

# BAS Programme

## ENTERPRISE SELECTION QUESTIONNAIRE

1. **Legal Name of Company:** .....

**Head Office postal address:** .....

Telephone No.: .....

Fax No.: .....

E-mail Address: .....

2. **Main Activities:** .....

3. **Requested assistance in the area of:** .....

**4a) What are your company's main products/services?**

1. ....	4. ....
2. ....	5. ....
3. ....	6. ....

**4b) Principal production:**

	Internal use	For sale
(i) Please indicate which products are produced for internal use and which products for sale	.....	.....

(ii) Do you maintain sales records? Yes/No

(iii) Which products are your best sellers and what share of total sales does each represent?

1. .... %.....	3. .... %.....
2. .... %.....	4. .... %.....

**4c) Sales (Turnover):**

	2004	2005	2006	2007 Forecast
Total sales (EUR)	.....	.....	.....	.....
Number of customers	.....	.....	.....	.....
Domestic market (% of total sales):	.....%	.....%	.....%	.....%
Export market (% of total sales):	.....%	.....%	.....%	.....%

**5. Main suppliers:**

a) Domestic: .....

.....

b) Foreign: .....

.....

**6a) Production facilities and property**

Location	Area (m <sup>2</sup> )	Owned/Leased
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

- 6b) Food only:** (i) Does the enterprise own any agricultural operations? Yes / No  
(ii) If Yes, what crop production is there in tonnes per annum?  
(iii) Are any food products seasonally dependent on freshly harvested raw materials?  
If Yes, please specify which product

**7a) Key management:**

	Name	Age	Qualifications	Language(s)
General Director	.....	.....	.....	.....
Chief Financial Officer (CFO)	.....	.....	.....	.....
Head of Marketing/Sales	.....	.....	.....	.....
Head of Production	.....	.....	.....	.....
Head of Administration	.....	.....	.....	.....

**7b) Other key personnel:**

Name	Job Title	Age	Qualification
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**7 c) Please attach a copy of the Company's organisation chart.**

**7d) Is the workforce unionised?** Yes / No

**8. Please list the major clients of your company:**

- (a) Domestic Clients .....
- (b) Foreign Clients .....

**9. What is the company's ownership structure?**

State-owned	.....	%
Management	.....	%
Employees	.....	%
Private investors	.....	%
Foreign investors	.....	%
	<u>100.00</u>	%

**10a) Personnel**

	2004	2005	2006	2007 Forecast
Total number of employees	.....	.....	.....	.....
Total payroll cost (EUR)	.....	.....	.....	.....

All information received will be kept strictly confidential.

**10b) Profitability:**

	2004	2005	2006	2007 Forecast
net profit after tax (EUR)				
loan interest paid (EUR)				

**11. Business Plan:**

Do you have any form of business plan ? If yes, is it available for review? Yes / No

**12. Problem Areas:**

a) What are the main problem areas? Please indicate Yes/No below.

Cash Flow	Marketing	Distribution	Production	Unions	Other
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

b) Do you have any problems relating to the following?

1. Environmental hazards: .....
2. Health & safety at work: .....
3. Energy saving: .....
4. Production quality control: .....
5. Industrial effluence/emissions: .....
6. Quality of raw material: .....
7. Others (please specify): .....

**Please specify the particular issue for which you seek assistance from the BAS Programme.**

1. Marketing research of .....
2. Partner search for .....
3. Investor search for .....
4. Selection and evaluation of equipment for .....
5. Optimization of the management structure in the area of .....
6. Business Plan for .....
7. Development/ upgrade of the financial management system for .....
8. Development/ upgrade of the information management system for .....
9. Introduction of quality assurance systems (ISO, HACCP, etc.) for .....
10. Other ( please specify) .....

**Please specify the benefits arising for the company by implementing this assignment.**

1. Improving the company's competitiveness in the area of .....
2. Sales increase of .....
3. Quality improvement of .....
4. Introduction of a quality assurance system for .....
5. Improving the management of .....
6. Improving the cost-efficiency of .....
7. Energy saving in .....

All information received will be kept strictly confidential.

8. Job creation (please state number of prospective new jobs).....  
9. Other (please specify) .....

**Please indicate the name(s) of any prospective partners or consultants for this assignment.**

.....

**Please indicate the total cost of the envisaged consulting services.**

.....



\_\_\_\_\_  
(Signature)

Name in print: .....

Title: .....

\_\_\_\_\_  
(Date)

Please return this questionnaire to:

The National Director  
BAS Programme  
EBRD  
3<sup>rd</sup> Floor, 17, Moskovska Str.,  
Sofia 1000  
E-mail: [office@basprog.com](mailto:office@basprog.com).  
[www.basprog.com](http://www.basprog.com)  
Tel.: +359 - 2 - 987 6611  
Fax.: +359 - 2 - 987 6614