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# FutureMinds Lab Initiative

## PUBLIC CALL FOR SUBMISSION OF OFFERS

### PROCUREMENT OF PROMOTIONAL MATERIALS

#### No.: 81-31-26

## 1. INFORMATION ON THE CONTRACTING INSTITUTION

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

The FutureMinds Lab project focuses on strengthening innovation capacities, entrepreneurship development, digital transformation, and private sector competitiveness in Bosnia and Herzegovina.

This procurement is conducted for the purpose of procuring promotional materials intended for visibility, communication, dissemination and use during final events and closing activities of the FutureMinds Lab project, including stakeholder engagement.

All communication and exchange of information between the Contracting Institution and potential bidders shall be conducted exclusively in written form. Requests for clarification shall be submitted via e-mail to: [info@ssst.edu.ba](mailto:info@ssst.edu.ba).

## 2. INFORMATION ON THE SUBJECT OF PROCUREMENT

### 2.1. Subject of Procurement

The subject of this procurement is the supply and delivery of promotional materials for the needs of the FutureMinds Lab project.

The detailed list, quantities, and other specifications of the promotional materials will be provided by the Contracting Institution and form an integral part of this Public Call documentation.

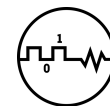
Promotional materials shall be branded in accordance with the visual identity guidelines of the FutureMinds Lab project and donor visibility requirements (EU, BMZ, GIZ visibility rules, including logos, disclaimers, and branding standards).



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The materials are intended for non-commercial use and shall be used exclusively for project promotion, events, workshops, stakeholder engagement activities, and dissemination purposes.

## 2.2. Quantity

The quantity of promotional materials to be procured shall be defined in Annex 1 – Product Specifications, which forms an integral part of this Public Call.

## 2.3. Delivery Deadline

The delivery deadline shall not exceed 20 days from the date of signing the contract with the successful bidder.

## 3. INFORMATION ON THE OFFER

The offer must include:

- Annex 2 – Offer Submission Form, fully completed and signed by an authorized representative of the bidder, bearing the official company stamp.

In addition to Annex 2, bidders are required to submit:

- A detailed financial offer specifying unit prices, printing prices and total prices (excluding VAT). The financial offer shall include a product image or visual reference of each offered item.
- Product Specification for proposed promotional materials (including materials, dimensions, printing method, etc.)
- Confirmation that the bidder shall brand all promotional materials in full compliance with the detailed branding and visibility guidelines. Detailed branding and visibility guidelines (logo proportions, dimensions, positioning, and required disclaimers) shall be made available to interested bidders upon written request to the following email address: [info@ssst.edu.ba](mailto:info@ssst.edu.ba).
- Statement on delivery timeline.

The Contracting Institution reserves the right to request additional documentation from bidders, if necessary, for verification purposes.

## 4. ELIGIBILITY OF BIDDERS

Eligible bidders must:

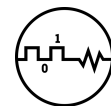
- be legally registered to supply promotional materials or related goods in Bosnia and Herzegovina,
- have experience in supplying promotional materials,
- be able to ensure quality printing and branding in line with donor visibility requirements,
- be capable of delivering promotional materials within agreed deadlines.



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## 5. EVALUATION OF OFFERS

Offers will be evaluated based on compliance with the requirements of this Public Call, including:

- Compliance with product specifications and branding requirements
- Completeness of submitted documentation
- Delivery conditions
- Financial offer (The Contracting Institution is exempt from payment of VAT in accordance with the donor agreement, therefore prices shall be stated excluding VAT.)

## 6. PROCUREMENT RULES

This procurement is conducted in accordance with the internal procurement procedures of the Contracting Institution and applicable donor requirements.

It does not constitute a public procurement procedure under the Law on Public Procurement of Bosnia and Herzegovina.

## 7. SUBMISSION OF OFFERS

Offers must be submitted electronically no later than February 25<sup>th</sup>, at 23:59, to the following e-mail address: [info@ssst.edu.ba](mailto:info@ssst.edu.ba). The subject line of the e-mail must clearly state: *81-31-26 Public Call – Procurement of Promotional Materials.*

## 8. ADDITIONAL INFORMATION

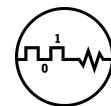
Requests for clarification may be submitted in writing to the same e-mail address no later than February 20<sup>th</sup>, 2026. Responses to clarification requests will be provided in writing.



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## ANNEX 1 – SPECIFICATIONS OF THE PROMOTIONAL MATERIALS

Public Call for Submission of Offers  
Procurement of Promotional Materials  
Procurement No.: 81-31-26

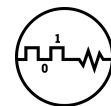
no	Description of Promotional material	Unit	Quantity
1.	<b>Ballpoint pen</b>	piece	500
	Minimum Specifications of the Promotional Material: Tip size: 0.5 mm Ink colour: Blue Printing: Yes		
2.	<b>Drawstring bag</b>	piece	200
	Minimum Specifications of the Promotional Material: Material: Polyester Dimensions: Standard size Colour: Grey Printing: Yes		
3.	<b>Antistress ball</b>	piece	300
	Minimum Specifications of the Promotional Material: Material: PU foam Shape: Lightbulb Colour: White Printing: Yes		
4.	<b>Paper bag</b>	piece	200
	Minimum Specifications of the Promotional Material: Dimensions: 24 x 38 x 9 cm Material: Paper, laminated, matte finish Colour: Dark blue Printing: Yes		
5.	<b>Mug</b>	piece	200
	Minimum Specifications of the Promotional Material: Material: Ceramic Dimensions: Ø 8.8 x 8.5 cm Capacity: 300 ml Colour: Outer – white; Inner – dark blue Printing: Yes		
6.	<b>Notebook</b>	piece	200
	Minimum Specifications of the Promotional Material:		



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Material: Thermo-sensitive eco leather Dimensions: 14.4 x 21.4 cm Format: A5 Paper type: White Number of pages: 192 Colour: White Cover: Flexible Printing: Yes		
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The following must be submitted with the offer:

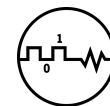
- Product descriptions of the proposed promotional materials (including materials, dimensions, printing method and other relevant characteristics), demonstrating compliance with the requirements set out in Annex 1 – Product Specifications.
- A statement confirming that the delivery deadline shall not exceed 20 days from the date of signing the contract, and that all promotional materials will be delivered new, unused, and produced in accordance with the approved branding and visibility guidelines.
- A statement confirming that the promotional materials will be produced using appropriate quality standards, and that any defects related to printing quality or material defects identified upon delivery will be remedied or replaced at no additional cost within an agreed reasonable timeframe.



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**ANNEX 2 – OFFER SUBMISSION FORM**  
**Public Call for Submission of Offers**  
**Procurement of Promotional Materials**  
**Procurement No.: 81-31-26**

**1. BIDDER INFORMATION:**

Bidder (company name):  
Company address:  
Registration/ID number:

**2. CONTACT PERSON:**

Name and surname:  
email address:  
Phone:

**3. BIDDER'S STATEMENT**

"Regarding the Public Call for Submission of Offers – Procurement of Promotional Materials, procurement reference number 81-31-26, published by the University Sarajevo School of Science and Technology (SSST), on February 11<sup>th</sup>, 2026, we submit the offer and declare the following:

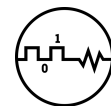
1. We confirm that we have reviewed the complete Public Call documentation and that we fully accept all terms and conditions without reservations or limitations.
2. We confirm that the offered promotional materials fully comply with the requirements defined in Annex 1 – Product Specifications, including all technical, quality and branding requirements.
3. We confirm that all promotional materials will be produced new, unused, and in full compliance with the approved donor visibility and branding guidelines (EU, BMZ, GIZ requirements).
4. We confirm that we are able to deliver promotional materials within a maximum of 20 days from the date of the contract signature, in accordance with the conditions set out in the Public Call.
5. We confirm that any defects related to printing quality or material defects identified upon delivery will be remedied or replaced at no additional cost within a reasonable timeframe agreed with the Contracting Institution.
6. We confirm that all prices stated in this offer are final, fixed, and exclusive of VAT, and include all costs related to production, printing, packaging, transport, and delivery.



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In accordance with the content and requirements of Public Call documentation no. 81-31-26, with this statement, we accept its provisions in full, without any reservations or limitations.

With this offer, we respond to the requirements from the Public Call documentation for the delivery of goods and services in accordance with the conditions established by the Public Call documentation, criteria, and established deadlines, without any reservations or restrictions.



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#### 4. FINANCIAL OFFER

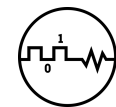
No.	Description of Promotional Material	Quantity	Unit price including printing (excluding VAT)	Discount	Unit price including printing with discount	Total (excluding VAT)	Product Image
		unit	KM	%	KM	KM	
1.	Ballpoint pen Product specifications:						
2.	Drawstring bag Product specifications:						
3.	Anti-stress ball Product specifications:						



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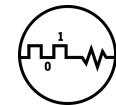
4.	Paper bag Product specifications:						
5.	Mug Product specifications:						
6.	Notebook Product specifications:						
<b>TOTAL (excluding VAT) in KM:</b>							



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## 5. VALIDITY OF OFFER

We confirm that this offer shall remain valid for a minimum period of 30 (thirty) days from the deadline for submission of offers.

## 6. ADDITIONAL DECLARATION

We confirm that, upon request by the Contracting Institution, we are able to provide additional clarifications or documentation solely for the purpose of clarifying the submitted offer.

## 7. SIGNATURE

Name and surname of the authorized representative, position:

Signature:

Place and date:

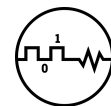
Seal of the company:



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## FutureMinds Lab Inicijativa

### JAVNI POZIV ZA DOSTAVLJANJE PONUDA NABAVKA PROMOTIVNIH MATERIJALA Br.: 81-31-26

#### 1. INFORMACIJE O UGOVORNOJ INSTITUCIJI

Univerzitet Sarajevo School of Science and Technology (SSST), Sarajevo, Bosna i Hercegovina, provodi ovu nabavku u okviru FutureMinds Lab (FML) Inicijative, koja se implementira kroz EU4Private Sector Development (EU4PSD) Inicijativu, sufinansiranu od strane Evropske unije i Vlade Savezne Republike Njemačke (BMZ). Inicijativa se nadovezuje na prethodne projektne rezultate i angažman SSST-a u okviru its4Health Digital Innovation Hub-a.

Projekat FutureMinds Lab usmjeren je na jačanje inovacijskih kapaciteta, razvoj preduzetništva, digitalnu transformaciju i unapređenje konkurentnosti privatnog sektora u Bosni i Hercegovini.

Ova nabavka se provodi u svrhu nabavke promotivnih materijala namijenjenih za vidljivost, komunikaciju, diseminaciju i korištenje tokom završnih događaja i aktivnosti zatvaranja projekta FutureMinds Lab, uključujući angažman relevantnih aktera.

Sva komunikacija i razmjena informacija između Ugovornog organa i potencijalnih ponuđača vršit će se isključivo u pisanoj formi. Zahtjevi za pojašnjenje uslova nabavke dostavljaju se putem e-maila na adresu: [info@ssst.edu.ba](mailto:info@ssst.edu.ba).

#### 2. INFORMACIJE O PREDMETU NABAVKE

##### 2.1. Predmet nabavke

Predmet ove nabavke je isporuka promotivnih materijala za potrebe projekta FutureMinds Lab.

Detaljna lista, količine i specifikacije promotivnih materijala bit će dostavljene od strane Ugovornog organa i čine sastavni dio dokumentacije ovog Javnog poziva.

Promotivni materijali moraju biti brendirani u skladu sa smjericama vizuelnog identiteta projekta FutureMinds Lab i pravilima vidljivosti donatora (EU, BMZ, GIZ), uključujući logotipe, odricanja od odgovornosti (disclaimere) i standarde brendiranja.

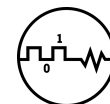
Materijali su namijenjeni za nekomercijalnu upotrebu i koristit će se isključivo za promociju projekta, događaje, radionice, aktivnosti sa zainteresovanim stranama i diseminaciju rezultata.



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## 2.2. Količina

Količina promotivnih materijala definisana je u Aneksu 1 – Specifikacija promotivnih materijala, koji čini sastavni dio ovog Javnog poziva.

## 2.3. Rok isporuke

Rok isporuke ne smije prelaziti 20 dana od dana potpisivanja ugovora sa izabranim ponuđačem.

## 3. INFORMACIJE O PONUDI

Ponuda mora sadržavati:

- Aneks 2 – obrazac za dostavljanje ponude, uredno popunjen i potpisan od strane ovlaštenog predstavnika ponuđača, sa službenim pečatom firme.

Pored Aneksa 2, ponuđači su dužni dostaviti:

- Detaljnu finansijsku ponudu sa navedenim jediničnim cijenama, cijenama štampe i ukupnim iznosom (bez PDV-a). Finansijska ponuda mora uključivati sliku proizvoda ili odgovarajuću vizuelnu referencu za svaki ponuđeni promotivni materijal.
- Specifikaciju proizvoda za ponuđene promotivne materijale (uključujući materijale, dimenzije, način štampe i slično)
- Potvrdu da će promotivni materijali biti brendirani u potpunosti u skladu sa detaljnim smjernicama brendiranja i vidljivosti. Detaljne smjernice (uključujući proporcije logotipa, dimenzije, pozicioniranje i obavezne disclaimere) bit će dostavljene zainteresovanim ponuđačima na pisani zahtjev upućen na e-mail: [info@ssst.edu.ba](mailto:info@ssst.edu.ba).
- Izjavu o roku isporuke.

Ugovorni organ zadržava pravo da od ponuđača zatraži dodatnu dokumentaciju, ukoliko je to potrebno radi provjere dostavljenih informacija.

## 4. USLOVI PRIHVATLJIVOSTI PONUĐAČA

Ponuđači moraju:

- biti pravno registrovani za isporuku promotivnih materijala ili srodne robe u Bosni i Hercegovini,
- imati iskustvo u isporuci promotivnih materijala,
- osigurati kvalitetnu štampu i brendiranje u skladu sa zahtjevima vidljivosti donatora,
- biti sposobni isporučiti promotivne materijale u dogovorenim rokovima.

## 5. EVALUACIJA PONUDA

Ponude će se ocjenjivati na osnovu usklađenosti sa zahtjevima ovog Javnog poziva, uključujući:

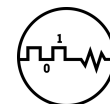
- Usklađenost sa tehničkim specifikacijama



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- Potpunost dostavljene dokumentacije
- Uslove isporuke
- Finansijsku ponudu (Ugovorni organ je oslobođen plaćanja PDV-a u skladu sa donatorskim sporazumom, stoga se cijene iskazuju bez PDV-a.).

## 6. PRAVILA NABAVKE

Ova nabavka se provodi u skladu sa internim procedurama nabavke Ugovornog organa i važećim zahtjevima donatora.

Ne predstavlja postupak javne nabavke u smislu Zakona o javnim nabavkama Bosne i Hercegovine.

## 7. DOSTAVLJANJE PONUDA

Ponude se dostavljaju elektronskim putem najkasnije do 25. februara u 23:59 sati, na e-mail adresu: [info@ssst.edu.ba](mailto:info@ssst.edu.ba). Predmet e-maila mora jasno glasiti: *81-31-26 Public Call – Procurement of Promotional Materials*.

## 8. DODATNE INFORMACIJE

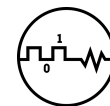
Zahtjevi za pojašnjenje mogu se dostaviti u pisanoj formi na istu e-mail adresu najkasnije do 20. februara 2026. godine. Odgovori na zahtjeve za pojašnjenje bit će dostavljeni u pisanoj formi.



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**Aneks 1 –Specifikacija promotivnih materijala**  
**Javni poziv za dostavljanje ponuda**  
**Nabavka promotivnih materijala**  
**Broj nabavke: 81-31-26**

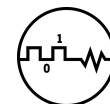
rb	Opis promotivnog materijala	Jedinica	Količina
1.	<b>Hemijska olovka</b> Minimalne specifikacije promotivnog materijala: Debljina:0,5mm Boja: plava Štampa: da	komad	500
2.	<b>Ruksak sa vezicom</b> Minimalne specifikacije promotivnog materijala: Materijal: poliester Dimenzija: standardna Boja: siva Štampa: da	komad	200
3.	<b>Antistres loptica</b> Minimalne specifikacije promotivnog materijala: Materijal: PU pjena Oblik: sijalica Boja: bijela Štampa: da	komad	300
4.	<b>Kesa</b> Minimalne specifikacije promotivnog materijala: Dimenzija: 24 x 38 x 9 cm Materijal: Papir, plastificirano, mat Boja: tamnoplava Štampa: da	komad	200
5.	<b>Šolja</b> Minimalne specifikacije promotivnog materijala: Materijal: keramika Dimenzija: Ø 8.8 x 8.5 cm Kapacitet: 300 ml Boja: vanjski dio – bijela; unutrašnji dio: tamnoplava Štampa: da	komad	200
6.	<b>Rokovnik</b> Minimalne specifikacije promotivnog materijala: Materijal: termoosjetljiva eko koža Dimenzija: 14.4 x 21.4cm Format: A5 Vrsta papira: Bijeli	komad	200



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Broj strana knjižnog bloka: 192 Boja: bijela Korice: fleksibilne Štampa: da		
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### Uz ponudu je obavezno dostaviti sljedeće:

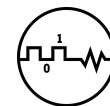
- Opis proizvoda za ponuđene promotivne materijale (uključujući materijale, dimenzije, način štampe i druge relevantne karakteristike), kojim se potvrđuje usklađenost sa zahtjevima navedenim u Aneksu 1 – Specifikacija promotivnog materijala.
- Izjava kojom se potvrđuje da rok isporuke neće prelaziti 20 dana od dana potpisivanja ugovora, te da će svi promotivni materijali biti isporučeni novi, nekorišteni i proizvedeni u skladu sa odobrenim smjericama brendiranja i vidljivosti.
- Izjava kojom se potvrđuje da će promotivni materijali biti proizvedeni u skladu sa odgovarajućim standardima kvaliteta, te da će svi eventualni nedostaci u vezi sa kvalitetom štampe ili materijala, uočeni prilikom isporuke, biti otklonjeni ili da će materijali biti zamijenjeni bez dodatnih troškova u razumnom roku koji bude dogovoren.



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**Aneks 2 – Obrazac za dostavljanje ponude**  
**Javni poziv za dostavljanje ponuda**  
**Nabavka promotivnih materijala**  
**Broj nabavke: 81-31-26**

**1. PODACI O PONUĐAČU:**

Naziv ponuđača (naziv firme):

Adresa firme:

Matični/identifikacioni broj:

**2. KONTAKT OSOBA:**

Ime i prezime:

E-mail adresa:

Telefon:

**3. IZJAVA PONUĐAČA**

„Povodom Javnog poziva za dostavljanje ponuda – Nabavka promotivnih materijala, referentni broj nabavke 81-31-26, objavljenog od strane Univerziteta Sarajevo School of Science and Technology (SSST), dana 11. februara 2026. godine, dostavljamo ponudu i izjavljujemo sljedeće:

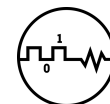
1. Potvrđujemo da smo izvršili uvid u kompletnu dokumentaciju Javnog poziva te da u potpunosti prihvatamo sve uslove i odredbe bez ikakvih rezervi ili ograničenja.
2. Potvrđujemo da ponuđeni promotivni materijal u potpunosti ispunjava zahtjeve definisane u Aneksu 1 –Specifikacija promotivnih materijala, uključujući sve zahtjeve koji se odnose na specifikaciju promotivnih materijala, kvalitet i brendiranje.
3. Potvrđujemo da će svi promotivni materijali biti proizvedeni novi, nekorišteni i u potpunosti u skladu sa smjernicama vidljivosti i brendiranja donatora (EU, BMZ, GIZ zahtjevi).
4. Potvrđujemo da smo u mogućnosti isporučiti ponuđeni promotivni materijal u roku od najviše 20 dana od dana potpisivanja ugovora, u skladu sa uslovima navedenim u Javnom pozivu.
5. Potvrđujemo da će svi eventualni nedostaci u vezi sa kvalitetom štampe ili materijala, uočeni prilikom isporuke, biti otklonjeni ili da će materijali biti zamijenjeni bez dodatnih troškova u razumnom roku dogovorenom sa Ugovornim organom.



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6. Potvrđujemo da su sve cijene navedene u ovoj ponudi konačne, fiksne i izražene bez PDV-a, te da uključuju sve troškove nabavke, pakovanja, transporta i isporuke.

U skladu sa sadržajem i zahtjevima dokumentacije Javnog poziva br. 81-31-26, ovom izjavom prihvatamo sve njene odredbe u potpunosti, bez ikakvih rezervi ili ograničenja.

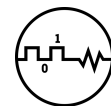
Ovom ponudom odgovaramo na zahtjeve iz dokumentacije Javnog poziva br. 81-31-26 u skladu sa utvrđenim uslovima, kriterijima i rokovima, bez ikakvih rezervi ili ograničenja.“



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#### 4. FINANSIJSKA PONUDA

rb.	Naziv/opis promotivnog materijala	Količina	Jedinična cijena sa štampom (bez PDV)	Popust	Jedinična cijena sa štampom i popustom	UKUPNO (bez PDV)	Slika proizvoda
		kom.	KM	%	KM	KM	
1.	Hemijska olovka Specifikacija promotivnog materijala:						
2.	Ruksak sa vezicom Specifikacija promotivnog materijala:						
3.	Antistres loptica Specifikacija promotivnog materijala:						



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4.	Kesa Specifikacija promotivnog materijala:						
5.	Šolja Specifikacija promotivnog materijala:						
6.	Rokovnik Specifikacija promotivnog materijala:						
						TOTAL (bez PDV) u KM:	

Mjesto i datum:

*(Potpis)*

\_\_\_\_\_  
(Ime i prezime ovlaštenog predstavnika, funkcija)

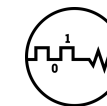
*(Pečat firme)*



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## 5. VAŽENJE PONUDE

Potvrđujemo da će ova ponuda ostati važeća najmanje 30 (trideset) dana od dana isteka roka za dostavljanje ponuda.

## 6. DODATNA IZJAVA

Potvrđujemo da smo, na zahtjev Ugovornog organa, u mogućnosti dostaviti dodatna pojašnjenja ili dokumentaciju isključivo u svrhu razjašnjenja dostavljene ponude.

## 7. POTPIS

Ime i prezime ovlaštenog predstavnika, funkcija:

Potpis:

Mjesto i datum:

Pečat firme:

