**ANNEX B – Expression of interests**

**1 SUBMITTED by (i.e. the identity of the service provider)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities submitting this expression**  | **Nationality[[1]](#endnote-1)** |
| **Leader[[2]](#endnote-2)** |  |  |
| **Member** |  |  |
| **Etc.**  |  |  |

**2 CONTACT PERSON (for this procedure)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data[[3]](#endnote-3) based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the service provider is a public body, please provide equivalent information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial data**Data requested in this table must be consistent with the qualification requirements set in the expression of interests  | **2 years before last year[[4]](#endnote-4)****<**specify**>****EUR** | **Year before last year5****<**specify**>EUR** | **Last year5<**specify**>****EUR** | **Average [[5]](#endnote-5)****EUR** | **[Pastyear****EUR]\*\*** | **[Current** **year****EUR]\*\*** |
| Annual turnover[[6]](#endnote-6), excluding this contract |  |  |  |  |  |  |
| Current assets[[7]](#endnote-7)  |  |  |  |  |  |  |
| Current liabilities[[8]](#endnote-8)  |  |  |  |  |  |  |
| [Current ratio (current assets/current liabilities) | Not applicable | Not applicable |  | Not applicable | Not applicable | Not applicable] |

**4 PERSONNEL**

Please provide the following statistics on personnel for the current year and the two previous years.[[9]](#endnote-9)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual manpower** | **Year before last year** | **Last year** | **Current year** | **Period average** |
|  | **Overall** | **Relevant fields[[10]](#endnote-10)** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** |
| Permanent personnel[[11]](#endnote-11) |  |  |  |  |  |  |  |  |
| Other personnel[[12]](#endnote-12) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent personnel as a proportion of total personnel (%) | % | % | % | % | % | % | % | % |

**5 AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialisation 1 |  |  |  |  |
| Relevant specialisation 2 |  |  |  |  |
| Etc …[[13]](#endnote-13) |  |  |  |  |

**6 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past [6] years[[14]](#endnote-14) by the legal entity or entities making this this tender. The number of references to be provided must not exceed 15.

|  |  |  |
| --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** |  |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[15]](#endnote-15)** | **Proportion carried out by legal entity (%)[[16]](#endnote-16)** | **No of personnel provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[17]](#endnote-17)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | **Type and scope of services provided[[18]](#endnote-18)** |
| … | … |

Signed on behalf of the service provider

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. Add/delete additional lines for consortium members as appropriate. **Note** that a capacity providing entity/subcontractor is not considered to be a consortium member for the purposes of this tender form. Subsequently, data on capacity providing entities/subcontractors must not appear in the data related to the economic, financial and professional capacity but on a separate document. If this tender is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). [↑](#endnote-ref-2)
3. If this tender form is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this form. Consolidated data are not allowed for financial ratios. [↑](#endnote-ref-3)
4. Last year = last accounting year for which the entity's accounts have been closed. [↑](#endnote-ref-4)
5. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#endnote-ref-5)
6. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-6)
7. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#endnote-ref-7)
8. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#endnote-ref-8)
9. If this tender form is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this tender form. [↑](#endnote-ref-9)
10. Manpower in fields related to this contract, corresponding to the specialisations identified in point 5. [↑](#endnote-ref-10)
11. Personnel directly employed or contracted by the candidate on a permanent basis (i.e. under indefinite contracts). [↑](#endnote-ref-11)
12. Other personnel directly employed or contracted by the candidate on a non-permanent basis (i.e. under fixed-term contracts). [↑](#endnote-ref-12)
13. Add /delete additional lines and/or rows as appropriate. If this tender is submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted). [↑](#endnote-ref-13)
14. References must be contracts implemented by the legal entity (or legal entities) submitting the tender (with the exception of documented cases of company buyout or universal succession). For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. [↑](#endnote-ref-14)
15. The effect of inflation will not be taken into account. [↑](#endnote-ref-15)
16. Only the proportion carried out by the legal entity may be used as reference. [↑](#endnote-ref-16)
17. If the reference contract is only partially completed, please quote the percentage and value which has been completed. [↑](#endnote-ref-17)
18. Please also indicate the function of key experts provided, whether belonging or not to permanent personnel, and the number of months each of them worked on the project. [↑](#endnote-ref-18)