



Co-funded by
the European Union



Implemented by



Future Minds Lab Initiative

TERMS OF REFERENCE 81-C1-25

Title: Catering Services for Youth Entrepreneurship Academy (YEA)

Location: Bosnia and Herzegovina

Level of Effort: approximately 120-160 participants per module

Reporting to: Project Manager, Future Minds Lab Initiative

Type of Contract: Service - Company or other Qualified Legal Entity

1. Background

The FutureMinds Lab (FML) Initiative is implemented by the University Sarajevo School of Science and Technology (SSST) under the EU4Private Sector Development (EU4PSD) Initiative in Bosnia and Herzegovina, co-funded by the European Union and the Government of the Federal Republic of Germany (BMZ). The activities build upon previous results and the University's engagement in the its4Health Digital Innovation Hub.

FutureMinds Lab aims to strengthen the innovation and entrepreneurship ecosystem in Bosnia and Herzegovina by equipping young people with entrepreneurial, digital and transversal skills relevant to the future of work. Through structured educational programs, mentorship and collaboration between academia and industry, the Initiative supports the development of innovation mindset and early-stage entrepreneurial initiatives.

Within this framework, the Youth Entrepreneurship Academy (YEA) is a multi-month experiential learning program targeting 100 students from 10 high schools in Canton Sarajevo. The program is structured around five (5) thematic modules delivered through in-person workshops and mentoring. The fifth module represents the final pitching and award event of the Academy. Each module brings together a larger number of participants, including high school students, school coordinators, mentors, university staff, jury members and invited guests.

2. Objective

The objective is to engage a qualified catering service provider to deliver professional, high-quality food and non-alcoholic beverage catering services for the implementation of the Youth Entrepreneurship Academy (YEA).

The catering services will support five (5) educational modules, including the final module which represents the closing pitching and award event, ensuring appropriate service delivery for groups of approximately 120 – 160 participants per activity, in line with the educational, youth-oriented and non-alcoholic character of the program.



Co-funded by
the European Union



Implemented by



3. Key responsibilities

The selected service provider shall be responsible for:

- Providing catering services for five (5) YEA modules held at the University Sarajevo School of Science and Technology, in accordance with the approved menu and quantities
- Ensuring availability of food and non-alcoholic beverages
- Ensuring that finger food is not included in the catering offer
- Delivering food and beverages appropriate for youth participants and educational events
- Providing catering services for 120–160 participants per module, with flexibility within this range
- Ensuring the availability of meal options suitable for participants with dietary restrictions, including vegetarian, gluten-free and lactose-free options
- Ensuring professional and timely setup, service delivery, proper clean-up and removal of catering equipment and materials during each module
- Complying with all applicable food safety, hygiene and health regulations.

4. Deliverables

- **Deliverable 1:** Provision of catering services for **Module 1 and Module 2** of the Youth Entrepreneurship Academy (YEA), in accordance with the agreed menu, quantities and technical requirements. Number of participants: 120-140 per module
- **Deliverable 2:** Provision of catering services for **Module 3 and Module 4** of the Youth Entrepreneurship Academy (YEA), in accordance with the agreed menu, quantities and technical requirements. Number of participants: 120-140 per module
- **Deliverable 3:** Provision of catering services for **Module 5**, which represents the **final event of the Youth Entrepreneurship Academy**, including the pitching session and award ceremony, in accordance with the agreed menu, quantities and technical requirements. Number of participants: 140-160

5. Timeline for delivery

Deliverable	Due Date
Module 1 and Module 2	November - December 2025
Module 3 and Module 4	February 2026
Module 5	March 2026

6. Qualifications

The service provider must demonstrate:

- Proven experience in delivering catering services for events of similar size and nature
- Capacity to provide catering services for 120–160 participants per module
- Compliance with national food safety, hygiene and business registration regulations



Co-funded by
the European Union



Implemented by



- Availability to deliver services on multiple dates over an extended implementation period
- Adequate staffing and logistical capacity to ensure reliable service delivery

7. Application requirements

Applicants should submit:

- Company profile and portfolio
- Proposed menu options for the events of particular size and nature, in line with the requirements of this Terms of Reference
- Financial proposal, which must clearly indicate the unit price per participant and be structured in a way that allows calculation of total costs per module based on the number of participants (120-160 per module).

8. Selection criteria

Criterion	Weight
Relevant professional experience and capacity to deliver the required services	30%
Quality and appropriateness of the proposed catering approach	30%
Financial proposal	40%

9. Language of the Assignment

All communication and contractual documentation related to this assignment will be conducted in Bosnian/Croatian/Serbian.

10. Submission Deadline

All interested candidates are to submit their bids with all supporting documents no later than November 9, 2025, 23:59. All bids are to be submitted electronically to the following email address: info@ssst.edu.ba, with the subject line: *81-C1-25 Catering Services for Youth Entrepreneurship Academy (YEA)*. Any inquiries regarding the opportunity may be directed to the same address and subject line.



Co-funded by
the European Union



Implemented by



Financial Proposal Form – 81-C1-25

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
-----------------	--	-------	--

Bidders are required to prepare their financial proposals, excluding VAT, following the below format and submit it with the technical offer. Any financial information provided in the technical proposal shall lead to the 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: BAM

Table 1: Summary of Overall Prices

	Amount(s)
Catering services (from Table 2)	
Other Costs (from Table 3, if applicable)	
Total Amount of Financial Proposal	

Note: Professional fees are not applicable for this assignment. All costs related to catering services should be reflected under catering services and other costs, as relevant.

Table 2: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses	Lump Sum			
Other Costs: (please specify)				
Subtotal Other Costs:				



Co-funded by
the European Union



Implemented by



Table 3: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Unit	No of participants	Price per person	Total
Deliverable 1	Per module	120 - 140		
Deliverable 2	Per module	120 - 140		
Deliverable 3	Per module	140 - 160		
.....				

Note: The proposed price per person must be inclusive of all costs related to food, non-alcoholic beverages, preparation, delivery, service and clean-up.

Signature of authorized person:



Co-funded by
the European Union



Implemented by



Inicijativa Future Minds Lab

PROJEKTNI ZADATAK 81-C1-25

Naziv pozicije: Catering usluge za Akademiju za mlade preduzetnike

Lokacija: Bosna i Hercegovina

Angažman: približno 120-160 učesnika po modulu

Izveštavanje: Projektni menadžer, Inicijativa Future Minds Lab

Vrsta ugovora: Usluga – kompanija ili drugo kvalifikovano pravno lice

1. Kontekst

Inicijativu Future Minds Lab (FML) implementira Univerzitet Sarajevo School of Science and Technology (SSST) u okviru Inicijative za razvoj privatnog sektora u Bosni i Hercegovini (EU4PSD), sufinansirane od strane Evropske unije i Vlade Savezne Republike Njemačke (BMZ). Aktivnosti se nadovezuju na ranije ostvarene rezultate i angažman Univerziteta u Digitalnom inovacijskom hubu its4Health.

Future Minds Lab ima za cilj jačanje inovacijskog i preduzetničkog ekosistema u Bosni i Hercegovini kroz osnaživanje mladih ljudi relevantnim preduzetničkim, digitalnim i transverzalnim vještinama potrebnim za tržište rada budućnosti. Kroz strukturirane obrazovne programe, mentorsku podršku i saradnju akademske zajednice i industrije, Inicijativa podržava razvoj inovacijskog načina razmišljanja i rane preduzetničke inicijative.

U tom okviru, Akademija za mlade preduzetnike (Youth Entrepreneurship Academy – YEA) predstavlja višemjesečni program učenja kroz praksu, namijenjen za 100 učenika iz 10 srednjih škola Kantona Sarajevo. Program je strukturiran kroz pet (5) tematskih modula koji se realizuju putem radionica uživo i mentorskog rada. Peti modul predstavlja završni događaj Akademije, koji uključuje prezentacije (pitching) i ceremoniju dodjele nagrada. Svaki modul okuplja veći broj učesnika, uključujući učenike, školske koordinatore, mentore, univerzitetsko osoblje, članove žirija i pozvane goste.

2. Cilj angažmana

Cilj ovog projektnog zadatka je angažovanje kvalifikovanog pružaoca catering usluga koji će obezbijediti profesionalne, visokokvalitetne catering usluge hrane i bezalkoholnih pića za potrebe realizacije Akademije za mlade preduzetnike (YEA).

Catering usluge će se pružati tokom pet (5) obrazovnih modula, uključujući završni modul koji predstavlja finalni pitching i ceremoniju dodjele nagrada, uz osiguranje adekvatne usluge za grupe od približno 120–160 učesnika po modulu, u skladu s obrazovnim, omladinskim i bezalkoholnim karakterom programa.

3. Ključne odgovornosti

Odabrani pružalac usluga biće odgovoran za:



Co-funded by
the European Union



Implemented by



- pružanje catering usluga za pet (5) modula Akademije koji se realizuju na Univerzitetu Sarajevo School of Science and Technology, u skladu s odobrenim menijem i količinama
- osiguravanje dostupnosti hrane i bezalkoholnih pića
- osiguravanje da finger food nije uključen u catering ponudu
- isporuku hrane i pića prikladnih za mlade učesnike i obrazovne događaje
- pružanje catering usluga za 120–160 učesnika po modulu, uz fleksibilnost unutar tog raspona
- osiguravanje dostupnosti obroka prilagođenih učesnicima s posebnim prehrambenim potrebama, uključujući vegetarijanske, bezglutenske i bezlaktozne opcije
- profesionalnu i pravovremenu pripremu, posluživanje, čišćenje i uklanjanje catering opreme i materijala tokom svakog modula
- poštivanje svih važećih propisa o sigurnosti hrane, higijeni i zaštiti zdravlja.

4. Rezultati angažmana (Deliverables)

- **Rezultat 1:** Pružanje catering usluga za **Modul 1** i **Modul 2** Akademije za mlade preduzetnike (YEA), u skladu s dogovorenim menijem, količinama i tehničkim zahtjevima.
Broj učesnika: 120–140 po modulu
- **Rezultat 2:** Pružanje catering usluga za **Modul 3** i **Modul 4** Akademije za mlade preduzetnike (YEA), u skladu s dogovorenim menijem, količinama i tehničkim zahtjevima.
Broj učesnika: 120–140 po modulu
- **Rezultat 3:** Pružanje catering usluga za **Modul 5**, koji predstavlja završni događaj Akademije za mlade preduzetnike, uključujući pitching sesiju i ceremoniju dodjele nagrada, u skladu s dogovorenim menijem, količinama i tehničkim zahtjevima.
Broj učesnika: 140–160

5. Vremenski okvir isporuke

Rezultati angažmana

Modul 1 i Modul 2

Modul 3 i Modul 4

Modul 5

Rok za isporuku

Novembar - decembar 2025.

februar 2026.

mart 2026.

6. Kvalifikacije

Pružalac usluga mora dokazati:

- prethodno iskustvo u pružanju catering usluga za događaje slične veličine i karaktera
- kapacitet za pružanje catering usluga za 120–160 učesnika po modulu
- usklađenost s nacionalnim propisima o sigurnosti hrane, higijeni i registraciji poslovanja



Co-funded by
the European Union



Implemented by



- dostupnost za pružanje usluga tokom više termina u dužem vremenskom periodu
- adekvatne kadrovske i logističke kapacitete za pouzdanu realizaciju usluga.

7. Potrebna dokumentacija za prijavu

Zainteresovani ponuđači trebaju dostaviti:

- profil kompanije i portfolio
- prijedlog menija prilagođen događajima navedene veličine i karaktera, u skladu sa zahtjevima ovog Projektnog zadatka
- finansijsku ponudu, koja mora jasno naznačiti jediničnu cijenu po učesniku i biti strukturisana tako da omogućava izračun ukupnih troškova po modulu, na osnovu broja učesnika (120–160 po modulu).

8. Kriteriji za odabir

Kriterij	Težina
Relevantno profesionalno iskustvo i kapacitet za pružanje traženih usluga	30%
Kvalitet i primjerenost predloženog catering pristupa	30%
Finansijska ponuda	40%

9. Jezik angažmana

Sva komunikacija i ugovorna dokumentacija u vezi s ovim angažmanom vodiće se na bosanskom/hrvatskom/srpskom jeziku (BHS).

10. Rok za prijavu

Svi zainteresirani kandidati dužni su poslati svoje prijave sa pratećom dokumentacijom najkasnije do **9. novembra 2025. godine do 23:59 sati**. Prijave se dostavljaju isključivo elektronskim putem na slijedeću e-mail adresu: *info@ssst.edu.ba*, uz napomenu u predmetu e-maila: *81-C1-25 Catering usluge za Akademiju za mlade preduzetnike (YEA)*.



Co-funded by
the European Union



Implemented by



Forma finansijske ponude – 81-C1-25

Ime ponuđača	[ime ponuđača]	Datum:	Odaberi datum
--------------	----------------	--------	---------------

Ponuđači su obavezni pripremiti svoje finansijske prijedloge, isključujući PDV, prema dolje navedenom formatu i dostaviti ih zajedno sa tehničkom ponudom. Svaka finansijska informacija koja bude pružena u tehničkoj ponudi rezultirat će diskvalifikacijom ponuđača.

Finansijski prijedlog treba biti usklađen sa zahtjevima iz Projektnog zadatka i tehničkom ponudom ponuđača.

Valuta ponude: KM

Tabela 1: Sažetak ukupnih cijena

	Iznos(i)
Catering usluge (iz Tabele 2)	
Ostali troškovi (iz Tabele 3, ako je primjenjivo)	
Ukupni iznos finansijskog prijedloga	

**Tabela 2:
Raspodjela drugih troškova**

Opis	Mjera jedinice	Količina	Jedinična cijena	Ukupni iznos
Troškovi lokalnog transporta	Paušalni iznos			
Troškovi "iz džepa"	Paušalni iznos			
Ostali troškovi: (molimo navedite)				
Podzbir drugih troškova:				



Co-funded by
the European Union



Implemented by



Tabela 3: Raspodjela cijene po isporuci/aktivnosti

Isporuka/Opis aktivnosti	Jedinica	Broj učesnika	Cijena po osobi	Ukupno
Isporuka 1	Po modulu	120-140		
Isporuka 2	Po modulu	120-140		
Isporuka 3	Po modulu	140-160		
.....				

Potpis ovlaštene osobe: