

## **BIDDER\* AND BUSINESS PROJECT INFORMATION TABLE COMPLETION GUIDELINES**

### *1. Bidder information*

- 1.1. **Bidder's full name.** Please specify the bidder's full name according to its incorporation documents.
- 1.2. **Bidder's abbreviated name.** Please specify the bidder's abbreviated name according to its incorporation documents.
- 1.3. **Bidder's address (place of business).** Please specify the bidder's address according to its incorporation documents (or registration or other documents).
- 1.4. **Bidder's actual address (if other than place of business).** Please specify the bidder's actual address, if it differs from the address specified in section 1.3.
- 1.5. **Bidder's registration details.** Please specify the bidder's details as recorded by the competent authorities of the country of incorporation.
- 1.6. **Bidder's contact details.** Please specify the bidder's contact telephone and fax numbers and email addresses (contact details of the head office and other offices dealing with the business project concerned).
- 1.7. **Contact details of individuals responsible for the business project.** Please specify contacts to be used as "hot links" (name, position, telephone and fax numbers, email addresses, etc.) to the bidder's contact persons responsible for the business project concerned as well as reference details of documents certifying the authority of such persons, and the media format in which they are presented. The documents must be attached to the application for financing.<sup>1</sup>
- 1.8. **Bidder's incorporation documents.** Please list incorporation documents to be presented by the bidder along with the application for financing as well as the media format in which they are presented. The documents must be attached to the application for financing.
- 1.9. **Licenses (authorisations), certificates of compliance, other similar documents.** Please list the licenses (authorisations) granted to the bidder to be engaged in the industry-specific business,<sup>2</sup> certificates of compliance, other similar documents, including those required for the implementation of the business project concerned, and specify the media format in which they are presented. The documents must be attached to the application for financing.
- 1.10. **Written guarantee of patent purity of technological solutions.** Please list all documents containing a written guarantee of patent purity of technological solutions if proposed as part of the business project and specify the media format in which they are presented. The documents must be attached to the application for financing.
- 1.11. **Structure of authorised capital, ultimate beneficiaries and affiliated persons.** Please provide information on the structure of the authorised capital, ultimate beneficiaries of the bidder as well as its parent and subsidiary companies, including companies related via the bidders' managers (affiliated persons).

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\* Herein, "bidder" means a legal entity willing to take part in the Program (bidder requirements are specified in section V of the Program).

<sup>1</sup> All documents to be attached to the application for financing according to the Program for the Development of Business in the Field of Space Communications and these guidelines need to be presented as hard copies (original or certified copies) or as soft copies (scanned copies or electronic documents). The documents that are not in Russian or English are presented along with their certified translations into Russian or English.

<sup>2</sup> The notion of "industry-specific business" is set forth in the Program for the Development Business in the Field of Space Communications.

- 1.12. **Individuals authorised to act on behalf of bidder.** Please specify the names and positions of individuals authorised to act on behalf of the bidder (the bidder's management) as well as the reference details of documents certifying the authority of such individuals and the media format in which they are presented. The documents must be attached to the application for financing.
- 1.13. **Bidder's management.** Please provide information on the education, working experience and achievements of the bidder's managers.
- 1.14. **Bidder description.** Please provide information on the founders, management structure, history, principal divisions (production units), affiliates and representative offices and their place of business.
- 1.15. **Bidder's industry-specific business description.** Please provide information on the bidder's principal lines of industry-specific business, offered products and services.
- 1.16. **Completed projects and principal partners.** Please provide information on projects completed by the bidder in the field of industry-specific business and information on the bidder's principal partners.
- 1.17. **Letters of recommendation from partners.** The bidder may list letters of recommendation and opinions of the bidder's partners (desirable) specifying the media format in which they are presented. Such letters (if any) must be attached to the application for financing.
- 1.18. **Litigation and administrative proceedings.** Please provide a confirmation that there exist no litigation or administrative proceedings against the bidder or restrictions imposed by competent government authorities.
- 1.19. **Written statement.** Please confirm that the bidder, its affiliated persons, staff members or intermediaries do not pay, offer to pay or permit to pay any cash or valuables, directly or indirectly, to any individuals in order to influence any acts or decisions of such individuals for the purpose of gaining any unfair advantages or for other undue purposes.

## ***2. Financial information***

- 2.1. **Financial statements for the last three years.** Please specify the reference details of the bidder's financial statements for the last three years and the media format in which they are presented. Such statements must be attached to the application for financing and include the following:
  - 2.1.1. A book-keeping balance sheet and a profit and loss account in US dollars according to the IFRS standards for the last three years. If the functional (national) currency is different from the US dollar, please present transformation explanations.
  - 2.1.2. The bidder's financial stability ratio, which must be at least 0.8.
  - 2.1.3. A general analysis of the bidder's financial risks for the loan period.
  - 2.1.4. A financial and cashflow plan for the loan period:
    - Current operating revenues should be entered based on potential accrual. The effect of receivables and advance payments received should be taken into account in changes in the circulating capital (debts receivable);
    - Current costs should also be entered based on potential accrual. The effect of the payment pattern (advance payments, deferrals) should be taken into account in changes in the circulating capital (debts payable);
    - Amortization should be calculated according to tax regulations;
    - The circulating capital includes cash (cash on hand + bank accounts) + receivables

(including advances paid out) + reserves – payables (including advances received);

- Projected inflation should be taken into account and specified according to forecasts of the relevant government authorities;
- Currency exchange rates and the corresponding rate variances should be taken into account in the financial plan and forecast of all cashflows according to the projected exchange rate of Top 5 international banks;
- Investments are funds invested in current and non-current assets: fixed assets and their capital repairs, intangible assets;
- Borrowings (loans, credits and interest);
- All taxes except for the profit tax need to be added to costs or operating costs.

2.1.5. CVs of key financially responsible managers of the business project.

- 2.2. **Independent auditor reports for the last three years.** Please specify the reference details of reports of first-class<sup>3</sup> international or national independent auditors for the last three years and the media format in which they are presented. The reports must be attached to the application for financing.
- 2.3. **Credit history.** Please specify the reference details of documents confirming the bidder's stable and positive credit history and the media format in which they are presented. The documents must be attached to the application for financing.
- 2.4. **Information on loan repayment security.** Please provide information on the bidder's preferred methods of securing the repayment of the loan (penalty, collateral, surety, independent guarantee or other methods to be approved by the Directorate), and confirm that the bidder is prepared to insure all risks associated with the provision of financing at its own expense in Intersputnik's interests.

### ***3. Business project information***

- 3.1. **Business project description.** Please specify the name of the document describing the project (purposes, tasks, phases, criticality of the project, etc.) and the media format in which it is presented. The business project description must be attached to the application for financing.
- 3.2. **Business project implementation plan.** Please specify the name of the document containing a calendar plan for the implementation of the project and the media format in which it is presented. The business project implementation plan must be attached to the application for financing.
- 3.3. **Commercial, technical and financial feasibility studies and calculations.** Please specify the names of the documents containing commercial, technical and financial feasibility studies and calculations, including NPV<sup>4</sup>, which confirm the commercial and technological efficiency of the business project, the recovery of costs within the period specified in the business plan and the media format in which they are presented. The documents must be attached to the

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<sup>3</sup> A "first-class" independent auditor means an independent auditor controlling at least 5% of the audit services market.

<sup>4</sup> NPV (Net Present Value) is calculated using projected cash flows related to the planned investments by the following formula:

$$NPV = \sum_{i=1}^N \frac{NCF_i}{(1+r)^i} - Inv$$

where NCF<sub>i</sub> means net cash flow for i-period, Inv – initial investments, r – discount rate (cost of capital attracted for the investment project).

application for financing.

- 3.4. **Industry-specific market analysis.** Please specify the name of the document containing an analysis of the market where the products (services) resulting from the implementation of the project will be offered (market segmentation, target customers, market size and growth rate, key players, competitors, etc.), and the media format in which it is presented. The industry-specific market analysis must be attached to the application for financing.
- 3.5. **Marketing plan.** Please specify the name of the document containing a marketing plan, a SWOT analysis, and an evaluation of competitive advantages as well as the media format in which it is presented. The marketing plan must be attached to the application for financing.
- 3.6. **Business project management.** Please specify the name of the document describing the management of the business project (management structure, organization chart, personnel hiring and training plan, etc.) and the media format in which it is presented. The business project management description must be attached to the application for financing.
- 3.7. **Financial plan.** Please specify the name of the document containing the financial plan of the business project (cashflow, general financial indicators, payback period, profit, etc.) and the media format in which it is presented. The financial plan of the business project must be attached to the application for financing.
- 3.8. **Other business project financing sources.** Please specify other sources (other than Intersputnik's funds and bidder's own funds) used (planned to be used) to finance the business project, including the funds of lending institutions, sponsors, etc., and the amount of financing provided (planned to be provided) by each of these sources.
- 3.9. **Summary statement.** Please specify the name of the document containing a conclusion (final chapter) of the business project (statement of the advisability of the business project, dates of its implementation and repayment of the provided financing) as well as the media format in which it is presented. The summary statement must be attached to the application for financing.

#### ***4. Information on recommendation***

- 4.1. **Written recommendation from a Member of the Organization<sup>5</sup> and/or other authority.** The bidder may present information on a written recommendation from a Member of the Organization, national telecommunications administration or a different competent government authority (desirable) specifying the media format in which it is presented. The written recommendation (if any) must be attached to the application for financing.

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<sup>5</sup> A list of member countries of the Organization is available on the Organization's official website ([www.intersputnik.int](http://www.intersputnik.int))