



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EDUCATION, YOUTH, SPORT AND CULTURE
Directorate R - Resources

Unit R3 – Accounting and finance

METHODOLOGY FOR EVALUATING THE FINANCIAL CAPACITY OF TENDERERS/CANDIDATES FOR PUBLIC CONTRACTS

Like all the other Directorates-General of the Commission, the Directorate-General for Education, Youth, Sport and Culture (DG EAC) uses public contracts to purchase the goods and services it needs to pursue its objectives: research, technical assistance, advice, conferences, advertising services, documentation, IT equipment, etc.

In principle, public contracts are awarded following invitations to tender published in the Official Journal.

Once tenders from the candidates or tenderers have been submitted, they are subjected among other things to an assessment on the basis of the selection criteria, including verification of financial capacity.

In order to perform this assessment of financial capacity, DG EAC established a methodology in accordance with Article 110 of the Financial Regulation (FR), and Articles 146 and 147 of its Rules of Application (RAP).

This methodology describes the scope, the documents required of the tenderers and candidates and, where an actual analysis is performed, the financial ratios used as well as the interpretation of the results obtained.

The financial analysis is based on the general guidelines (liquidity, solvency, profitability) of the Directorate-General for Budget (DG BUDG). The selected ratios and the thresholds applied are also those proposed by the same DG.

1. SCOPE

Evaluation of financial capacity as a selection criteria applies to all tender procedures.

In accordance with Article 146(4) of the RAP, proof of financial capacity cannot be required for contracts worth EUR 135 000 or less.

It was decided at DG EAC that a financial capacity analysis (based on financial ratios) would be carried out when the value of the contract exceeds EUR 260 000. For values above this threshold, proof of financial capacity will be required on a case-by-case basis according to the hypothetical cases presented in points 3.3, 3.4 and 3.5 below, and the financial analysis will be performed as described in point 4.

2. ENTITIES SUBJECT TO THE EXAMINATION OF FINANCIAL CAPACITY

- All the economic operators, including natural persons, involved in the tender procedure.
- For a consortium, the leader and all the members of the consortium.
- In the case of sub-contracting, all the sub-contractors, provided that the sub-contracting value is 10 % or more of the value of the contract.

3. DOCUMENTS DEMONSTRATING THE FINANCIAL CAPACITY OF THE TENDERERS/CANDIDATES

3.1. Contracts worth EUR 135 000 or less

For contracts of this type, proof of financial capacity consists of a solemn declaration by the economic operator (see Annex 1, 'Declaration').

3.2. Contracts worth more than EUR 135 000 but equal to or less than EUR 260 000

For this category of contracts, in addition to the solemn declaration mentioned at the point 3.1, proof of financial capacity is also provided by a statement of overall turnover and turnover specifically related to the supplies or services covered by the contract for the last two financial years for which accounts have been closed.

However, in case of doubt, the assessment committee reserves the right to request supporting documents and to carry out a financial analysis as described in point 4 below.

Along similar lines, entities falling into one of the following high-risk categories must provide proof of their financial capacity (see points 3.3, 3.4 and 3.5 below) and are required to undergo the financial analysis provided for in point 4 below:

- newly-established entities which have existed for less than a year and for which no financial history is available;
- new entities which have existed for between one and three years;
- entities against which one or more expired and unpaid recovery orders have been issued by DG EAC;
- entities that are the subject of suspicions of or findings relating to serious administrative errors or fraud;
- entities against which legal proceedings have been brought for serious administrative errors or fraud.

3.3. Contracts worth more than EUR 260 000

For contracts worth more than EUR 260 000, proof of economic and financial capacity is provided by the following documents:

- the solemn declaration requested at point 3.1.

- the economic and financial capacity analysis form showing the financial data of the economic operator, completed and signed by the operator (see Annex 2, 'Analysis of economic and financial capacity');
- for economic operators required under national law to keep a complete set of accounts: the annual accounts (balance sheet, income statement and annexes) for the last two years for which accounts have been closed;
- for economic operators required under national law to keep a simplified set of accounts: the statement of expenditure and revenue and the annex showing assets and liabilities for the last two financial years for which accounts have been closed;
- in all cases, a statement of overall turnover and turnover specifically related to the supplies or services covered by the contract for the last two financial years for which accounts have been closed.

3.4. Exceptional cases referred to in Article 147(3) sub paragraph 2 of the RAP

If, for some exceptional reason which the contracting authority considers justified, the operator is unable to provide the documents required, it may prove its economic and financial capacity by any other means deemed appropriate.

3.5. Special cases

Natural persons

Natural persons, in spite of the form in which they participate in a market (eg sole tenderer, consortium member or subcontractor) do not have to provide proof of their financial capacity other than by the solemn declaration attached in Annex 1. This applies to all cases described at point 3

Recently established entities (in existence for less than two years)

In the case of recently established entities which have not yet closed accounts for two financial years and which are therefore considered high-risk, the annual accounts for a single year (if available) will be required, together with interim accounts, the solemn declaration, the economic and financial analysis form and statement of turnover provided for in point 3.3. These interim accounts must cover the period between the date of establishment of the entity and the publication date of the tender. This applies to contracts worth more than EUR 260 000 but also to those worth between EUR 135 000 and EUR 260 000, given that new entities are considered to be risky.

For low and middle value contracts (up to EUR 135 000 for service and supply contracts), the solemn declaration provided for in point 3.1 is sufficient.

Recent acquisition, merger and incorporation

The annual accounts for the last two years for which accounts have been closed will be required for **all** the entities involved in these incorporation, acquisition and merger

operations (except recent entities, see above) in accordance with the scenarios set out in point 3 ('Documents').

Consortia and sub-contractors

In the case of consortia, both the leader and all members of the group are required to submit the documents proving their financial capacity in accordance with the scenarios set out in point 3 ('Documents').

The sub-contractors referred to in point 2 above ('Entities subject...') must also submit documents to prove their financial capacity, in accordance with the scenarios set out in point 3 ('Documents').

N.B. The various headings in point 3 concerning documents apply to all the entities referred to in point 2.

4. FINANCIAL ANALYSIS AND INTERPRETATION OF THE RESULTS

The financial analysis involves calculating a series of financial ratios based on the financial data declared in Annex 2, 'Analysis of economic and financial capacity' and verified on the basis of the financial documents required.

4.1. *Financial ratios*

Two types of calculation are used by type of economic operator, differentiated by the requirement to keep either a complete or a simplified set of accounts.

a. Economic operators keeping full accounts

Financial independence = own funds/total liabilities

Financial independence makes it possible to determine the proportion of own funds in total liabilities and therefore to measure the economic operator's degree of independence in relation to third-party funds. A ratio of less than 20 % is considered to be negative.

Debt ratio = own funds/medium- and long-term debts

This ratio measures the solvency and independence of the operator, by analysing the composition of the liabilities on the balance sheet. A ratio of less than 30 % will be considered to be negative.

Profitability = Gross operating surplus/turnover

This ratio measures the proportion of economic surplus generated by the operation, once operating expenses have been deducted.

These are the funds really generated by the operation. They must be positive and sufficient to cover:

- depreciation;
- financial charges;
- any exceptional charges;
- the need for a business to make a profit.

There must therefore actually be a surplus (the ratio must be positive). A ratio of less than 10 % will be considered to be negative.

Liquidity = (available funds + claims)/current liabilities

This ratio measures whether total current assets actually cover current liabilities and therefore indicates whether the economic operator will be able to meet its current liabilities.

The value of this ratio must be equal to or higher than 1. Otherwise, current assets do not suffice to cover current liabilities, and the economic operator may not be able to meet its liabilities in the very near future (in less than a year).

Coverage ratio of third-party funds by self-financing capacity = self-financing capacity/medium- and long-term debts

This coverage ratio measures the proportion of medium- and long-term debts which could be reimbursed by the self-financing capacity of the financial year. It therefore measures the reimbursement capacity.

A value of 25 % means that four times the self-financing capacity of the last financial year is needed to reimburse medium- and long-term liabilities. Since this can be done only if the business does not invest and does not incur other medium- and long-term debts (and if profitability stays at the same level), a ratio of less than 25 % will be considered to be negative.

Activity index = (Total amount of tender/duration)/self-financing capacity

This ratio measures the weight between the annual value of the tender and the annual turnover of the tenderer.

b. Economic operators keeping simplified accounts

Financial independence = own funds/total liabilities

Financial independence makes it possible to determine the proportion of own funds in total liabilities. Sound financial autonomy is demonstrated by values above 20 %.

Liquidity = (available funds + claims)/current liabilities

This ratio measures whether total current assets actually cover current liabilities and therefore indicates whether the entity will be able to meet its current liabilities.

The value of this ratio must be equal to or higher than 1. Otherwise, current assets do not suffice to cover current liabilities, and the entity may not be able to meet its liabilities in the very near future (in less than a year).

Debt ratio = own funds/medium- and long-term debts

This ratio measures the solvency and independence of the operator. For sound financial autonomy, this ratio must be above 30 %.

Adequacy of own funds = own funds/total revenue

This is the ratio of stable resources to total revenue, and measures the number of periods available to the entity to maintain its activity using own funds. A high value is therefore an indication of the entity's "survival" capacity. A ratio of less than 25 % is considered to be negative.

Activity index = (Total amount of tender/duration)/Total operating income

This ratio measures the weight between the annual value of the tender and the annual turnover of the tenderer.

4.2. Analysis of the results

The points awarded on the basis of the calculated value of each ratio range between 0 and 2. Adding the points awarded for each of the financial years analysed results in a three-level classification of financial capacity: INSUFFICIENT, SATISFACTORY and GOOD.

Where ratios are insufficient, an in-depth financial analysis will be performed. The following ratios will be used:

- for economic operators keeping a complete set of accounts:

Ratio	Formula
"Trade receivables" turnaround time	=Clients/turnover*360
"Supplier credit" turnaround time	=Suppliers/net purchases*360
Working capital	=Permanent capital-net fixed assets
Working capital requirements	=Current assets (non-financial)-current liabilities (non-financial)

Trade receivables turnaround time = clients/turnover*360

This is a financial ratio which indicates the speed at which a company covers its trade receivables. In other words, it expresses in number of days the average credit which a company grants to its clients (or the average time it takes for them to pay).

Supplier credit turnaround time = suppliers/net purchases*360

This ratio can be used to measure the degree of payability of supplier debts. It expresses in numbers of days the average payment periods granted by the suppliers of the entity.

The trade receivables turnover time must be shorter than the supplier credit turnover time in order to avoid any deficit in financial resources and therefore inability to pay.

Working capital = permanent capital-net fixed assets

Working capital is the part of permanent capital (own funds, provisions for risks and charges and debts due in over one year) which exceeds the amount of intangible assets. The working capital will be used to finance the operating cycle of the economic operator.

It should cover the vast majority of working capital requirements. Working capital thus prevents the entity from having to rely more heavily on short-term banking finance which can generate substantial financial charges.

Working capital requirements = current assets (non-financial)-current liabilities (non-financial)

Working capital requirements (WCR) represent the funding discrepancy stemming from the daily business of the entity (the undertaking).

Working capital in excess of working capital requirements is a positive situation in which financial balance is achieved.

- for economic operators keeping a simplified set of accounts:

Ratio	Formula
Own funds (net assets)	=Assets-liabilities
Cash flow	=Revenue-expenditure

Own funds (net assets) = assets-liabilities

Own funds are the difference between total assets and liabilities. Positive net assets are essential to ensure a certain level of growth.

Cash flow = revenue-expenditure

Cash flow measures the flows of liquidity which the entity generates from its activities, and must be positive.

Following this tin-depth analysis, the results will be classified into two categories:

- "unfavourable": if the cumulative results at the time of the in-depth analysis appear to be unfavourable, a decision is made to exclude the economic operator;
- "favourable": results which appear to be favourable could lead to the authorising officer responsible deciding to retain the economic operator while providing for safeguard measures.

4.3. Assessment of the financial situation of the special cases provided for in point 3.4, 'Exceptional cases referred to in Article 147(3) sub paragraph 2 of the RAP'

For the exceptional cases provided for in point 3.4 ('Documents'), the economic operators concerned are authorised to prove their economic and financial capacity by any means considered appropriate. These documents will be analysed on a case-by-case basis in order to determine whether the economic and financial capacity is assured.

4.4. Assessment of the financial situation of the special cases provided for in point 3.5, 'Special cases'

Recently established entities

The analysis is carried out on the basis of the documents referred to in point 3.5 above.

Recent acquisition, merger and incorporation

The analysis is carried out for each operator involved in these incorporation, acquisition and merger operations on the basis of the documents required in accordance with the scenarios set out in point 3 ('Documents').

Consortia and sub-contractors

For consortia, the analysis is carried out for the leader and all the members of the consortium on the basis of the documents required in accordance with the scenarios set out in point 3 ('Documents').

In the case of sub-contracting, the analysis is carried out for all sub-contractors for which the sub-contracting value is 10 % or more of the value of the contract on the basis of the documents required in accordance with the scenarios set out in point 3 ('Documents').

If analysis of the financial capacity reveals that one or more members of the consortium/one or more sub-contractors do not have the financial capacity to perform the contract, the authorising officer may decide to apply the following approaches:

- reject the member(s)/sub-contractor(s) in question and continue with the other members/sub-contractors of the group. In this case they must prove that they have the financial and operational capacity to perform the contract. Furthermore, the change in the composition of the group may not substantially change the tender;
- require that the member(s)/sub-contractor(s) in question be replaced by another entity/other entities which are able to provide the same services while fulfilling the following conditions:
 - the new candidate is not excluded (a statement of non-exclusion will be required);
 - the new candidate still meets the selection criteria with respect to the request to participate/tender originally submitted;
 - the change in the composition of the group does not require a substantial change to the tender. This condition is met if:
 - all the tasks assigned to the former member/sub-contractor are taken over by the new entity;
 - the change does not make the tender non-compliant with the specifications;
 - the change does not amend the assessment of the tender originally submitted according to the award criteria.

It should be noted that there may be a combination of all the hypothetical cases covered by this methodology.

In all cases included in the methodology, the authorizing officer reserves the right to use the joint and several liability clause in the contract.

Annex 1: Solemn declaration by the candidate/tenderer

Annex 2: Economic and financial capacity analysis form

Declaration on honour on exclusion criteria and selection criteria

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

– I – SITUATION OF EXCLUSION CONCERNING THE PERSON

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>

(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: i.facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii.decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv.decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or	<input type="checkbox"/>	<input type="checkbox"/>

v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.		
--	--	--

– **II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON**

Not applicable to natural persons, Member States and local authorities

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

– **III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON**

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

– **IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE**

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

– **V – REMEDIAL MEASURES**

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence,

compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

– VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

– VII – SELECTION CRITERIA

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 4.4.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 4.4.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 4.4.4 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

– **VII – EVIDENCE FOR SELECTION**

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

ECONOMIC AND FINANCIAL ANALYSIS
(to be completed and signed by the tenderer/applicant)
- form to be completed by economic operators keeping a complete set of accounts -

Invitation to tender No EAC/...../.....
 Name of tenderer /
 applicant
 Amount of the tender (EUR)

Last two years for which the accounts have been closed:
201x Start date of accounting year/...../.....
 End date of accounting year/...../.....
201x(-1) Start date of accounting year/...../.....
 End date of accounting year/...../.....

Currency in which the annual accounts have been recorded (EUR, PLN ..)

BALANCE SHEET

	201x	201x(-1)
FIXED ASSETS	0.00	0.00
Intangible fixed assets		
Tangible fixed assets		
Financial assets		
CURRENT ASSETS	0.00	0.00
Stocks		
Claims due after one year		
Claims due in less than a year	0.00	0.00
- advances and deposits paid on orders		
- client claims and related accounts		
- subscribed capital called but not paid		
- other claims		
Marketable securities		
Cash instruments		
Cash in hand and bank funds		
OTHER ¹		
TOTAL ASSETS	0.00	0.00
OWN CAPITAL	0.00	0.00
Share capital		
Premiums		
Revaluation surplus		
Reserves		
Result for the year		
Result carried over		
Grants		
Regulated provisions		
Other own funds		
PROVISIONS FOR RISKS AND CHARGES		
LIABILITIES	0.00	0.00
Medium- and long-term liabilities		
Short-term financial liabilities		
Short-term operational liabilities	0.00	0.00
- suppliers		
- advances and deposits received on current orders		
- taxes and social security contributions ²		
- other operational liabilities		
Various liabilities ³		
OTHER ⁴		
TOTAL LIABILITIES	0.00	0.00

PROFIT AND LOSS

	201x	201x(-1)
OPERATING INCOME including:		
Turnover ⁵		
Withdrawals from provisions		
OPERATING CHARGES including:		
Purchases of raw materials, goods and other supplies		
Wages and salaries		
Social charges		
Depreciation allowance and depreciation		
OPERATIONAL RESULT	0.00	0.00
FINANCIAL PRODUCTS		
FINANCIAL CHARGES		
FINANCIAL RESULT	0.00	0.00
EXTRAORDINARY INCOME		
EXTRAORDINARY CHARGES		
EXTRAORDINARY RESULT	0.00	0.00
Tax on profits		
NET RESULT FOR THE ACCOUNTING YEAR	0.00	0.00

Done at/...../.....
 Name
 Signature

¹ accruals and deferred income (charges to be distributed over several years, charges recorded in advance), loan redemption premiums, asset conversion differences

² salaries, social security contributions, taxes

³ tax debts (capital gains tax, debts on fixed assets and accounts receivable)

⁴ income collected in advance, exchange rate differences

⁵ sales of goods + production sold (goods and services)

ANALYSIS OF ECONOMIC AND FINANCIAL CAPACITY

(to be completed and signed by the tenderer/applicant)

- form to be completed by economic operators keeping simplified set of accounts -

Invitation to tender No EAC/...../

Name of tenderer/applicant

Amount of tender (EUR)

Last two years for which accounts have been closed:

201x start date of accounting year/...../.....

end date of accounting year/...../.....

201x(-1) start date of accounting year/...../.....

end date of accounting year/...../.....

Currency in which the annual accounts

have been recorded (EUR, PLN, ..)

Assets and liabilities		
	201x	201x(-1)
Total assets, including:		
Claims due in less than a year		
Cash in hand and banks funds		
Total liabilities, including:		
Stables funds (contributions, donations, subsidies, reserves, other)		
Total liabilities, including:		
<i>Medium- and long-term liabilities</i>		
<i>Short-term liabilities, including:</i>		
<i>Suppliers</i>		
<i>Liabilities vis-à-vis members</i>		
<i>Tax, salary and social liabilities</i>		

Income and expenditure		
	201x	201x(-1)
Total expenditure, including		
<i>Remuneration</i>		
Total revenue, including		
<i>Operating income</i>		

Done at, on/...../.....

Name

Signature