space activities (research, industry, etc.)
2. Collaborations with the national research and innovation system, namely:
   - Support startups that are university and/or research centers spin-offs;
   - Participate, with higher education institution, in entrepreneurship promotion activities (e.g. business ideas contests, acceleration programs, workshops);
   - Work closely and be geographically located in an innovation ecosystem with research activities and/or higher education institutions with courses related to the space area;
   - Other activities that might show added value collaborations with the national research and innovation system.

3. Metrics
   - Nº of startups supported since year of beginning of activities;
   - Nº of startups supported in 2019;
   - Turnover of the startups supported in 2019 (or if not available, in 2018);
   - Nº of created and sustained jobs 3 in 2019 (or if not available, in 2018);
   - Capital raised by tenants since year of beginning of activities;
   - Capital raised by tenants in 2019 (or if not available, in 2018);
   - Export rates of tenants in 2019 (or if not available, in 2018);
   - Nº of created and sustained jobs since year of beginning of activities;

4. Miscellaneous (other information the applicant founds important to add)

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2 Space is a cross-disciplinary sector, extensive in its reach, and extremely diverse in its scope. As such, most associated courses with space are Aerospace Engineering, Astrophysics and Space Sciences, Astronomy, Earth Sciences, but other are as Applied sciences and Engineering may have a connection to space.

3 Created and sustained jobs reflect the total workforce of all startups and alumni startups during that year.
Section II
Formal Requirements, Evaluation Process and Criteria

Section II of this Call is intended to inform Applicants of the selection process and criteria.

A. Formal requirements

In order for the Applicant’s proposal to be accepted for evaluation, the requirements listed below need to be fulfilled.

- Applications are only considered from national organizations registered in Portugal (Portuguese VAT).
- Have physical installations able to receive ESA Business Incubator tenants;
- Have a team capable to provide business support to tenants;
- Be a technological incubator, as defined by the OECD: Technology incubators are a specific type of business incubator - a property-based venture which provides tangible and intangible services to new technology-based firms, entrepreneurs, and spin-offs of universities and large firms, all with the aim of helping them increase their chances of survival and generate wealth and jobs and diffuse technology.
- Run business incubators activities, defined as:
  - Promote, stimulate and develop technological start-ups, scale-ups and/or SMEs through the delivery of smart and comprehensive detection, ideation, incubation and acceleration processes, with the goal of contributing ultimately to regional/local economic development, competitiveness and growth.
  - Support at creation (legal and procedural);
  - Coaching primarily by the own staff;
  - Housing in appropriate premises within an incubator;
  - Technological support though facility labs or established partnerships (e.g., 3D prototyping, simulation facilities, etc.);
  - Mentoring primarily through the establishment of a Mentor network;
  - Access to markets (local and international);
  - Acceleration services;
  - Networking opportunities;
  - Access to funding (e.g. business angels, venture capital, bank loans);
  - Access to open innovation schemes of large corporations;
  - Support in the development of Research and Development, and Innovation projects.
- Be part or collaborate with the National Research and Innovation System

4 Technology Incubators: Nurturing Small Firms, O.E.C.D., 1997
5 Based on the EU|BIC Quality Mark Criteria, a tool developed by EBN to provide an assurance that EU|BICs meet industry standards in terms of their service offering and performance (https://ebn.eu/sharedResources/organisations/1/Quality/Approved_EUBIC_Criteria_Feb2017_F.pdf)
B. Evaluation process

Upon its receipt, the Portuguese National Space Agency, Portugal Space, shall first assess the admissibility of the Applicant’s proposal. The proposal is only admitted for further evaluation where all formal requirements (see A. above) have been met. In all other cases the proposal shall be rejected. The outcome of this first assessment shall be communicated to the Applicant. When the proposal is compliant with the formal requirements, it will be marked against the selection criteria detailed under C. below. The final decision regarding the application shall be notified to the Applicant by the Portuguese Space Agency.

C. Evaluation criteria

The evaluation shall be based on the way the criteria below have been addressed:

- Formal Aspects:
  - Compliance with the Call’s General and Specific Requirements.

- Background and Experience:
  - Experience;
  - Team composition;
  - Stakeholders & partnerships;
  - Achievements and activities;
  - Business and commercial training (own and offer as coaching) Connections with space activities (Collaboration with by Higher Education institutions, R&D Centers, industry., etc.).

- Collaborations with the National Research and Innovation System.

- Metrics:
  - Nº of startups supported since year of beginning of activities;
  - Nº of startups supported in 2019;
  - Turnover of the startups supported in 2019 (or if not available, in 2018);
  - Nº of created and sustained jobs 6 in 2019 (or if not available, in 2018);
  - Capital raised by tenants since year of beginning of activities;
  - Capital raised by tenants in 2019 (or if not available, in 2018);
  - Export rates of tenants in 2019 (or if not available, in 2018);
  - Nº of created and sustained jobs since year of beginning of activities.

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6 Created and sustained jobs reflect the total workforce of all startups and alumni startups during that year.