EBA/2014/07/OVSREG/SER/RT (Lot 2)

20 August 2014

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| Pre-Qualification Questionnaire (PQQ) for European Banking Authority (EBA) Reference Number: EBA/2014/07/OVSREG/SER/RT (Lot 2) |
| 20 August 2014 |
| **Supply of Interim Staff:** Lot 2: Interim Staff – Business Analysts |

# Pre-Qualification Questionnaire (PQQ) Reference Numbers: EBA/2014/07/OVSREG/SER/RT (Lot 2)

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# Important Notes to Applicants

1. Responses (one signed original PQQ including supporting documents together with two complete copies and one copy of all documents on CD-ROM) must arrive, marked as instructed in Section 2 of this PQQ, to the address indicated, no later than the following time and date for cases of **hand delivery**: **14:30 BST on Monday 15th September 2014.** In case of submission by **registered post** or **courier service** EBA will accept responses dispatched no later than the date indicated above. The postmark or the date of the deposit slip with the courier service will serve as proof of dispatch.
2. **Lot 1 and Lot 2 are separate, independent lots**. **If an applicant applies for both lots it must complete and submit a PQQ for each** **lot** including all the requested supporting documents together with two complete copies of the PQQ and a copy of all documents on CD-ROM. It must submit the PQQ for each lot separately in accordance with the instructions given in Section 2 of the PQQ.
3. This procurement procedure is governed by the following: (a) Title V of the general Financial Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (b) Title V of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
4. Participation in the pre-qualification is open on equal terms to all companies under the condition that they are coming within the scope of the Treaties, and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Companies must not be in any of the situations listed in Annex I and have all the necessary knowledge and experience as well as technical and human resources to implement the contract. Companies must possess adequate economic and financial capacity to perform the required services.
5. During performance of the contract the supplier will be responsible for compliance with the relevant national laws on employment of temporary workers.
6. During implementation of the contract EBA may face a need for interim staff other than the interim staff listed in Section 3.3. Such needs for other interim staff in the field of business analysis may be considered under Lot 2.
7. Introduction

In light of its growth plans and work programme EBA may need to call upon the services of interim staff. EBA intends to select up to three suppliers of interim staff for the following lot:

* Interim Staff – Business Analysts (LOT 2)

EBA will sign a separate framework contract with each successful tenderer. The performance of the service by the supplier will be at the offices of the supplier e.g. identification of suitable consultants, persons or freelancers for interim staff in accordance with the profiles, pre-screening and interviewing of candidates, facilitating interviews, negotiation, signing of specific contracts to define the terms and conditions, processing of time sheets and monthly invoicing according to conditions laid down in the framework contract and specific contract, contract monitoring, organisation and follow-up of service review meetings etc. Interim staff will be based at the EBA offices in London but may be required to work at other locations too, for example the home office of the interim staff and possible other project locations.

EBA may require interim staff for the following reasons:

* to temporarily replace staff who are absent due to maternity leave, long term sickness or other reasons;
* to cope with peak periods which require an additional workforce for a fixed period of time;
* to carry out on a temporary basis additional tasks to the ordinary ones resulting from specific projects;
* to carry out on a temporary basis tasks requiring specific competencies not available within the EBA;
* to provide temporary human resources due to staff shortages;

However the reasons for which interim staff will be requested will not be strictly limited to the abovementioned cases. The main purpose of the envisaged framework contracts is to provide a fast and flexible way of satisfying EBA’s need for interim staff.

1. About this PQQ

The purpose of this PQQ is to shortlist applicants for possible subsequent invitation by the EBA to submit a tender.

The PQQ sets out the exclusion and selection criteria which the EBA will apply for this shortlisting process. The shortlisting process will be carried out by an evaluation committee. Points will not be awarded for particular replies and no scoring system will be used unless indicated otherwise in this PQQ. **Responses to the PQQ must be submitted in full with all requested supporting documents in accordance with the instructions contained in Section 2. EBA may reject applications which do not comply with these instructions. The particular attention of applicants is drawn to the requirements for the exclusion criteria where both declarations AND supporting documentation are mandatory. I**f an applicant is unsure of the documents which are required, particularly for the exclusion criteria, then it is strongly recommended for the applicant to contact the appointed person at the EBA for clarification, since failure to provide the correct documentation may result in elimination from the procedure. Applicants are required to submit their response including all supporting documents and copies of the PQQ, duly signed by an authorised officer of the applicant, along with a copy of the submission on CD-ROM addressed as follows:

**For Lot 2 Interim Staff – Business Analysts:**

|  |
| --- |
| **Response to Supply of Interim Staff**  **Lot 2 Interim Staff - Business Analysts – ref. EBA/2014/07/OVSREG/SER/RT**  Att.: **Lars Overby**  **European Banking Authority**  Tower 42 (Level 9), 25 Old Broad Street  EC2N 1HQ London  United Kingdom |

Responses (one completed signed original PQQ including all supporting documents together with two complete copies and one copy of all documents on CD-ROM) must arrive, marked as instructed above, to the address indicated above, no later than the following time and date for cases of **hand delivery**: **14:30 BST on Monday 15th September 2014.** In case of submission either by **registered post** or **courier service**, the EBA will accept responses dispatched no later than the date indicated above. The postmark or the date of the deposit slip with the courier service will serve as proof of dispatch. Applicants must note the following important points in relation to their submission:

* Responses must be entered onto this template of the PQQ (no other form is acceptable);
* A PQQ with the required documents must be completed for each lot if the application is for both lots;
* PQQs should be sent by registered or recorded mail, courier or delivered by hand;
* PQQs must **not** be submitted by electronic mail;
* PQQs submitted or dispatched after the deadline will not be considered and will be returned to the applicant;
* Applicants will be informed if their response to this PQQ has failed to meet the deadline;
* To avoid confusion applicants are requested to repeat information in the event that the answer is similar to another question rather than referring to an earlier answer;
* EBA may seek evidence at a later date of confirmation of the applicants’ answers.
* All enquiries relating to completion of the PQQ should be addressed to:

**European Banking Authority (EBA)**

Procurement Procedure

Reference: Lot 2 EBA/2014/07/OVSREG/SER/RT

**Lot 2 - E-mail:** [**tenders@eba.europa.eu**](mailto:tenders@eba.europa.eu) **with a copy to** [lars.overby**@eba.europa.eu**](mailto:%20lars.overby@eba.europa.eu)

* EBA will not reimburse any costs incurred by applicants in the preparation of this PQQ and any subsequent tender. Any such costs must be paid by the applicants.
* EBA recognises that joint applications may be submitted. In the case that a joint application is submitted, each party to the application must complete the relevant parts in Section 3. There is a clear reminder of this at the start of the relevant section of the PQQ.
* The PQQ document is available in electronic format but must **not** be submitted by electronic mail.
* The PQQ should be downloaded from the EBA’s website at <http://www.eba.europa.eu/about-us/procurement>.
* All documents in electronic copy on CD-ROM should be in either Adobe Portable Document Format (.pdf) or in standard Office 2003/7 format (i.e. doc/.docx and .xls/.xlsx).
* Applicants should make use of the Checklist in Section 3.9 to ensure that their PQQ is complete.
* All applicants submitting a PQQ will be informed of the outcome of the evaluation of their submission.
* Applicants should note that the EBA is unable to accept electronic signatures on documentation.
* **One original signed PQQ with supporting documents together with two complete copies and one copy of all documents on CD-ROM must be submitted**. In case of discrepancy between the paper copy and the CD-ROM the paper copy shall prevail.
* In order to reduce the amount of paper submitted EBA requests PQQs are presented in the following way:
* always use double-sided printing;
* avoid use of unnecessary plastic folders or binders;
* avoid including attachments (brochures, booklets, general publicity material) which are not specifically requested by the EBA.

Processing a reply to the PQQ may involve the recording and processing of personal data (such as names, addresses and Curricula Vitae). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate the PQQ in accordance with the published notice in the Official Journal of the European Union and will be processed solely for that purpose and, if necessary, for any other relevant purposes which may be specified by the EBA. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the EBA. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

1. Pre-Qualification Questionnaire for Restricted Tender
   1. General Information

|  |  |  |  |
| --- | --- | --- | --- |
| * + 1. Name of applicant | |  | |
| * + 1. Registered business address | |  | |
| * + 1. Website address | |  | |
| * + 1. If the applicant trades under a name, which is different from that given at 3.1.1 above, please state the trading name below | | | |
|  | | | |
| * + 1. If the applicant has traded under any name other than those stated at 3.1.1 and 3.1.4 above in the past three years, please give details of previous trading names | | | |
|  | | | |
| * + 1. Please give details of the person within the applicant’s organisation to whom any queries relating to the answers in this PPQ should be addressed or for any subsequent invitation to tender (maximum of 2 contact persons) | | | |
| Contact title and name |  | |  |
| Telephone number |  | |  |
| E-Mail address |  | |  |

* 1. Organisational Information

Where a joint application is proposed please present this information together with the registered office address and registration number for each member individually.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * + 1. Type of company | | | | | | |
| Public Limited Company | | Limited Company | | Sole Trader | Partnership | |
| Registration Number | | Registration Number | |  |  | |
| VAT Registration Number | | VAT Registration Number | |  |  | |
| If the applicant is a partnership please provide full name and address of the proprietor or each partner | | | | | | |
| Name: |  | | | | |  |
| Address: |  | | | | |  |
| Name: |  | | | | |  |
| Address: |  | | | | |  |
|  |  | | | | |  |
| * + 1. If the organisation is an “other” type, please clearly state the legal status of the applicant’s organisation (e.g. un-incorporated association, trust, co-operative, or consortium). Please state | | | | | | |
| a) The date of the organisation’s formation | | |  | | |  |
| b) The date of incorporation if different from a) above | | |  | | |  |
|  | | |  | | |  |
| * + 1. Is the organisation a subsidiary of another organisation or a member of a group of companies? | | | | | | |
| Yes  Please explain the relationship between the applicant and its ultimate holding company | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| * + 1. If you answered “Yes” to 3.2.3 please complete the details below | | | |
| Name of Holding Company |  | |  |
| Registered Office Address |  | |  |
|  |  | |  |
|  |  | |  |
| Company Registration Number |  | |  |
|  |  | |  |
| * + 1. Please state whether the ultimate parent company would be prepared to guarantee the applicant’s liabilities in connection with this contract | | | |
| Yes | | No | |
| * + 1. If the applicant intends to tender jointly with a partner and has already set up, or intends to set up, a consortium or similar entity to that end, please provide details here together with any other relevant information. | | | |
|  | | | |
| * + 1. Please enclose details of the applicant’s organisational structure e.g. organisation chart | | | |
|  | | | |
| * + 1. Please provide details of the total number of employees employed within the applicant’s organisation. | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| * + 1. Please give the number and locations of the premises from which the applicant provides similar services to those required by the EBA (please continue on a separate sheet if necessary). | | |
| Number of offices |  |  |
| Address 1 |  |  |
| Address 2 |  |  |
|  |  |  |
| * + 1. Please give the name of the person who is authorised to sign contracts on behalf of the applicant | | |
|  | | |

* 1. Lot 2 Interim Staff – Business Analysis

Applicants **must** be able to supply the following interim staff:

|  |  |  |
| --- | --- | --- |
| Interim Staff – Business Analysts | * Risk Analyst * Impact Assessment Analyst/Economist * Business Analyst (Recovery and Resolution) * Process Analyst * Rating(s) Expert |  |

* 1. Exclusion Criteria

All applicants shall provide a completed **Exclusion Criteria Declaration of Honour (Annex I)**, duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion, as well as the documents mentioned as necessary supporting evidence. This requirement applies to all members of a consortium in case of a joint application. EBA reserves the right to request the applicant at a later stage to provide the Declaration of Honour and supporting documentation for exclusion criteria from any subcontractors. EBA may waive the obligation of the applicant to submit the documentary evidence referred to above if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case the applicant shall declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in its situation have occurred. A signed and dated declaration is still required. Note that if the applicant is a legal entity, it must provide, if requested at a later stage in the procedure by the EBA, any further information on the ownership or on the management, control and power of representation of the legal entity. Applicants should note that EBA is unable to accept electronic signatures and will not accept photocopies of the completed declarations. Applicants are requested to note that supporting documents provided must relate to legal persons and/or natural persons including, where considered necessary by the EBA, company directors or any person with powers of representation, decision-making or control in relation to the applicant. If an applicant has any doubt about the mandatory documentation required, it is strongly recommended that the appointed person at the EBA is contacted for clarification since failure to provide the correct documents may lead to elimination from the procedure.

* 1. Insurance

Where a joint application is proposed please present the information for each member individually

|  |  |
| --- | --- |
| * + 1. Please provide details of the applicant’s insurance policies in respect of its business and those with particular relevance to this application. In particular state if the applicant holds professional risk indemnity insurance. | |
| Policy Type |  |
| Name of Insurers |  |
| Policy Number |  |
| Expiry Date |  |
| Brief Details of the Level and Risks Included |  |
| Policy Type |  |
| Name of Insurers |  |
| Policy Number |  |
| Expiry Date |  |
| Brief Details of the Level and Risks Included |  |

* 1. Selection Criteria: Economic and Financial Capacity

**► Lot 2**

**The estimated average annual contract value must not be more than ten percent of the applicant’s average annual turnover during the last three years** **for which accounts have been closed**. For an application for both lots the sum of the estimated average annual contract values must not be more than ten percent of the applicant’s average annual turnover during the last three years for which accounts have been closed.

The estimated maximum contract value is:

* **Lot 2: EUR 2,750,000**

The estimated average annual contract value is:

* **Lot 2: EUR** **687,500**

The information supplied in this section will be evaluated to assess the financial viability of the applicant. Where a joint application is proposed the information for each member must be provided individually.

|  |
| --- |
| * + 1. Please provide a copy of the audited accounts for the last three years for which accounts have been closed or the period that is available if trading for less than three years. Please complete and sign Annex II Financial Capacity Form. |
|  |
| * + 1. Please provide a statement of the applicant’s turnover, profit and loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet where this information is not available in audited form as requested in 3.6.1 above. |
|  |
| * + 1. Where 3.6.2 cannot be provided please provide a statement of the applicant’s cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position. |
|  |
| * + 1. If the organisation is a member of a group of companies 3.6.1, 3.6.2 and 3.6.3 are required for both the applicant and its ultimate holding company. Where a consortium or association is proposed, the information is requested for each member company. |
|  |
| * + 1. Please enclose a separate statement of the applicant’s turnover that relates directly to the requirements of the EBA for the past three years for which accounts have been closed, or for the period the applicant has been trading (if less than three years). |
|  |

|  |
| --- |
| * + 1. Please provide a brief outline of how the applicant would obtain any required funding for this contract (guarantees of performance and financial standing) – N.B. this is only to be provided if this has been specifically mentioned in the Notice in the Official Journal of the European Union. |
|  |

Note: If the applicant is not obliged to publish its accounts under the law of the state in which it is established please supply copies of such accounting information as the applicant is willing to provide relating to the last three years for which accounts have been closed.

|  |  |  |
| --- | --- | --- |
| * + 1. Please give details of the applicant’s bankers | | |
| Name |  | |
| Branch Address |  | |
|  | |
|  | |
| Account Name |  | |
| Account Number |  | |
| Number of Years Account has been Opened |  | |
| May Bankers be approached for a Reference? | Yes  No | |
| * + 1. Please confirm that, if awarded this contract, it would be executed by the legal entity for which the financial information is provided (i.e. the organisation and/or partnership) and would not form part of a subsidiary operation for which information has not been provided. | | |
| Yes | | No |

* 1. Selection Criteria: Professional and Technical Capacity

**► Lot 2**

The information supplied in this section will be evaluated to assess the professional and technical capacity of the applicant to perform the contract. To facilitate the evaluation of the application please mark the supporting documents clearly with the number of the question to which they relate. For joint applications the combined capacities of all members will be assessed.

|  |
| --- |
| * + 1. Please describe the relevant principal areas of the applicant’s business activity and the number of years of involvement in this activity while outlining the range of services which the applicant provides and which are relevant to this application. |
|  |
| * + 1. Please attach proof of authorisation to perform the contract under national law as evidenced by inclusion in a professional or trade register. Please provide details of any such registration with professional or trade registers in the country in which the applicant is based under conditions laid down by that country and any supporting documents. |
|  |
| * + 1. **Applicants must provide two contract references from the three years preceding the deadline for the submission of the PQQ:** * **Lot 2** * **Each reference must demonstrate experience of supplying some of the profiles from Annex III;**   **For each reference applicants must provide the following: (a) start and end date (b) total value of the contract during the three years preceding the deadline for the submission of the PQQ (c) client name, address, contact name and telephone number (d) brief description of contract and details of profiles provided (e) names of sub-contractor(s) and/or consortium members and their role if applicable. EBA may decide to contact the applicant’s client for a reference. The applicant’s permission to do so will be assumed unless any objections are stated. Proof of references will be required prior to contract signature. If an applicant applies for both lots it must provide two contract references for each lot.** |
|  |
| * + 1. Please indicate if any subcontracting with any other organisations is envisaged as part of this contract. Please provide a statement of the applicant’s policy on the use of sub-contractors if applicable and of the means of ensuring quality when sub-contractors are used. |
|  |
| * + 1. Please insert any other comments you may wish to make. |
|  |

* **For Lot 2**

If more than 8 applications meet the selection criteria the relative strengths and weaknesses of the applications will be re-examined to identify the 8 best applications to be admitted to the tender procedure. The only factor which will be taken into consideration during the re-examination is the total value of the two contract references during the three years preceding the deadline for the submission of the PQQ. The 8 applications with the highest value will be selected for the invitation to tender.

* 1. Signature and Date

I/We certify that the information provided in response to this PQQ is accurate and complete as at the date set out below.

I/We understand that the provision of false information in response to this PQQ could result in the applicant being excluded from the list of those who may be invited to tender for a contract with EBA.

I/We undertake to inform the EBA promptly following any matter which would alter or add to any of the information given in response to this PQQ.

I/We make this declaration for and on behalf of the applicant.

Please note that this declaration should be signed by any person with powers of representation, decision-making or control in relation to the applicant.

|  |  |  |
| --- | --- | --- |
| Date, Signature: |  |  |
| Position of Signatory: |  |  |
| Print Name and Title of Signatory: |  |  |
| On behalf of [insert name of applicant] |  |  |

* 1. Checklist

Applicants should check and tick the box that the following information/documents are enclosed. Supporting documents should be marked clearly with the question number to which they apply.

|  |  |  |
| --- | --- | --- |
| Required Information/Enclosure | Section Reference | Tick box |
| Details of organisational structure | 3.2.7 |  |
| Completed, signed and dated Annex I Declaration of Honour with supporting document(s) | 3.4 + Annex I |  |
| Copy of the audited accounts for the last three years for which accounts have been closed | 3.6.1 |  |
| Turnover, profit and loss and cash flow for most recent full year of trading and end period balance sheet if information is not available in audited form | 3.6.2 |  |
| If turnover, profit and loss and cash flow for most recent full year and end period balance sheet cannot be provided a statement of the cash flow forecast for the current year and a bank letter with current cash and credit facility position should be provided | 3.6.3 |  |
| Financial information for ultimate holding company and/or member companies | 3.6.4 |  |
| Separate statement of turnover for the past three years that relates directly to EBA’s requirements | 3.6.5 |  |
| Details of registration with professional or trade register and VAT registration | 3.7.2 |  |
| Details of two contract references as described in Section 3.7.3 | 3.7.3 |  |
| Completed and signed Annex II Financial Capacity Form | Annex II |  |
| One completed, signed and dated PQQ together with two copies | 2 |  |
| Copy of PQQ submission on CD-ROM | 2 |  |

Annex I – Exclusion Criteria Declaration of Honour

Please complete separate Annex I.

Annex II – Financial Capacity Form

This form includes a summary of the financial data of the applicant which allows EBA to assess its economic and financial capacity to provide the required services. This information shall be supported by the presentation of balance sheets and profit and loss statements covering the last three years for which accounts have been closed as requested in Section 3.6 of the PQQ. This form shall be filled in, dated and signed by a legal representative of the applicant.

|  |
| --- |
| In case of joint offers submitted by consortia, this form shall be provided for each member of the consortium.  In case of subcontracting this form shall be provided for each subcontractor already identified. |

|  |
| --- |
| Applicant: |
| Currency and precision of the statements: |
| Year N: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Profit and Loss Account | | | | |
|  | | 2013 | 2012 | 2011 |
| 1 | Turnover |  |  |  |
| 2 | Cost of Sales |  |  |  |
| **3** | **Gross Profit (1-2)** |  |  |  |
| 4 | Operating Expenses |  |  |  |
| **5** | **Operating Profit (3-4)** |  |  |  |
| 6 | Other Costs/Income |  |  |  |
| **7** | **Profit before Interest and Taxation (5 +/- 6)** |  |  |  |
| 8 | Financial Operations |  |  |  |
| **9** | **Profit on Ordinary Activities before Taxation (7+/- 8)** |  |  |  |
| 10 | Tax on Profit on Ordinary Activities |  |  |  |
| **11** | **Profit on Ordinary Activities after Taxation (9-10)** |  |  |  |
| 12 | Dividends |  |  |  |
| **13** | **Retained Profit (11-12)** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Balance Sheet | | | | |
|  | | 2013 | 2012 | 2011 |
|  | | | | |
| 1 | Intangible Assets |  |  |  |
| 2 | Tangible Assets |  |  |  |
| 3 | Investments/Long Term Receivables |  |  |  |
| **4** | **Total Long-Term Assets (1+2+3)** |  |  |  |
| 5 | Stock |  |  |  |
| 6 | Debts Due within One Year |  |  |  |
| 7 | Short Term Investments |  |  |  |
| 8 | Cash at Bank and in Hand |  |  |  |
| **9** | **Total Current Assets (5+6+7+8)** |  |  |  |
| **10** | **Total Assets (4+9)** |  |  |  |
|  | | | | |
| 1 | Capital and Reserves |  |  |  |
| 2 | Retained Earnings |  |  |  |
| **3** | **Total Capital (1+2)** |  |  |  |
| **4** | **Long Term Liabilities** |  |  |  |
| 5 | Provisions |  |  |  |
| 6 | Accounts Payable |  |  |  |
| **7** | **Total Short-Term Liabilities (5+6)** |  |  |  |
| **8** | **Total Liabilities (3+4+7)** |  |  |  |

|  |  |  |
| --- | --- | --- |
| Date, Signature: |  |  |
| Print Name and Title of Signatory: |  |  |
| On behalf of [insert name of applicant] |  |  |

Annex III – List of Profiles

Please see separate Annex III.

\*\*\*\* End of PQQ \*\*\*\*