

**GSA/OP/37/15**

**"INFORMATION AND COMMUNICATION SERVICES FOR THE EUROPEAN GNSS AGENCY (GSA) AND THE EUROPEAN COMMISSION (EC)"**

**ANNEX II.E**

**ECONOMIC AND FINANCIAL CAPACITY FORM**

**Annex II.E. to Invitation to Tender- 'Economic and financial capacity form'**

**Ref: GSA/OP/37/15**

**Issue: 1 Rev 0**

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## **ECONOMIC AND FINANCIAL CAPACITY FORM**

**Explanation – please read carefully before completing the financial capacity forms**

### ***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. Please fill in the amounts in millions of your presentation currency.

### ***Abbreviations $t_0$ , $t-1$ and $t-2$***

The abbreviation  $t_0$  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  $t_0$*  is the closing date of the last certified historical balance sheet.

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.

SIMPLIFIED BALANCE SHEET				
ASSETS	DESCRIPTION	AMOUNT t0	AMOUNT t-1	AMOUNT t-2
<b>Total fixed assets</b>				
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			
<b>Total current assets</b>				
Stocks and contracts in	Raw materials and consumables Work in progress			

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			
<b>Total assets</b>				

LIABILITIES	DESCRIPTION	AMOUNT t0	AMOUNT t-1	AMOUNT t-2
<b>Own funds</b>				
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			
<b>Debts and borrowed funds payable in +1 year</b>				



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			
<b>Debts and borrowed funds payable in -1 year</b>				
Short 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			
Short term bank debt	Amounts owed to credit institutions Bills of exchange payable			
<b>Total liabilities</b>				

PROFIT AND LOSS ACCOUNT				
PROFIT & LOSS	DESCRIPTION	AMOUNT t0	AMOUNT t-1	AMOUNT t-2
<b>Total operating income</b>				
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			
<b>Total operating expenditure</b>				
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			
<b>Gross operating surplus = Total operating income – Total operating expenditure</b>				
Depreciation & amortization	Depreciation & amortization			
<b>Net operating surplus = Gross operating surplus + depreciation &amp; amortization</b>				
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			
<b>Profit or loss for the financial year</b>	Profit or loss for the financial year			

**Financial capacity check analysis**

**Applicant name**

**Type of company**

Profit making

Non profit making

**Noteworthy values**

To be filled in by the GSA						
Term	Formula	Values t0	Values t-1	Values t-2	Result	Comment
Own funds	Equity					
Retained earnings	Own funds – capital					
Working capital	Current assets – current liabilities					
Gross operating surplus	operating profit + depreciation & amortisation					
Profit or loss from the financial year	From financial statements					
Self financing capacity (SFC)	Profit or loss + depreciation & amortisation					



### Ratios

To be filled in by the GSA						
Term	Formula	Values t0	Values t-1	Values t-2	Result	Comment
Financial independence	Own funds / total liabilities					
Indebtedness	Own funds / medium and long term debts (MLT)					
Debt coverage	SFC / MLT debts					
Profitability	Gross operating surplus / turnover					

### Opinion

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