

EU-Japan Centre for Industrial Cooperation

Procurement documents

Contracting authority:  
EU-Japan Centre for Industrial Cooperation

Procurement name:  
Helpdesk service for the Promotion of EU-Japan Industrial Cooperation in Space for FY 2023

Procurement reference number	021-WP7-23
Type of procurement procedure	Call for proposal
Code name	Promotion of Regional, R&D and Industrial Innovation Cooperation
Type of procurement contract	Services Contract
Name of the responsible person of the contracting authority	Fabrizio Mura

Terms of Reference

Preliminary remarks:

- (1) The "Centre" refers to the EU-Japan Centre for Industrial Cooperation based in Tokyo, Japan;
- (2) The "service provider" refers to the outside organization - legally independent from the EU-Japan Centre for Industrial Cooperation - whose services are requested by the EU-Japan Centre for Industrial Cooperation under the framework of this proposal;
- (3) The "Helpdesk service for the Promotion of EU-Japan Industrial Cooperation in Space" is hereinafter referred to as the "Space.Japan Helpdesk";
- (4) This proposal has 6 numbered pages;

**A) Submission of proposals**

Interested parties are required to submit a written proposal to the call for proposal to outsource the "Helpdesk service for the Promotion of EU-Japan Industrial Cooperation in Space in FY2023". To be valid, all written proposals must arrive at the Centre by e-mail, fax or post no later than **Monday 27 February 2023, 17h30, Tokyo local time.**

Contact:

**Attn: Managing directors**

**EU-Japan Centre for Industrial Cooperation**

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### **Important notes**

1. Size limitation on e-mail attachments: all files and proposals attached by e-mail must be smaller than 10 MegaBytes in total cumulative size (obtained by adding the sizes of all file attachments) – contact the Centre beforehand if you plan to send files with total cumulative size exceeding 10 MegaBytes.
2. Acknowledgment of receipt: all submitted proposals will be returned by an acknowledgement of receipt from the Centre for validation purposes. All applicants who have sent their proposals must promptly confirm their sending by calling the Centre at +81 (0)3 6408-0281 (Attn: Deputy General Manager, EU side).

## **B) Description of services to be rendered**

The service provider shall:

### **I. Promote and support European Space SMEs and start-ups in business / innovation cooperation with Japan by carrying out the following actions:**

-Identify and participate to industry and innovation trade fairs and major Space-related events in Japan, in order to encourage networking, matchmaking and partnering support for European SMEs in the Space sector, if necessary by working in synergy with the Enterprise Europe Network Japan service (EEN Japan). Support ongoing request to search for partners with the help of the EEN partnership search tools. Answer inquiries from relevant EU SMEs which have an interest in partnering with Japan.

-Plan, prepare and organize regular seminars/webinars, networking and partnering events aimed at supporting the promotion of the European Space Industry and Policy in Japan, highlighting good practices/case studies of European Earth Observation applications. Prepare event logistics, promotion, dissemination, interpretation and other necessary services. Update promotional material online and in relevant social media channels.

-Answer inquiries by Japanese stakeholders and companies about European Space programmes, technologies and applications (GALILEO and COPERNICUS). Liaise with Japan Space Systems to answer inquiries specific to the utilization of Earth Observation data from the COPERNICUS system within the COPERNICUS Relays Network Japan. Maintain documented reports of inquiries and answers for monthly reporting purposes.

-Ensure smooth project communication, operational reporting and coordination with the EU-Japan Centre's Office in Europe (OE), with the European and Japanese authorities as well as other relevant partners supporting the project. Ensure that all project reporting and paperwork is

drafted and signed on schedule in order to approve various payments related to events organized in Europe and/or Japan.

-Maintain and regularly update a list of costs for the project - report on financial and cost data as requested by the EU-Japan Centre during project lifetime.

In implementing the assignments described in paragraph B.I) and B.II), the service provider shall produce the following deliverables:

1. Profiles of European Space-related institutions and companies interested in cooperation with Japan;
2. Interactive and easy-to-navigate web portal for European and Japanese Clients;
3. Contribution to newsletter with company profiles, good practice case studies, success stories and related resources about Space Industrial and Institutional Cooperation between the EU and Japan;
4. List of contacts to local institutional actors, distributors, investors and other Space experts in Japan who are competent to support the Space.Japan Helpdesk Service;
5. Summary reports of inquiries from EU and Japanese Clients and documented answers to each inquiry;
6. Summary reports of webinars and seminars organized with Space experts speaking at events to EU clients;
7. Summary reports of the organization of pitch sessions, B2B matchmaking events, trade fair participation and possible partnerships contributing to the output of the Enterprise Europe Network Japan service;
8. Monthly summary report of activities and final activity report before the end of the project.

### **C) Request for pricing**

Applicants must quote fees for the following services (but not limited to):

1. Work for preparation and ongoing management of the Space.Japan Helpdesk service, including all components listed in paragraph B) during FY 2023 (from 1 April 2023 until 31 March 2024);
2. Work for producing written reports and creating / updating written deliverables;
3. Fees for management and consulting (if relevant);
4. Other fees (please specify);

All costs must be quoted by Japanese Yen (JPY), must be duly justified and must include VAT. The total budget available for the service under this call for proposal is expected to be no more than 3.7 M JPY (including consumption tax). In addition, the Centre can set aside up to 1.5 M JPY to cover services specifically related to the organization of Space Cooperation events provided that 1) the service provider can demonstrate that these costs cannot be covered by the maximum

available budget allocated to the Space.Japan Helpdesk; and 2) that these costs are justified and deemed necessary for the successful execution of events as required to be organized under paragraph B.2). The costs of these services will be paid directly by the Centre to relevant provider(s).

#### **D) Legal, economic and technical information required**

Interested service providers must hand in the following documents with their proposal:

1. Legal position: a copy of the papers indicating the trade or professional registration of the service provider. The papers must contain information about the service provider's legal status on the profession;
2. An up-to-date list of the directors and managers in the service provider's organization;
3. Economic and financial capacity: bank contact for reference and balance sheet, trading account and turnover for the past three years are required;
4. Technical capacity:
  - a) The service provider's CV which shall include professional qualifications and experience in the field of advisory helpdesk management for technology transfer related matters in the context of Japan;
  - b) A list of principal projects in the field of advice and support to inquiries related to technology transfer carried out in the past 3 years with dates.

#### **E) Payment terms**

Payment is expected to be made directly as service fee for managing the Space.Japan Helpdesk provider on a periodic basis, whose terms will be discussed with the selected applicant, following the final selection procedure.

#### **F) Remarks**

1. Upon prior written request by the service provider - and in agreement with the Centre - the Centre may offer assistance to process the payment of speakers and experts who may be invited to talk at webinars, should these speakers require payment for their service.
2. The Centre reserves the right to request modifications of the services to be rendered within the framework of the Space.Japan Helpdesk at any time during the execution of the contract by the service provider.

## **G) Award criteria**

The contract will be awarded on the basis of the following criteria to determine the best value for money:

1. Quality of the proposal: validity of the solution and ideas proposed for the implementation of the Space.Japan Helpdesk (30%).
2. Quality, profile, experience and ability to deliver by the key manager selected to be in charge of the project (30%).
3. Total price (40%).

## **H) Notes**

### **1. About Space.Japan**

Space.Japan is a project created by the EU-Japan Centre for Industrial Cooperation with the aim of supporting EU-Japan business and technology cooperation in Space-related Industries both upstream and downstream, as well as in Space applications and utilizations industries, with a focus on certain sectors such as Earth Observation (EO), and space components. Given the high potential of future business and technological cooperation in the Space and GNSS sector, and the turning point represented by recent launch of COPERNICUS (EU's Earth Observation Satellite constellation) and the recently completed operationalization of GALILEO (EU's Global Satellite Navigation constellation), Space.Japan is committed to further expand activities related to facilitating cooperation with Japan on Space-related industries.

Current actions run by Space.Japan include:

1. An information helpdesk to answer inquiries, particularly on Space and other European Space Assets such as COPERNICUS and SpaceDataHighway for Japanese firms interested in using eEO services in the future.
2. A partnering search and dissemination platform for European Space SMEs and Start-ups;
3. The organization of sector specific workshops with the aims of 1) presenting the latest market-oriented developments of COPERNICUS from the EU in Japan and inviting Japanese companies to meet and network with Europeans at major EU events such as the European Space Solutions conference; 2) opening a discussion forum in order to engage Japanese Space stakeholders on cooperation opportunities with the EU; and 3) deploying the EU-Japan Centre's training,

matchmaking and partnership facilitation and information helpdesk services to industrial actors involved in Space, which can contribute to future industrial partnering with Japan.

**2. Suggested rollout schedule of services**

Launch of the call for call for proposal:	Monday 16 January 2023
Closing of the call for call for proposal:	Monday 27 February 2023
Selection of the winning bidder:	week of 6 March 2023
Commencement of Helpdesk services:	Monday 3 April 2023

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