

EVIDENCE OF FINANCIAL STANDING: CHECKLIST

Depending on the nature and risks of the opportunity, you may be asked to provide evidence of your company's financial standing. Government buyers need to be sure that you can meet the requirement for the life of the contract.

Last year OGC launched new guidance called "[Supplier Financial Appraisal Guidance](#)", and "[Supplier Financial Appraisal Guidance Annexes](#)" which place greater emphasis on cash flow rather than past performance as an indicator of future stability. This is a lengthy document, and we have drawn from it some of the information you may be asked to provide in a checklist below, for your own use. **(Please note that this list provides an indication of the documentation that you will need for each advertised requirement).**

Documents Required
1. A copy of the most recent audited accounts that cover the last two years of trading for the period
2. A statement of the organisation's turnover, profit & 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 an audited form at (1).
3. Where (2) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.
4. If the organisation is a subsidiary of a group, (1) to (3) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, the information maybe requested for each member company.
5. A separate statement of the organisation's turnover that relates directly to the supply of this service for the past two years, or for the period the organisation has been trading (if less than two years).
6. Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate. Confirmation of the organisation's willingness to arrange for a guarantee or a performance bond may also be required.