



TERMS OF REFERENCE NO. 133-1/23

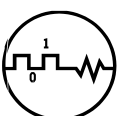
Procurement of promotional materials and equipment for the "Awareness Raising" event within the DIH project

1. Background

With digitalization no longer merely a contributor to business growth but a critical precondition for continued competitiveness of corporate entities across all industries, there is growing global realization of the need to allocate greater resources to enable and expedite the processes of digital transformation, adaptation, and innovation. Nonetheless, the level of both digital awareness and uptake in Bosnia and Herzegovina remains limited with little organic demand for transformational assistance and the deployment of digital technologies. The healthcare sector represents an illustrative case study in the cost of dismissing digital enablers and innovation in general, with demand for healthcare services - in both volume and scope - growing alongside the further diminishing of available resources. At the same time, healthcare is among the most carbon-intensive industries in the world.¹ It is responsible for close to 5% of greenhouse gas emissions worldwide, largely stemming from fossil fuel combustion, exacerbating the existing public health crisis with atmospheric pollution very much contributing to the high instance of chronic diseases in Bosnia and Herzegovina.

The introduction of green and digital technologies and innovations offer both improved patient outcomes, as well as greater efficiency in operation for both public and private healthcare providers. There is, however, a pressing need to ensure that the coming digital transformation and innovation journeys are properly supported and resourced. This entails, at a minimum, a basic level of awareness of the benefits offered through both green and digital transformations as well as the skills needed to fully exploit the available opportunities. This will enable healthcare businesses and public institutions alike to make informed decisions about moving their organizations forward. In addition to this basic level of awareness and knowledge of digitalization as an enabler in healthcare, there is further need to provide interested providers with on-site support and tailor-made assistance in assessing the needs of their organizations and charting the way forward. Finally, innovations in healthcare, as in any other sector, will require the development of a supporting enabling environment that will generate new and advanced healthcare services and solutions. This will include prototype development, testing and product, and business, design.

The its4Health Digital Innovation Hub (the Hub) offers an integrated package of services, ranging from facilitating digital and green transformation of partner healthcare SMEs and public providers, through enabling the emergence of innovative products, to incubating and developing businesses around the innovations. The Hub is unique in its approach as it aims to provide significant added value to society at large through making a tangible contribution to improving the performance of the country's struggling health sector.





The Hub aims to grow into a unique country-wide platform for enhancing and enabling cooperation between businesses, public institutions, and scientific entities, helping improve the performance, and the continued resilience, of the healthcare sector in the post-pandemic setting. The establishment and inception of the Hub represent the initial steps in accelerating the adoption and diffusion of new technologies by the healthcare industry, building on the existing healthtech ecosystem in Bosnia and Herzegovina, and exploiting the opportunities presented by the coming green and digital transitions.

The project for establishing digital innovation hubs is part of the broader project EU4DigitalSME, jointly funded by the European Union and the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ).

Setting up and supporting the development of DIH (Digital Innovation Hub) services is one of the key activities of the EU4DigitalSME project, all aimed at contributing to the development of an ecosystem for digitalization, automation, and innovation in small and medium-sized enterprises (SMEs) in Bosnia and Herzegovina.

2. Objective

The goal of the public call is to procure the equipment needed for the successful implementation of the **“Awareness Raising as part of the CEMBEBIH 2023 conference”** event within the DIH project. Through this event, we aim to raise awareness about the importance of digital transformation and innovation, as well as to support the development and application of new technologies. The procured equipment will be crucial for carrying out all planned tasks and ensuring a high standard of organization and execution of the event.

3. Scope of work

The scope of work for the supplier includes:

Procurement and printing of canvas tote bags, pens, and notepads; production of accreditation badges with lanyards; and procurement and branding of the promotional counter. It also includes printing of the backwall canvas, dimensions 400x300 cm, and roll-up banner, dimensions 200x85 cm; design and printing of brochures, Kappafix B1 material, and boxes, dimensions 50x50 cm; as well as applying graphics to the backwall. All items involve production, printing, and finalization according to the client's specifications.





4. Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	A legally registered company with its headquarters in accordance with the laws of Bosnia and Herzegovina.	A company that has a registered activity related to the subject of this procurement.
Individual Profile	Bidder information.	Personal information. Confirmation of citizenship and CV.
QUALIFICATION		

Previous Experience	Experience in implementing projects of similar scope and specificity.	
Financial Standing	/	/





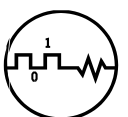
5. Deliverables and Payment Schedule

The Hub expects the assignment to be fully completed by 20th May, 2024., in line with the schedule below:

Assignment output	Deliverables	Payment %	Condition for Payment
The result of the tasks includes a complete set of promotional materials according to the client's specifications.	All materials will be produced, printed, and finalized according to the client's requirements and delivered within the agreed deadlines.	100 %	After the implementation of activities

6. Submission Deadline

All interested candidates are to submit their bids to this call with all supporting documents from **01.08.2023., to 10.08.2023., 23:59 PM**. All bids are to be submitted electronically to the following email address: *info@verlabinstitute.com*, with the subject note: ***Procurement of promotional materials and equipment for the "Awareness Raising" event within the DIH project***





Financial Proposal Form – 133-1/23

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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The Bidder is required to prepare the Financial Proposal following the below format and submit with the Technical. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

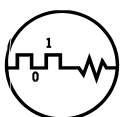




Table 3: Breakdown of Other Costs

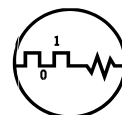
Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Signature of authorized person:

Stamp:





POZIV ZA DOSTAVLJANJE PONUDA BR. 133-1/23

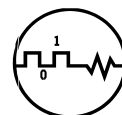
Nabavka promotivnih materijala i opreme za događaj „Awareness Raising“ u okviru DIH projekta

1. Pozadina

Kako digitalizacija više ne doprinosi samo rastu poslovanja, već je i kritičan preduslov za kontinuiranu konkurentnost korporativnih subjekata u svim industrijama, sve je veća globalna spoznaja potrebe za izdvajanjem većih resursa kako bi se omogućili i ubrzali procesi digitalne transformacije, adaptacije i inovacija. Bez obzira na to, nivo svijesti o digitalnoj tehnologiji u Bosni i Hercegovini i dalje je ograničen sa malom potražnjom za transformacijskom pomoći i primjenom digitalnih tehnologija. Sektor zdravstvene zaštite predstavlja ilustrativnu studiju slučaja o troškovima odbacivanja digitalnih pokretača i inovacija općenito, pri čemu potražnja za zdravstvenim uslugama raste zajedno sa daljnjim smanjenjem raspoloživih resursa. U isto vrijeme, zdravstvo je među industrijama s najintenzivnijom emisijom štetnih gasova u svijetu. Odgovorno je za skoro 5% emisija stakleničkih plinova širom svijeta, koje u velikoj mjeri proizilaze iz sagorijevanja fosilnih goriva, pogoršavajući postojeću krizu javnog zdravstva sa zagađenjem atmosfere gdje doprinosi visokoj instanci hroničnih bolesti u Bosni i Hercegovini. Uvođenje zelenih i digitalnih tehnologija i inovacija nude poboljšane ishode pacijenata, kao i veću efikasnost u radu kako za javne tako i za private pružaoce zdravstvenih usluga. Međutim, postoji hitna potreba da se osigura da nadolazeća digitalna transformacija i inovacijska putovanja budu adekvatno podržani i opremljeni resursima. To podrazumijeva, u najmanju ruku, osnovni nivo svijesti o prednostima koje se nude kroz zelenu i digitalnu transformaciju, kao i vještine potrebne za potpuno iskorištavanje dostupnih mogućnosti. Ovo će omogućiti zdravstvenim preduzećima i javnim institucijama da donose informirane odluke o kretanju svojih organizacija naprijed. Pored ovog osnovnog nivoa svijesti i znanja o digitalizaciji kao pokretaču u zdravstvu, postoji daljnja potreba da se zainteresiranim pružaočima pruži podrška na licu mjesta i pomoć u procjeni potreba njihovih organizacija i planiranju puta naprijed. Inovacije u zdravstvu, kao i u svakom drugom sektoru, zahtijevat će razvoj poticajnog okruženja koje će generirati nove i napredne zdravstvene usluge i rješenja. Ovo će uključivati razvoj prototipa, testiranje proizvoda i poslovanja, te dizajn. Its4Health Digital Innovation Hub (The Hub) će ponuditi integrirani paket usluga, u rasponu od olakšavanja digitalne i zelene transformacije partnerskih MSP-a i javnih pružatelja zdravstvenih usluga, preko omogućavanja pojave inovativnih proizvoda, do inkubacije i razvoja poslovanja oko inovacija. Hub je jedinstven po svom pristupu jer ima za cilj pružiti značajnu dodatnu vrijednost društvu u cjelini kroz davanje opipljivog doprinosa poboljšanju učinka zdravstvenog sektora u zemlji. Hub ima za cilj da preraste u jedinstvenu platformu širom zemlje za unapređenje i omogućavanje saradnje između preduzeća, javnih institucija i naučnih subjekata, pomažući poboljšanju performansi i kontinuiranu otpornost zdravstvenog sektora u postpandemijskom okruženju.

Koristeći već postojeću anketu s pažljivo osmišljenim pitanjima kao temeljem, Pružatelj usluga će istražiti digitalnu pismenost među zdravstvenim radnicima. Rezultati će postaviti temelje za osmišljavanje usmjerene obuke i razvojnih inicijativa za poboljšanje digitalnih kompetencija u sektoru zdravstva.

Projekat uspostavljanja centara za digitalne inovacije dio je šireg projekta EU4DigitalSME, koji zajednički finansiraju Evropska unija i Savezno ministarstvo za ekonomsku saradnju i razvoj SR Njemačke (BMZ).





Uspostavljanje i podrška razvoju DIH (Digital Innovation Hub) usluga je jedna od ključnih aktivnosti EU4DigitalSME projekta, a sve ima za cilj da doprinese razvoju ekosistema za digitalizaciju, automatizaciju i inovacije u malim i srednjim preduzećima (MSP) u Bosni i Hercegovini.

2. Cilj

Cilj javnog poziva je nabavka opreme potrebne za uspješnu realizaciju događaja „**Awareness Raising u sklopu CEMBEBIH 2023 konferencije**“ u okviru DIH projekta. Kroz ovaj događaj nastojimo podići svijest o važnosti digitalne transformacije i inovacija, kao i pružiti podršku razvoju i primjeni novih tehnologija. Nabavljena oprema će biti ključna za obavljanje svih predviđenih zadataka i osiguranje visokog standarda organizacije i izvedbe događaja.

3. Obim posla

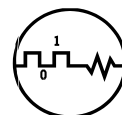
Obim posla ponuđača uključuje:

Nabavku i štampanje platnenih cekera, olovaka, i bloka, izradu akreditacija sa vezicama, kao i nabavku i brendiranje promo pulta. Takođe, obuhvata štampanje platna za backwall dimenzija 400x300 cm i roll up platna dimenzija 200x85 cm, dizajn i štampanje brošura, Kappafix B1 materijala i kutija dimenzija 50x50 cm, te preljepljivanje backwalla. Sve stavke uključuju proizvodnju, štampanje, i finalizaciju prema specifikacijama naručioca.

4. Minimalni kriteriji podobnosti i kvalifikacije

Podobnost i kvalifikacija će se ocjenjivati na osnovu statusa zadovoljava/ne zadovoljava.

Predmet	Kriterij	Zahtjev za podnošenje dokumenta
PODOBNOST		
Pravni status	pravno registrirana firma sa sjedištem u skladu sa zakonima Bosne i Hercegovine.	firma koja ima registriranu djelatnost za predmet ove nabavke
Profil fizičkog lica	Informacije o ponuđaču.	Personalne informacije. Dokaz o državljanstvu i CV.
Kvalifikacije		
Prethodno iskustvo	- ima iskustvo u realizaciji projekata sličnog obujma i specifičnosti.	
Finansijsko stanje	/	/





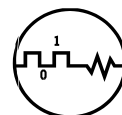
5. Zadaci i raspored plaćanja

Hub očekuje da će zadatak biti u potpunosti završen do 12.09.2023. godine, u skladu sa rasporedom u nastavku:

Rezultat zadatka	Isporuka	Plaćanje %	Uvjeti za plaćanje
Rezultat zadatka uključuje kompletan set promo materijala u skladu sa specifikacijama naručioca.	Svi materijali će biti proizvedeni, štampani, i finalizirani prema specifikacijama naručioca i isporučeni u dogovorenim rokovima.	100 %	Nakon implementacije aktivnosti

7. Rok za predaju

Zainteresovana pravna lica su dužna da dostave ponude na ovaj poziv sa svom pratećom dokumentacijom u periodu od **01.08.2023. godine do 10.08.2023. godine, u 23:59 sati**. Sve ponude se dostavljaju elektronskim putem na sljedeću e-mail adresu: info@verlabinstitute.com, sa napomenom: **Nabavka promotivnih materijala i opreme za događaj „Awareness Raising“ u okviru DIH projekta**





Obrazac finansijskog prijedloga – 133-1/23

NAZIV PONUĐAČA:	Datum:
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Ponuđač je dužan pripremiti finansijsku ponudu u formatu navedenom u nastavku i dostaviti je zajedno s ostalim traženim dokumentima.

Valuta ponude: (navesti valutu)

Tablica 1: Sažetak ukupnih cijena

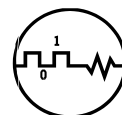
	Iznos(i)
Stručne naknade (iz tablice 2.)	
Ostali troškovi (iz tablice 3)	
Ukupni iznos finansijske ponude	

Tablica 2: Iznosi profesionalnih naknada

Naziv	Pozicija	Stopa naknade	Br. dana/mjeseci/ sati	Ukupni iznos
		A	B	C=A-B;
U zemlji				
Ukupan iznos profesionalnih naknada:				

Tablica 3: Iznosi ostalih troškova

Opis	UOM	Količina	Jedinična cijena	Ukupni iznos
Međunarodni letovi	Putovanje			
Terenski dodatak	Dan			
Drugi putni troškovi	Putovanje			
Troškovi lokalnog prijevoza	Okvirni iznos			
Gotovinski izdaci				
Ostali troškovi: (navesti)				
Total ostalih troškova:				



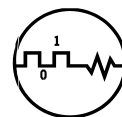


Tablica 4: Iznosi cijene po predmetu isporuke/aktivnosti

Rezultat	Vrijeme			
Opis aktivnosti	osoba/dani	Profesionalne naknade	Ostali troškovi	Ukupno
Rezultat 1				
Rezultat 2				
Rezultat 3				
.....				

Potpis ovlaštene osobe:

Pečat





Co-funded by
the European Union



german
cooperation
DEUTSCHE ZUSAMMENARBEIT

