GSA/OP/05/15/Lot2

"Provision of Quality Management Services to the GSA"

Annex I.E.2 – Financial and Economic Capacity Table of Answers – TEMPLATE

Explanation – please read carefully before completing the financial capacity forms

Summary Information Sheet:
Tenderers shall fill in the Summary Information Sheet (table 1) including entries for all legal entities involved- members of the consortium as well as sub-contractors.

Simplified balance sheet and profit and loss account:
Within the form, financial data based on the company's /organisation's balance sheet are collected in a standardised form. Please find below a correspondence table giving an explanation on the regrouping of different accounts. You should complete this form carefully. Given its complexity, it is recommended that the form be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus it is very important that data reported are accurate. The GSA may wish to cross check the data with those reported in the official certified accounts. For this purpose, apart from the present document duly filled-in by each applicant, the GSA requests copies of the full financial statements corresponding to the last three audited years.
Please clarify the currency used in the simplified balance sheet and profit and loss account. Candidates shall finally indicate if they are a profit or a non profit making organisation.

Abbreviations t0, t-1 and t-2 :
The abbreviation *t0* represents the last certified financial statements; *t-1 and t-2 are* the two last financial statements prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet.

Table 1				
Summary Information Sheet				
Legal entity no1				
Name	**DESCRIPTION**	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
		Currency in m	Currency in m	Currency in m
	Annual Turnover			
	Operating Profit			
	Net Profit			
	Non-current Assets			
	Current Assets			
	Owner's Equity			
	Non-current Liabilities			
	Current Liabilities			

Legal entity no2				
Name	**DESCRIPTION**	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
		Currency in m	Currency in m	Currency in m
	Annual Turnover			
	Operating Profit			
	Net Profit			
	Non-current Assets			
	Current Assets			
	Owner's Equity			
	Non-current Liabilities			
	Current Liabilities			

Continue with as many entries as necessary

Name:

Signature:

Date:

Please fill in the last three columns (AMOUNTS), in line with the given DESCRIPTION, for the three following tables: ASSETS, LIABILITIES and PROFIT & LOSS ACCOUNT separately for each legal entity participating in the tendering procedure (all members of consortium as well as sub-contractors).

SIMPLIFIED BALANCE SHEET				
Table 2				
ASSETS	**DESCRIPTION**	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
Total fixed assets				
Intangible fixed assets	Formation expenses as defined by national law Capitalised development costs within R& D activities Concessions, patents, licences, trade marks and similar rights Goodwill, to the extent that it was acquired for valuable consideration Payments on account			
Tangible fixed assets	Land and buildings Plant and machinery Other fixtures and fittings, tools and equipment Payment on account and tangible assets in course of construction			
Financial assets	Shares in affiliated undertakings Loans to affiliated undertakings Participating interests Loans to undertakings with which the company is linked by virtue of participating interest Investments held as fixed assets Other loans and other shares			
Debtors due after one Year	Trade debtors Amounts owed by affiliated undertakings Amounts owed by undertakings with which the company is linked by virtue of participating interest Others debtors Prepayments and accrued income			
Total current assets				
Stocks and	Raw materials and consumables			

contracts in progress	Work in progress Finished products and goods for resale Payment on account			
Debtors due within one year	Trade debtors Amounts owed by affiliated undertakings Amounts owed by undertakings with which the company is linked by virtue of participating interest Others debtors Prepayments and accrued income			
Other current assets	Shares in affiliated undertakings Own shares Other investments			
Cash at bank and in hand	Cash at bank and in hand			
Total assets				

Name:

Signature:

Date:

Table 3				
LIABILITIES	**DESCRIPTION**	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
Own funds				
Subscribed capital	Subscribed capital Share premium account			
Reserves	Revaluation reserve Legal reserve, in so far as national law requires such a reserve Reserve for own shares Reserves provided for by the articles of association Other reserves			
Profit and loss brought forward	Profit and loss brought forward from the previous years			
Profit and loss for the year	Profit or loss for the financial year			
Debts and borrowed funds payable in +1 year				
Long term non-bank debt	Provisions for pensions and similar obligations Provisions for taxation and other provisions Other loans Payments received on account of orders in so far as they are not shown separately as deductions from stocks Trade creditors Amounts owed to affiliated undertakings Amounts owed to undertakings with which the company is linked by virtue of participating interests Other creditors including tax and social security Accruals and deferred income			
Long term bank debt	Amounts owed to credit institutions Bills of exchange payable			
Debts and borrowed funds payable in -1 year				
Short term non-	Provisions for pensions and similar obligations			

bank Debt	Provisions for taxation and other provisions Other loans Payments received on account of orders in so far as they are not shown separately as deductions from stocks Trade creditors Amounts owed to affiliated undertakings Amounts owed to undertakings with which the company is linked by virtue of participating interests Other creditors including tax and social security Accruals and deferred income			
Short term bank debt	Amounts owed to credit institutions Bills of exchange payable			
Total liabilities				

Name:

Signature:

Date:

Table 4				
PROFIT AND LOSS ACCOUNT				
PROFIT & LOSS	**DESCRIPTION**	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
Total operating income				
Turnover	Net turnover			
Variation in stocks	Variation in stocks of finished goods and work in progress			
Other operating income	Work performed by the undertaking for its own purposes and capitalized Other operating income			
Total operating expenditure				
Costs of material and consumables	Raw materials and consumables Other external charges			
Other operating charges	Other operating charges			
Staff costs	Wages and salaries Social security costs and other related costs			
Gross operating surplus = Total operating income – Total operating expenditure				
Depreciation & amortization	Depreciation & amortization			
Net operating surplus = Gross operating surplus + depreciation & amortization				
Financial products	Income from participating interests Income from other investments and loans forming part of the fixed assets Other interest receivable and similar income Value adjustments in respect of financial assets and of investments			
Financial charges	Financial charges			
Extraordinary income	Extraordinary income			
Extraordinary charges	Extraordinary charges			
Tax on profits	Tax on profit or loss on ordinary activities Tax on extraordinary profit or loss Other taxes not shown under the above items			
Profit or loss for the financial year	Profit or loss for the financial year			

Name: Signature: Date:

Table 5			
TURNOVER RELATED TO THE SERVICES OBJECT OF THE CONTRACT			
DESCRIPTION	**AMOUNT t0**	**AMOUNT t-1**	**AMOUNT t-2**
Overall turnover			
Turnover related to the services object of the Contract			
% of turnover related to the services object of the Contract with regard to overall turnover			

Name:

Signature:

Date: