



FAX

FIRST/Planck Project

Date	15 February 2000	reference	SCI-PT/07436	page	1 / 2
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	C.R. Butler (TeSRE)		39 051 63 98 724 ✓		
	J. Charra (IAS)		33 16985 8675 ✓		
	Th. de Graauw (SRON)		050 363 4033 ✓		
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	K. King (RAL)		44 1235 44 6667		
	N. Mandolesi (TeSRE)		39 05 1639 8724 ✓		
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copy	J. Credland - SCI/P, M. Anderegg - SCI/PT				
subject	FIRST/Planck ITT Confidentiality				

Dear Sirs,

Paragraphs 1, 2 and 3 below define the policy the Agency has implemented to ensure fairness of the competition between bidders for the FIRST/Planck industrial contracts.

1. Until publication of the ITT we, (ESA), are free to receive anyone who may wish to give us a presentation on their particular expertise, but we should not refer to particularities of our ITT which could give the company an advantage during the competition over another company not so privileged. Neither should we give any undertakings to the company beyond the promise to include the company on our bidders' list to receive the ITT.
2. Once the ITT is published, all questions from bidders must be addressed in writing, (letter, fax) to the Contracts Officer, who is charged with obtaining the correct answers and sending them to the enquirer and as decided by ESA to the other competitors should the questions raise issues of e.g. inaccurate ITT drafting or general policy.

ESTEC

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3. Once the quotations have been received from industry, ESA becomes inaccessible to industry during the evaluation phase, the only communication being queries from the evaluators channelled via the Contracts Officer to the company having made the bid which raises the question. ESA is precluded from making any statement on the evaluation or on any of the offers until the IPC has approved the Contract Proposal.

The Instrument Interface Control Documents (IID- A & B) are part of our Invitation to Tender (ITT), therefore we ask you to avoid contact with potential bidders that could give them an unfair advantage. We are at your disposal to answer any queries.

Yours faithfully,

F.P. [Signature]

F. Vandenbussche