



**World Organisation
for Animal Health**
Founded as OIE

CBD/CFT2022/1

A.TENDER PROCEDURE RULES

PROVISION OF E-LEARNING MODULES ON WILDLIFE SURVEILLANCE AND TRADE AND OTHER SERVICES

WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)

WHOSE STATUTORY NAME IS

“OFFICE INTERNATIONAL DES EPIZOOTIES”

DEADLINE TO SUBMIT:

1. DECLARATION OF INTEREST AND INTEGRITY: 11/07/2022 (PARIS LOCAL TIME)

2. TENDERS : 18/07/2022 - 18:00 (PARIS LOCAL TIME)

Contracting authority

World Organisation for Animal Health (WOAH)
Whose statutory name is
Office International des Epizooties

12 Rue de Prony
F-75017 Paris
France

WOAH Contact Point

BARBARA ALESSANDRINI
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1. GENERAL TENDER RULES

1.1. DEFINITIONS

Tenderers: all economic operators responding to this tender procedure.

Successful Tenderers: the tenderer selected by WOAHA selection committee and notified.

Awarded Tenderer: the economic operator having, through the call for tender process, been awarded the contract, prior to its signature.

Contractor: the economic operator having signed the contract with WOAHA for the provision of the services detailed in this call for tender, together with all its subcontractors. This operator will be the sole interlocutor of the WOAHA.

For the consortium, "the contractor" refers to its representative.

Contract: the definitive agreement for Services entered into by the WOAHA and the Contractor, including any annexes attached thereto, as amended, modified and supplemented from time to time.

Services: the services, functions, responsibilities, tasks and deliverables to be carried out by the Supplier, as described in the Contract.

1.2. PURPOSE

This tender procedure is an invitation for interested service providers to submit a proposal regarding the development of **four eLearning modules on wildlife surveillance and trade**, to be included in the eLearning catalogue of the WOAHA Training Portal, under the Competence Package n. 16 "Wildlife" (<https://training.oie.int>), and other training services, namely learning needs' assessment and identification and assessment of existing eLearning resources on the same technical domains.

1.3. NON-BINDING EFFECT

The information included in the tender documents are provided to Tenderers so they may prepare a proposal in response. This tender procedure may lead to the signature of a Contract between WOAHA and a tenderer selected by WOAHA. However, the transmission of the tender documents to tenderers does not imply any legal obligation on the part of WOAHA to entrust the provision of the services to any tenderer. WOAHA has the right to reject any proposal in its sole discretion. WOAHA remains strictly independent of any tenderer, and none of the provisions of the tender documentation may be interpreted as creating a contractual relation of any sort.

WOAHA is under no obligation to accept a given tenderer's proposal and reserves the right not to proceed with or to terminate negotiations with any tenderer, at any time prior to the signature of a Contract.

In this case, WOAHA shall not have any liability whatsoever and tenderers who have not signed a Contract with WOAHA waive their right to claim any compensation or damages.

1.4. CONFIDENTIALITY

Unless otherwise authorised in writing by WOAHA, all information, whether disclosed either directly or indirectly, formally, or informally, in writing, orally, or by visual inspection, which are part of the tender procedure or provided for its purpose or any amendment thereto, shall not be disclosed, copied, used, or modified in any manner and shall only be used for the sole purpose of the tender procedure.



Consequently, tenderers agree to take all the necessary steps to ensure compliance with such confidentiality obligations by its directors, officers and employees who need to know such information for purposes of the tender procedure. In addition, the tenderer undertakes to return to WOAHA, upon first demand, any document transmitted, in line with the Confidentiality Undertaking signed.

All information received in response to this initiative that is marked proprietary will be handled accordingly. Responses will not be returned.

1.5. COSTS OF RESPONSES

Tenderers are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure.

1.6. CONDITIONS OF PARTICIPATION

Natural and legal persons as well as consortia (either officially established or constituted specifically for this call for tender) may apply.

If a consortium is tendering, it must indicate:

- whether it is joint-and-several liability or joint-liability only,
- the member who represents the consortium by providing a power of attorney.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. If a person submits more than one response, all responses in which they participate will be excluded from the selection process.

In participating to this call for tender, a tenderer represents and warrants by doing so that:

- is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- it or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity;
- it or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- it is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established.

Tenderers undertake to provide documentary evidence related to the items mentioned above upon request by WOAHA at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, **WOAHA reserves the right to reject the tenderer's response and, in the event it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.**



1.7. CONFLICTS OF INTEREST

Under no circumstances is a tenderer to contact any person employed by or representing WOAHA regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this call for tender, a tenderer represents and warrants that:

- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and WOAHA as a result of the call for tender;
- It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It has not misrepresenting, either knowingly or negligently, in supplying any of the information requested by WOAHA.

1.8. PERIOD OF PROPOSAL VALIDITY

Tenderers are bound by their proposals for 180 days after the deadline for submission or until they have been notified of non-award.

1.9. APPEAL

Tenderers believing, they have been harmed by an error or irregularity during the award process may lodge a complaint with WOAHA who will be required to reply within ten working days after receipt of the complaint. If WOAHA fails to address the complaint, the unsuccessful tenderer may request arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.

1.10. SIGNING OF THE CONTRACT

1.10.1 General provisions

The Awarded Tenderer represents and warrants that it is authorised to bind its affiliates to the Contract it will sign with WOAHA and shall cause such affiliates to comply with all commitments set out in the Contract and any purchase orders signed within the framework of the Services. The Awarded Tenderer will undertake to inform its affiliates, potential suppliers and subcontractors of the existence of the Contract within thirty (30) calendar days from its signature by the parties.

The Awarded Tenderer will appoint a contact person having the right and authority to ensure compliance with the commitments set out in the Contract and the purchase orders signed within the framework of the Services. S/He will be the sole contact person of WOAHA.



1.10.2 Notification of award

WOAH will notify the Awarded Tenderer that its tender has been retained. At the same time, WOAH will inform every other unsuccessful tenderer in writing that its tender has been rejected. Tenderers having submitted a tender before the deadline will receive, within ten (10) working days of their written request, information relating to the rejection of their tender.

1.10.3 Signing of the Contract

The Awarded Tenderer will be notified in writing of the selection. The contract award decision shall be published and contract negotiations based on the draft Contract submitted by the Awarded Tenderer shall be conducted. These negotiations will involve, at least, WOAH representatives from the Legal Affairs Unit and the Administration Directorate and the Awarded Tenderer's authorised representative.

WOAH reserves the right to send a notification of award to the second-best tenderer in case WOAH and the initial Awarded Tenderer are unable to agree upon a final version of the Contract. As a result, and upon receipt of the notification of award, the validity of the second-best tender will automatically be extended for another 30 working days.

2. GENERAL TENDER PROVISIONS

2.1. CONTRACT TYPE

Service Contract (Annex 4)

2.2. CONTRACT NATURE

Fixed price contract

2.3. PROCUREMENT BUDGET

Tenders must not exceed the maximum amount indicated below.

MAXIMUM AMOUNT
250.000 €.

2.4. LOTS

Single lot

2.5. VARIANTS

Variants are not authorised.

2.6. ADDITIONAL SERVICES

The Contract may be extended by agreement of both parties through consecutive amendments if:

- additional operations have, due to unforeseen circumstances, become necessary for the performance of the Services as described in the initial Contract;
- these operations cannot be dissociated from the initial Contract without presenting major drawbacks or costs or additional expenses for WOAH; and



- the extension of the Contract is clearly more economical and more efficient, and the organisation of a new tendering process would not provide any advantage.

Additionally, WOAHA will validate deliverables and analyse the additional needs arising during the Contract. Every additional work item that deviates from the Contract will need to be validated by WOAHA which will determine whether such additional work results from non-compliance with the specifications of the call for tender, in which case it will not be eligible for payment; or from an addition to the initial terms of reference/ technical requirements not included in the specifications at the signing of the Contract, in which case it should be validated prior to implementation.

Further assistance services may also be requested by WOAHA to cover complementary support services unforeseen to date, in the form of 20 day-long units of work. The services provided and the potential associated deliverables will be defined jointly by WOAHA and the Contractor.

2.7. SUBCONTRACTING

Subcontracting is allowed; in this case, subcontractors must be mentioned in the tender response. Intention to participate and subcontracting must be precisely identified according to the proposed phases of the project. The subcontracting rate must be indicated in the proposition and must not exceed 20% (based on procurement budget : section of the document B).

2.8. DURATION OF THE CONTRACT

The Contract is expected to be performed in 20 months, from the date of signature of the contract.

It may be extended once for 12 months.

2.9. INVOICING

A detailed schedule of payments will be defined in the Contract based on the agreed-upon workplan and set of deliverables. Payment throughout the Contract will be made upon receipt of the corresponding undisputed invoice, which should be raised after validation of each deliverable.

WOAHA will proceed to the payment of undisputed invoices within 45 days of their reception by bank transfer or cheque.

3. CONTRACTUAL FRAMEWORK OF THE SERVICES

WOAHA will provide the awarded tenderer with a contract proposal.

The template of WOAHA Service agreement is attached to this call for tender (Annex 4). The majority of the proposed clauses are in line with the requirements of WOAHA and cannot be changed.

Tenderers are advised to read the contract carefully and to include their requests for minor changes in their tender. WOAHA reserves the right not to accept these requests, so by submitting a tender, tenderers are prepared to accept the clauses of the document attached as Annex 4.



4. RESPONSE PROCEDURE

4.1. WOAHP CONTACT POINT

Barbara Alessandrini

Head, Capacity Building Department

12, rue de Prony - 75017 Paris

Tel: (33) 01 44 15 18 88

Email: b.alessandrini@woah.org

4.2. SCHEDULE

Launch of the call for tender	9 June 2022
Questions/Answers session (by email to WOAHP contact point)	Questions will be accepted until 6 July 2022
Deadline to submit the declaration of interest and integrity	11 July 2022
Deadline for submission of tenders	18 July 2022 - 18:00 (Paris local time)
Evaluation of offers*	From 19 July to 15 September 2022

*WOAHP may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing. Should WOAHP change any of these dates, all tenderers having notified their interest will be informed.

4.3. TENDER DOCUMENTS

The tender documents are the following:

- A. Tender procedure rules and its annexes:
 - o Confidentiality agreement (annex 1)
 - o Declaration of interest and integrity (annex 2)
 - o Financial and Economic Capacity Assessment (annex 3)
 - o Service agreement template (annex 4)
- B. Tender terms of reference and its annexes
 - o ANNEX 1 – WOAHP Platform for the Training of Veterinary Services. [WOAHP Guidelines on WOAHP e-modules development: core requirements](#)
- C. Technical Brief Framework (to be filled and submitted as technical offer)
- D. Financial Offer (to be filled and submitted as financial offer)
- E. Questions/Answers
- F. Processor assessment questionnaire



4.4. NOTIFICATION OF INTEREST AND QUESTIONS/ANSWERS

Tenderers wishing to respond to the call for tender should notify WOAHP contact point of their interest to do so, sending by email the *Declaration of interest and Integrity* document filled out and signed (Annex 1), **by 11 July 2022**.

If necessary, tenderers may request additional information, in English, to establish their responses. Questions must be sent exclusively by email to WOAHP contact point until midnight (Paris local time), **6 July 2022**. Questions should make precise reference to the relevant tender document, chapter, page and paragraph. In order to ensure fair and equal treatment of all interested suppliers, the questions and the answers will be centralised on the Document E and published through WOAHP Website. All tenderers are invited to regularly review this document.

Note: commercial information will not be shared with other tenderers.

WOAHP reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAHP, either following a request from a tenderer or on its own initiative, introduces a modification of the tender documents, all tenderers having notified WOAHP of their interest to respond will be informed simultaneously and a corrigendum will be published at least six working days before the deadline for submission of the tenders. WOAHP may extend the deadline for submission of tenders to all tenderers to allow tenderers to take into account these changes.

4.5. RESPONSE FORMAT REQUIREMENTS

Tenders must be submitted in English in a sealed envelope bearing in large bold letters :

CONFIDENTIEL - NE PAS OUVRIR A LA RECEPTION

**Call for Tender PROVISION OF E-LEARNING MODULES ON WILDLIFE
SURVEILLANCE AND TRADE
AND OTHER SERVICES**

Madame la Directrice Générale
Organisation Mondiale de la Santé Animale (OMSA)
12, rue de Prony
F-75017 Paris
France

The wording on the envelope should also appear on the outside of the external wrapping if the responses are sent by post or by couriers. If requested, WOAHP receptionist will provide the required acknowledgment of receipt. Tenders may be deposited at WOAHP reception desk, from Monday to Friday and from 9:00 to 12:00 and 14:00 to 18:00.



The sealed envelope should include:

- Confidentiality agreement (annex 1 duly completed and signed)
- Declaration of interest and integrity (annex 2 duly completed and signed)
- Financial And Economic Capacity Assessment (annex 3 duly completed and signed)
- **1 Technical envelope containing :**
 - ✓ **Document C duly completed and signed.** This document as the technical offer (valid for 100 days from the day of tender submission), must provide the information required in document B. *Terms of Reference*, including all annexes and signed by the authorised person.
 - **Note:** The technical offer should not be longer than 50 pages. Additional information relevant to the understanding of the response may be presented in annex and will not count against the maximum number of pages.
 - ✓ **1 USB stick containing the technical offer. Only Word/PDF documents will be allowed. The scanned documents will not be authorized and will not be analysed.**
 - ✓ **Document F duly completed and signed by the authorised person.** Tenderers can attached their IT security policy (ITSP). The submission of the ITSP will be considered an advantage that will be taken into account in the evaluation of tenders.
 - ✓ **Document A – Annex 4 tenderer's requests for minor changes.**
- **1 Financial envelope containing :**
 - ✓ **Document D** duly completed and signed. This document as financial offer (valid for 100 days from the day of tender submission), must provide the information required in document B. *Terms of Reference*;
 - ✓ **1 USB stick containing the financial offer. Only Word/PDF documents will be allowed. The scanned documents will not be authorized and will not be analysed.**

Please make specific reference in the response to any legitimately and appropriately confidential or proprietary material contained in the response. Such information included in the responses to the RFP will be kept confidential by WOAHA.

Reminder: responses should be submitted by **18 July 2022 (18:00 Paris local time)**. Any tender received past this deadline, or within a non-sealed package, will be excluded from the tendering process.

4.6. MODIFICATION OR WITHDRAWAL OF TENDERS

Tenders may be modified or withdrawn prior to the deadline for submission through a written notification sent to WOAHA contact point. Notification of a modification or withdrawal.

Any modification must comply with the requirements specified in paragraphs 4.5 Response format, with outer envelopes bearing the word "**Modification**". The tenderers must provide a complete offer containing all the documents requested. **WOAHA will not open the first tender submitted. In order to avoid any issue related to the transmission of two tenders (c.f. section 1.6.), tenderers are invited to clearly indicate on the outside of the external wrapping the word "Modification".**



4.7. EVALUATION OF TENDERS

A tender Opening Committee will proceed to open tenders received at the beginning of the evaluation process. The Opening Committee is responsible for verifying that the tenders received comply with the procedures for the submission and presentation of tenders described in this call for tender and for preparing the list of tenders deemed eligible.

A tender Selection Committee will then proceed to award the contract. The Selection Committee will evaluate the technical and financial offers and will proceed to a selection based on the following criteria:

Criteria 1 technical criteria (80%) will be assessed according to the following information provided on their technical offer - Document C and F

- Company organisation and sustainability (10%)
- Demonstrated understanding of the context and experience in working in a multicultural context and in the public sector (30%)
- Relevance and quality of the proposed methodology and associated workplan (30%)
- Relevance and quality of the proposed project team (30%)

Criteria 2 Financial criteria (20%) will be assessed according to the information provided on their financial offer - Document D.

WOAH may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing.



5. ANNEX 1 - CONFIDENTIALITY UNDERTAKING

1. WOAHA and _____] ("Recipient") seek to engage in discussions for the sole purpose of exploring the possibility of entering into a definitive agreement relating to the development of four eLearning modules on wildlife surveillance and trade and other services.
2. In order to achieve the Purpose, WOAHA is willing to disclose to Recipient and Recipient is willing to receive Confidential Information under the terms and conditions of this Undertaking.
3. This Undertaking shall be effective as of the 11 July 2022. The obligations of Recipient under this Undertaking shall survive until such time as all Confidential Information of WOAHA disclosed hereunder becomes publicly known and made generally available through no action or inaction of Recipient. The obligation to hold information in confidence as required by Article 6, and the provisions of Articles 8, 10, and 11, shall survive any expiration of this Undertaking.
4. Nothing in this Undertaking shall obligate either party to proceed with any definitive agreement or other arrangement between them or to enter into any subsequent agreements. Each party reserves the right, in its sole discretion, to terminate the discussions contemplated by this Undertaking.
5. "**Confidential Information**" means any information, whether or not marked as "Confidential", disclosed by WOAHA to Recipient, either directly or indirectly, formally or informally, in writing, orally, or by visual inspection. The term "Confidential Information" shall not include information which:
 - (i) was publicly known and made generally available in the public domain prior to the time of disclosure by WOAHA;
 - (ii) becomes publicly known and made generally available after disclosure by WOAHA to Recipient;
 - (iii) was already known by or in the possession of Recipient at the time of disclosure by WOAHA as shown by Recipient's files and records immediately prior to the time of disclosure;
 - (iv) was obtained by Recipient from a third party lawfully in possession of such information and without a breach of such third party's obligations of confidentiality.
6. All Confidential Information disclosed by WOAHA shall remain the property of WOAHA. The undersigned agrees to use the Confidential Information solely for the Purpose, and not to disclose any Confidential Information, provided, however, that such information may be disclosed to Recipient's directors, officers and employees who need to know such information for the Purpose (it being understood that such persons shall be informed by Recipient of the confidential nature of such information and shall be bound by obligations of confidentiality with Recipient no less protective than those set forth herein and that Recipient shall be responsible for any disclosures made by those persons in breach of obligations under this Agreement to the same extent as if such disclosures had been made directly by Recipient).
7. The Recipient shall take at least those measures that it takes to protect its own confidential information of a similar nature, but in no case less than reasonable care (including, without limitation, all precautions the undersigned employs with respect to his/her own confidential information).
8. If Recipient is required by law to make any disclosure that is prohibited or otherwise constrained by this undertaking, the undersigned shall provide WOAHA with prompt written notice of such requirement so that WOAHA may seek a protective order or other appropriate relief protecting the Confidential Information from disclosure. In any such case, Recipient agrees to cooperate and use reasonable efforts to avoid or minimise the required disclosure and/or obtain such protective order or other relief. If, in the absence of a protective order or other relief, Recipient is legally obligated to disclose any Confidential Information, it may furnish that portion and only that portion of the Confidential Information that it is legally required to disclose on the basis of advice of counsel.



9. In the event WOAHA does not retain the services of Recipient following the discussions relating to the Purpose, Recipient shall promptly destroy all copies of the Confidential Information and shall not retain any copies, extracts or other reproductions in whole or in part of such material.
10. Recipient hereby agrees to indemnify and hold harmless WOAHA against any and all losses, liability, damages, and expenses that WOAHA may incur as a result of a breach of this Undertaking by Recipient.
11. This Undertaking and any dispute arising therefrom shall be governed by general principles of law, to the exclusion of any single national system of law. Any dispute, controversy or claim arising out of or in relation to this Undertaking shall be settled by mutual agreement between the parties. If the parties are unable to reach an agreement on any question in dispute or on a mode of settlement other than arbitration, each party shall have the right to request arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) as at present in force. The parties agree to be bound by any arbitration award rendered in accordance with the above-mentioned rules as the final adjudication of any such dispute.

Date: Signature

Name and Title of duly authorized representative:
.....
.....

Entity name:



6. ANNEX 2 - DECLARATION OF INTEREST AND INTEGRITY

To be completed and sent back upon receipt of the tender documentation to WOAHA contact points.

Call for tender: CBD/CFT2022/1

..... (the Tenderer) acknowledges receipt of the tender documentation and hereby notifies the OMSA of its intention to respond to this call for tender. The designated point of contact for the call for tender process is:

- Name:
- Surname:
- Email:
- Phone number:

The Tenderer further declares that:

- It is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- It or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity;
- It or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- It is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established;
- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any definitive agreement that may be entered into between the Tenderer and WOAHA ("Contract") as a result of the tendering process;
- It will inform, without delay, the World Organisation for Animal Health (WOAH) of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It is not misrepresenting, either knowingly or negligently, in supplying any of the information requested by WOAHA.



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animale

Organización
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de Sanidad
Animal

The Tenderer acknowledges and agrees that WOAH reserves the right to check the above-mentioned declarations and to request further information to its satisfaction and undertakes to provide documentary evidence upon request. The Tenderer further acknowledges that failure to disclose relevant information or a false statement may result in the disqualification of the Tenderer from the tendering process, the withdrawal of any proposition of a Contract by WOAH, or the termination with immediate effect of the Contract if it has already been awarded.

Entity name:

Address:

.....

.....

Name and Title of duly authorized representative:

Date:

Signature:



7. ANNEX 3 - FINANCIAL AND ECONOMIC CAPACITY ASSESSMENT

call for tender n°	CBD/CFT2022/1	
Company name		
Regarding the last two years for which the accounts are closed:		
YEAR	Start of the fiscal year	/...../...../2020
	End of the fiscal year	/...../...../2020
YEAR	Start of the fiscal year	/...../...../2021
	End of the fiscal year	/...../...../2021
Currency used for accounting:		
Simplified balance sheet/financial position		
	2020	2021
Assets (total), including:		
Cash and cash equivalents		
Liabilities (total), including:		
Equity (reserves, investment subsidies and others)		
Total liabilities, including:		
Total of medium and long-term debts (> 1 year)		
Total of short-term debts (< 1 year)		
Simplified statement of financial performance		
	2020	2021
Total expenses, including:		
Personnel costs (amount)		
Personnel costs (% of the total expenses)		
Revenue:		
Operating income		

Entity name:

Address:

.....

.....

Name and Title of duly authorized representative:

Date:

Signature: