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Implemented by:



TERMS OF REFERENCE 82-3-26

Responsible Business Hub Project

Consultancy Firm for the provision of services related to the preparation of energy audits and support in introducing an energy management system in accordance with the ISO 50001 standard and relevant environmental management systems in small and medium-sized enterprises

Location: Bosnia and Herzegovina

Client: Responsible Business Hub (RBH), implemented under the SEDEP Project

Contract Type: Consultancy Firm

Duration: starting from contract signature, until 1st of August 2026.

Reporting to: SSST Project Coordinator, RBH

1. Background

The green transformation of Bosnia and Herzegovina (BiH) represents both a major challenge and an opportunity for long-term sustainable development. As the Western Balkans have been identified as one of the regions in Europe most affected by climate change, pressure is growing to accelerate industrial, social, and environmental transition. At the same time, BiH's economy continues to lag behind the European Union average, relying heavily on low-technology exports and resource-intensive industrial practices. This model is becoming increasingly unsustainable in light of EU regulatory requirements, such as the European Green Deal and the Carbon Border Adjustment Mechanism, growing consumer demand for environmentally friendly products, and donor priorities that emphasize sustainability.

The European Union's Economic and Investment Plan for the Western Balkans, as well as the Green Agenda for the Western Balkans, provide a clear policy framework for greening regional economies. At the domestic level, entity-level development strategies, the BiH Economic Reform Programme, and sectoral policies recognize the urgency of transitioning toward greener, more efficient, and innovation-driven business models. Nevertheless, a significant gap remains between policy commitments and the actual practice of small and medium-sized enterprises (SMEs) on the ground.

SMEs are the backbone of BiH's economy, employing the majority of the workforce and contributing significantly to GDP. At the same time, they are a key factor in environmental impact. International data show that SMEs globally account for approximately 60% of industrial carbon emissions and up to 70% of overall industrial pollution. Therefore, in the case of BiH, encouraging SME engagement in green transition processes is essential both for economic modernization and environmental sustainability.

The Responsible Business Hub (RBH), established in 2025 by the Foreign Trade Chamber of BiH with the support of the Sarajevo School of Science and Technology (SSST), supports companies in Bosnia and Herzegovina in adopting responsible, sustainable, and green business practices aligned with European standards. RBH acts as a catalyst, connecting the private sector, innovation actors, and institutional policy makers with the aim of accelerating the green transformation of BiH's economy. The establishment of RBH is supported through the SEDEP Project, implemented by GIZ with the support of the European Union and the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany.

As part of the project activities, SSST/RBH is engaging a consultancy firm to provide expert services related to the preparation of energy audits, as well as preparation and support for small and medium-sized enterprises in the process of introducing or aligning with an energy management system according to the ISO 50001 standard in 5 companies. This also includes related services contributing to energy efficiency, cost reduction, more sustainable business operations, and the strengthening of green capacities of SMEs.

2. Objective

The objective of this consultancy engagement is to provide expert, technically grounded, and methodologically consistent support to small and medium-sized enterprises in Bosnia and Herzegovina through the preparation of energy audit, analysis of energy consumption, identification of energy efficiency improvement measures, preparation for the introduction of or alignment with the ISO 50001 standard, preliminary design of real-time electricity consumption monitoring system and the development of practical recommendations and documents that will enable companies to improve their energy performance and contribute to the green transition.

The engagement should enable a detailed technical analysis of the current situation in selected enterprises, the identification of specific improvement measures, the assessment of expected energy, economic, and environmental effects, and the provision of expert support in understanding the requirements of the ISO 50001 standard and applying an energy management system in practice.

3. Scope of Work

The consultancy firm will be responsible for providing expert services related to the preparation of energy audits, support in:

- preparation for the introduction of or alignment with an energy management system in accordance with the ISO 50001 standard (two companies),
- energy audit and the preparation of accompanying technical analyses and recommendations (one company),
- Conceptual and/or detailed design solution for the building heating automation system, including heat pumps (one company),
- creation of preliminary design of real-time electricity consumption monitoring system (two companies).

Within the scope of the engagement, the consultancy firm will carry out activities including the collection of relevant data from selected enterprises, site visits, analysis of bills and energy consumption, analysis of existing technical systems, identification of energy efficiency improvement measures, and the economic, energy, and environmental evaluation of the proposed measures.

In addition, the consultancy firm will provide expert support in understanding and applying the requirements of the ISO 50001 standard, including the preparation of recommendations for establishing or improving an energy management system, defining relevant procedures, responsibilities, and measures for the continuous improvement of the energy performance of enterprises.

The service will also include the preparation of relevant reports, presentation of findings to the SSST/RBH team and, where necessary, to selected enterprises, as well as the submission of final documentation in accordance with the requirements of this ToR.

4. Expected Deliverables

The consultancy firm is required to submit the following deliverables:

4.1. Initial Phase

In the initial phase, the consultancy firm shall submit the methodology for the implementation of the service. The methodology must include the approach to preparing energy audits and providing support in the introduction of an energy management system in accordance with the ISO 50001 standard.

The methodology for the implementation of the service shall be submitted as an integral part of the proposal on the bidder's letterhead. Each page of the methodology must be initialed by the person authorized to sign the proposal and stamped with the company seal. The methodology must include at least the following:

- description of the approach and implementation phases, identification and data collection plan, plan for site visits, energy consumption analysis, and definition of improvement measures,
- implementation plan and indicative deadlines,
- description of the reporting method and delivery of results,
- roles and responsibilities of team members.

4.2. Technical Analysis and Fieldwork Phase

In this phase, the consultancy firm shall conduct site visits, collect data, analyze bills, technical systems and energy consumption, and prepare findings that will serve as the basis for energy audits and recommendations.

This phase should include the identification of energy efficiency improvement measures, the economic, energy and environmental evaluation of the proposed measures, as well as the technical assessment of possibilities for alignment with ISO 50001.

4.3. Final Phase

In the final phase, the consultancy firm shall submit final reports and recommendations, including the findings of the energy audits, proposed improvement measures, recommendations for the introduction of or alignment with the ISO 50001 standard, and the final summary report for SSST/RBH.

5. Conditions for Participation of Bidders

Bidders are required to prove their capacity to perform professional activities, economic capacity, technical and professional capacity, as well as compliance with requirements related to the expert team, licenses, authorizations, references and the methodology for service implementation.

5.1. Capacity to Perform Professional Activities

Bidders shall submit, together with their proposal, proof of registration in the relevant professional or other registers in the country in which they are registered, or submit a certificate issued by the competent authority proving their right to perform the professional activity related to the subject of procurement.

Bidders are required to submit the following documents together with their proposal, proving that they are registered to perform the activity that is the subject of procurement:

a) Decision on entry in the court register, or a current excerpt from the court register, or another document by which the bidder unequivocally proves that, at the time of submission of the proposal, it was registered to perform the activity that is the subject of procurement (certified copy).

If the proposal is submitted by a group of bidders, all members of the group must jointly be registered to perform the activity that is the subject of procurement, or the part of the subject of procurement for which they are responsible.

The bidder shall ensure confidentiality of all technical, financial and operational data obtained during implementation of the contract and may not disclose such information to third parties without prior written approval of the contracting authority and/or beneficiary company.

5.2. Economic Capacity

In accordance with Article 47 of the Law on Public Procurement of Bosnia and Herzegovina, the bidder is required to prove its economic and financial capacity in the following manner:

The assessment of the bidder's economic capacity will be carried out on the basis of the following evidence:

a) Bank certificate – The bidder is required to submit a plain copy of a certificate issued by the bank with which it has an open transaction account designated as the “main account”. The certificate must contain mandatory indications:

- that the stated account is designated as the bidder's main account, and
- that the account has not been blocked in the last 12 (twelve) months, calculated from the date of publication of the public procurement procedure.

6. Team Composition and Qualifications

In accordance with Article 50 of the Law on Public Procurement of BiH, the bidder is required to prove its technical and professional capacity by meeting the following minimum requirements:

a) The bidder must prove that, in the last five (5) years, calculated from the date of publication of the public procurement procedure, it has successfully implemented at least two (2) contracts relating to the preparation of energy audits in industrial enterprises or the preparation of energy audits of industrial plants, which included preparation for the introduction of or alignment with ISO 50001:

- The total cumulative value of the stated contracts must amount to at least BAM 20,000.00 excluding VAT,

b) The bidder must have at its disposal an expert team — technical personnel — consisting of at least the following:

Project Leader

The Project Leader must be:

Master's degree holder/Graduate Engineer of Mechanical Engineering or Electrical Engineering with completed VII level of professional education, or completed higher education under the Bologna system with 240/300 ECTS credits, with the following qualifications:

- Minimum 10 (ten) years of work experience in the field of energy efficiency, preparation of energy audits, and preparation for the introduction or implementation of ISO 50001,
- Passed professional examination in the field of energy, with a certificate issued by the Federal Ministry of Spatial Planning,
- Authorization to conduct energy audits of buildings with simple and complex technical systems, Module 1 and Module 2 issued by the Federal Ministry of Spatial Planning,
- In cases where the authorization for Module 2 was issued more than two years prior to the submission date, proof of completed continuous professional training (Module 3) shall be provided, through a certificate/confirmation issued by an authorized training provider,
- Possession of an internal auditor certificate in the field of energy management systems in accordance with the ISO 50001 standard,
- Experience in at least two (2) projects involving the introduction of or preparation for the introduction of an energy management system in accordance with the ISO 50001 standard, in which the person actively participated through the preparation of an enterprise energy audit,
- Certificate of successful completion of a professional training programme for conducting energy audits of large consumers, companies consuming 10 TJ of energy, issued by the Federal Ministry of Energy, Mining and Industry,
- Certificate of successful completion of a professional training programme for regular energy audits of heating systems and air-conditioning systems – Class I and Class II, issued by the Federal Ministry of Energy, Mining and Industry,
- Experience in conducting energy audits in small and medium-sized enterprises, minimum 5 audited enterprises,
- Experience in conducting regular energy audits of heating systems and air-conditioning systems, minimum 1 audit of a heating system and 1 audit of an air-conditioning system,
- Experience in conducting energy audits of a large energy consumer, minimum one (1) audited enterprise,
- Experience in leading multidisciplinary teams,
- Computer literacy.

Team Members

Master's degree holder/Graduate Engineer of Mechanical Engineering with completed VII level of professional education, or completed higher education under the Bologna system with 240/300 ECTS credits, with the following qualifications:

- Minimum 5 (five) years of professional experience in the field of energy efficiency, preparation of energy audits, and preparation for the introduction or implementation of ISO 50001,
- Passed professional examination with a certificate issued by the Federal Ministry of Spatial Planning,
- Authorization to conduct energy audits of buildings with simple and complex technical systems, Module 1 and Module 2 issued by the Federal Ministry of Spatial Planning,
- In cases where the authorization for Module 2 was issued more than two years prior to the submission date, proof of completed continuous professional training (Module 3) shall be provided, through a certificate/confirmation issued by an authorized training provider,
- Experience in at least one (1) project involving the introduction of or preparation for the introduction of an energy management system in accordance with the ISO 50001 standard, in which the person actively participated through the preparation of an enterprise energy audit,
- Certificate of successful completion of a professional training programme for regular energy audits of heating systems and air-conditioning systems – Class I and Class II, issued by the Federal Ministry of Energy, Mining and Industry,
- Certificate of successful completion of a professional training programme for conducting energy audits of large consumers, issued by the Federal Ministry of Energy, Mining and Industry,
- Experience in conducting energy audits in small and medium-sized enterprises, minimum 5 audited enterprises,
- Experience in conducting energy audits of a large energy consumer, minimum one (1) audited enterprise,
- Experience in conducting regular energy audits of heating systems and air-conditioning systems, minimum 1 audit of a heating system and 1 audit of an air-conditioning system,
- Computer literacy.

Master's degree holder/Graduate Engineer of Mechanical Engineering with completed VII level of professional education, or completed higher education under the Bologna system with 240/300 ECTS credits, with the following qualifications:

- Minimum 3 (three) years of professional experience in the field of energy efficiency, preparation of energy audits, and preparation for the introduction or implementation of ISO 50001,
- Passed professional examination with a certificate issued by the Federal Ministry of Spatial Planning,
- Authorization to conduct energy audits of buildings with simple and complex technical systems, Module 1 and Module 2 issued by the Federal Ministry of Spatial Planning,
- In cases where the authorization for Module 2 was issued more than two years prior to the submission date, proof of completed continuous professional training (Module 3) shall be provided, through a certificate/confirmation issued by an authorized training provider,
- Experience in at least one (1) project involving the introduction of or preparation for the introduction of an energy management system in accordance with the ISO 50001 standard, in which the person actively participated through the preparation of an enterprise energy audit,
- Certificate of successful completion of a professional training programme for regular energy audits of heating systems and air-conditioning systems – Class I and Class II, issued by the Federal Ministry of Energy, Mining and Industry,

- Certificate of successful completion of a professional training programme for conducting energy audits of large consumers, issued by the Federal Ministry of Energy, Mining and Industry,
- Experience in conducting energy audits in small and medium-sized enterprises, minimum 5 audited enterprises,
- Experience in conducting energy audits of a large energy consumer, minimum one (1) audited enterprise,
- Experience in conducting regular energy audits of heating systems and air-conditioning systems, minimum 1 audit of a heating system and 1 audit of an air-conditioning system,
- Computer literacy.

Master's degree holder/Graduate Engineer of Architecture with completed VII level of professional education, or completed higher education under the Bologna system with 240/300 ECTS credits, with the following qualifications:

- Minimum 5 (five) years of professional experience in the field of energy efficiency and preparation of energy audits,
- Passed professional examination with a certificate issued by the Federal Ministry of Spatial Planning,
- Authorization to conduct energy audits of buildings with simple and complex technical systems, Module 1 and Module 2 issued by the Federal Ministry of Spatial Planning,
- In cases where the authorization for Module 2 was issued more than two years prior to the submission date, proof of completed continuous professional training (Module 3) shall be provided, through a certificate/confirmation issued by an authorized training provider,
- Experience in at least one (1) project involving the introduction of or preparation for the introduction of an energy management system in accordance with the ISO 50001 standard, in which the person actively participated through the preparation of an enterprise energy audit,
- Experience in conducting energy audits in small and medium-sized enterprises, minimum 5 audited enterprises,
- Computer literacy.

Master's degree holder/Graduate Engineer of Electrical Engineering with completed VII level of professional education, or completed higher education under the Bologna system with 240/300 ECTS credits, with the following qualifications:

- Minimum 5 (five) years of professional experience in the field of energy efficiency, preparation of energy audits, and preparation for the introduction or implementation of ISO 50001,
- Passed professional examination with a certificate issued by the Federal Ministry of Spatial Planning,
- Authorization to conduct energy audits of buildings with simple and complex technical systems, Module 1 and Module 2 issued by the Federal Ministry of Spatial Planning,
- In cases where the authorization for Module 2 was issued more than two years prior to the submission date, proof of completed continuous professional training (Module 3) shall be provided, through a certificate/confirmation issued by an authorized training provider,
- Experience in at least one (1) project involving the introduction of or preparation for the introduction of an energy management system in accordance with the ISO 50001 standard, in which the person actively participated through the preparation of an enterprise energy audit,
- Certificate of successful completion of a professional training programme for conducting energy audits of large consumers, issued by the Federal Ministry of Energy, Mining and Industry,
- Experience in conducting energy audits in small and medium-sized enterprises, minimum 5 audited enterprises,

- Experience in conducting energy audits of a large energy consumer, minimum one (1) audited enterprise,
- Computer literacy.

Availability of Key Experts“ – „Key experts proposed in the bid may not be replaced during contract implementation without prior written approval of the contracting authority. Replacement experts must possess qualifications equal to or higher than those originally proposed.“

7. Licenses and Authorizations

The selected bidder must possess licenses/authorizations for the preparation of the stated level of documentation, which must be submitted before the signing of the contract, namely:

- Authorization to perform/conduct energy audits of large consumers issued by the Federal Ministry of Energy, Mining and Industry, in accordance with the Law on Administrative Procedure (“Official Gazette of FBiH”, nos. 2/98, 48/99 and 61/22) and the Rulebook on the Energy Audit of Large Consumers (“Official Gazette of FBiH”, nos. 24/25 and 59/25).
- Authorization to perform/conduct energy audits of buildings with complex technical systems and other constructed facilities, and authorizations to perform energy certification of buildings and complex technical systems, issued by the Federal Ministry of Spatial Planning, in accordance with the Law on Energy Efficiency in the Federation of Bosnia and Herzegovina (“Official Gazette of FBiH”, no. 22/17),
- Authorization to perform/conduct energy audits of heating and air-conditioning systems Class 2 issued by the Federal Ministry of Energy, Mining and Industry, in accordance with the Law on Energy Efficiency in the Federation of Bosnia and Herzegovina (“Official Gazette of FBiH”, no. 22/17) and the Rulebook on Regular Energy Audits of Heating and Air-Conditioning Systems (“Official Gazette of FBiH”, no. 67/22),

The bidder is required to submit, as part of the proposal, originals or certified copies of the required authorizations/licenses requested in the tender documentation. Alternatively, the bidder may submit a statement on the company letterhead, certified by the competent authority, undertaking to submit all required authorizations/licenses no later than before the signing of the contract. In the case of submission of such a statement, the contracting authority reserves the right to request the selected bidder to submit the required authorizations/licenses within the specified deadline and before the conclusion of the contract.

8. References and Previous Experience of the Bidder

The assessment of the technical and professional capacity of the bidder will be carried out on the basis of the following evidence:

- The bidder is required to prove that, in the last five (5) years, calculated from the date of publication of the public procurement procedure, it has successfully implemented:

- At least two (2) contracts in the field of preparation of energy audits in industrial enterprises and/or industrial plants, which included preparation for the introduction of or alignment with an energy management system in accordance with the ISO 50001 standard. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 20,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least five (5) contracts in the field of preparation of energy audits in small and medium-sized enterprises, involving a site visit, analysis of bills, identification of energy efficiency improvement measures, and economic, energy and environmental evaluation of the proposed measures. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of five (5) certificates of duly performed contracts, provided that their cumulative value is at least BAM 15,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least five (5) contracts in the field of preparation of Main Designs for solar photovoltaic power plants in small and medium-sized enterprises, involving a site visit, analysis of bills, definition of the optimal PV plant capacity, analysis of static and electrical quantities, and preparation of the bill of quantities. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of five (5) certificates of duly performed contracts, provided that their cumulative value is at least BAM 10,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least two (2) contracts in the field of preparation of Main Designs for mechanical heating and/or cooling installations in small and medium-sized enterprises, involving a site visit, computer analysis, definition of the optimal capacity of the new system, analysis of the current systems of heat generation, transmission and delivery, and preparation of the bill of quantities for the new system. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 5,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least two (2) contracts in the field of preparation of Feasibility Studies with techno-economic analyses of the cost-effectiveness of installing efficiency improvement systems. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 5,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least one (1) contract in the field of preparation of an ESG report in accordance with the Corporate Sustainability Reporting Directive for an enterprise. For the purpose of fulfilling this requirement, the bidder may submit one (1) certificate of a duly performed contract, provided that its cumulative value is at least BAM 5,000.00 excluding VAT, and that it relates to the relevant type of service. The certificate shall be submitted in original or certified copy.
- At least one (1) contract in the field of preparation of an energy audit of a heating system, prepared in accordance with the rulebook on the performance of regular energy audits of heating and air-conditioning systems published by the Federal Ministry of Energy, Mining and Industry. For the purpose of fulfilling this requirement, the bidder may submit one (1) certificate of a duly performed contract, provided that its cumulative value is at least BAM 5,000.00 excluding VAT, and that it relates to the relevant type of service. The certificate shall be submitted in original or certified copy.

- At least one (1) contract in the field of preparation of an energy audit of an air-conditioning system, prepared in accordance with the rulebook on the performance of regular energy audits of heating and air-conditioning systems published by the Federal Ministry of Energy, Mining and Industry. For the purpose of fulfilling this requirement, the bidder may submit one (1) certificate of a duly performed contract, provided that its cumulative value is at least BAM 5,000.00 excluding VAT, and that it relates to the relevant type of service. The certificate shall be submitted in original or certified copy.
- At least two (2) contracts in the field of preparation of an energy audit of a pumping station, involving analysis of pump units, measurement of electrical and hydraulic parameters, and proposed measures for pumping stations and electrical control cabinets used to control the operation of the pumping station. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 15,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least two (2) contracts in the field of preparation of an energy audit and/or lighting study, involving data analysis, photometric calculations, and economic, energy and environmental evaluation of the proposed measures. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 5,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least two (2) contracts concerning the preparation of reports under the GHG Protocol and climate strategies for small and medium-sized enterprises, involving analysis of data on greenhouse gas emissions in accordance with the GHG Protocol and the ISO 14064-1 standard. For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 20,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least two (2) contracts concerning the preparation of a communication CBAM report for a micro, small, medium-sized or large enterprise, involving a site visit and analysis of submitted data on quantities of exported goods subject to the EU Carbon Border Adjustment Mechanism (CBAM). For the purpose of fulfilling this requirement, the bidder may submit one (1) or a maximum of two (2) certificates of duly performed contracts, provided that their cumulative value is at least BAM 3,000.00 excluding VAT, and that they relate to the relevant type of service. The certificate(s) shall be submitted in original or certified copy.
- At least one (1) contract concerning the training of expert staff of a small, medium-sized or large enterprise on the topic of energy efficiency and conducting internal energy audits, involving a site visit, preparation of a training programme and agenda, and preparation of presentations on energy consumption and measures for improving energy reduction. For the purpose of fulfilling this requirement, the bidder may submit one (1) certificate of a duly performed contract, provided that its value is at least BAM 10,000.00 excluding VAT, and that it relates to the relevant type of service. The certificate shall be submitted in original or certified copy.

Each Certificate must contain at least the following information:

- Name and registered seat of the contracting parties (contracting authority/client and contractor),
- Subject of the contract,
- Contract value excluding VAT,
- Time and place of contract performance,
- Statements confirming that the contract was duly performed.

9. Documentation for Proving the Expert Team

The bidder is required to submit a bidder's statement on the company letterhead confirming that it has at its disposal the secured expert team – technical personnel specified in the tender documentation.

Together with the Statement, bidders are required to submit:

- List of the expert team – technical personnel,
- Diplomas for each proposed member of the expert team,
- Certificates/confirmations of passed professional examination or a Decision on exemption from taking the professional examination for masters of science and doctors of science for each proposed member of the expert team,
- A detailed, personally signed curriculum vitae (CV), showing the required qualifications of the personnel,
- List of employees issued by the competent institution, not older than 3 (three) months, and for proposed personnel who are not employed by the bidder, an engagement contract must be submitted, clearly indicating the tasks for which the person is responsible and the period during which the person will be available to the bidder. A maximum of two (2) members of the expert team may be engaged through an engagement contract, while all other team members must be in permanent employment with the bidder,
- Certificate/confirmation for each proposed member of the expert team showing that the team member possesses work experience on projects required under item b) of the tender documentation. The certificate/confirmation shall be issued by the employer/employers with whom the required work experience was acquired, or by the current employer of the proposed team member.

Note: The bidder is required to submit, as part of the proposal, originals or certified copies of all documents proving technical and professional capacity.

10. Methodology for Service Implementation

The bidder is required to prepare and submit a methodology for the implementation of the subject services, which includes the approach to preparing energy audits and support in the introduction of an energy management system in accordance with the ISO 50001 standard.

The methodology for service implementation shall be submitted as an integral part of the proposal on the bidder's letterhead. Each page of the methodology must be initialed by the person authorized to sign the proposal and stamped with the company seal. The methodology must include at least the following:

- description of the approach and implementation phases, for example data collection, energy consumption analysis, and definition of improvement measures,
- manner of alignment with the requirements of the ISO 50001 standard,
- implementation plan and indicative deadlines,
- description of the reporting method and delivery of results,
- roles and responsibilities of team members.

11. Reporting and Supervision

The consultancy firm will report to the SSST Project Coordinator for the Responsible Business Hub. The Project Leader will be the main contact person for communication with the SSST/RBH team, coordination of expert team members, submission of reports, and monitoring of the implementation of contracted activities.

Regular progress meetings may be organized at the beginning of implementation, during implementation, and before the final submission of reports. Meetings may be held in person or online, depending on the needs of the project and agreement with the SSST/RBH team.

The consultancy firm is required to inform SSST/RBH in a timely manner of all circumstances that may affect the quality, timeline, or scope of service implementation.

12. Evaluation and Selection Criteria

Evaluation Criteria	Weight
Technical and professional capacity of the bidder	30 %
Relevant experience in similar services	30 %
Methodology and approach	20 %
Financial Proposal / Value for Money	20 %

Evaluation will follow the **cumulative analysis method** combining technical and financial scores.

13. Application Requirements

Interested consultancy firms are invited to submit a proposal containing at least the following elements:

- Company profile summarizing the bidder's relevant experience in the field of energy efficiency, energy audits, ISO 50001, energy management systems, and related services;
- Proof of registration to perform the activity that is the subject of procurement;
- Bank statement;
- Documentation proving technical and professional capacity;
- Evidence of completed relevant contracts, in accordance with the requirements of this ToR;
- Statement on the availability of the expert team;
- List of the expert team and all supporting documentation for team members;
- Licenses, authorizations, or a statement on their submission before the signing of the contract;
- Methodology for service implementation;
- Financial proposal, prepared according to the form provided in Annex 1.

Late, incomplete, or non-compliant proposals will not be considered.

14. Deliverables and Payment Terms

Payment will be made in phases, following the acceptance and approval of the relevant deliverables by the SSST/RBH team. The consultancy firm becomes entitled to the payment of each individual installment only after SSST/RBH confirms that the deliverables for the relevant phase have been submitted in accordance with the requirements of this ToR, the agreed methodology, and professional standards.

The total contracted value of the service shall be paid as follows:

First installment – 20% of the total contracted value

To be paid after the submission and approval of the methodology for service implementation, including the description of the approach and implementation phases, the manner of alignment with the requirements of the ISO 50001 standard, the implementation plan and indicative deadlines, the description of the reporting method and delivery of results, as well as the roles and responsibilities of team members.

Second installment – 50% of the total contracted value

To be paid after the completion of the technical analysis and fieldwork phase, including completed site visits, collected and analyzed data, analysis of bills, technical systems and energy consumption, prepared findings serving as the basis for energy audits and recommendations, identification of energy efficiency improvement measures, economic, energy and environmental evaluation of the proposed measures, as well as the technical assessment of possibilities for alignment with ISO 50001.

Third installment – 30% of the total contracted value

To be paid after the submission and approval of the final reports and recommendations, including the findings of the energy audits, proposed improvement measures, recommendations for the introduction of or alignment with the ISO 50001 standard, and the final summary report for SSST/RBH.

SSST/RBH reserves the right to request revisions, supplements, or clarifications of the deliverables before approving payment, if the submitted materials are not fully aligned with the requirements of this ToR, the contracted scope of work, or the expected quality standard. Payment shall be made on the basis of an issued invoice following the formal approval of the relevant phase.

15. Submission of Proposals

Proposals must be submitted electronically to info@ssst.edu.ba by **May 20, 2026 by 23:59pm CET**. Subject line: *“RBH – Energy transition in SMEs – 82-3-26”*.

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity Description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable / Activity descript				

Signature of authorized person:

Stamp

OPIS PROJEKTOG ZADATKA 82-3-26

Projekat „Responsible Business Hub“

Konsultantska firma za pružanje usluga izrade energijskih audita i podrške u uvođenju sistema upravljanja energijom u skladu sa standardom ISO 50001 i relevantnim sistemima upravljanja okolišem u malim i srednjim preduzećima

Lokacija: Bosna i Hercegovina

Klijent: Responsible Business Hub (RBH), implementiran u okviru SEDEP projekta

Tip ugovora: Konsultantska firma

Trajanje: od potpisivanja ugovora do 1. Avgusta 2026.

Izvršavanje: Koordinator projekta SSST, RBH

1. Pozadina

Zelena transformacija Bosne i Hercegovine (BiH) predstavlja i veliki izazov i priliku za dugoročni održivi razvoj. Kako su zapadni Balkan prepoznali kao jednu od regija u Evropi koje su najviše pogođene klimatskim promjenama, raste pritisak da se ubrza industrijska, društvena i ekološka tranzicija. Istovremeno, ekonomija BiH i dalje zaostaje za prosjekom Evropske unije, oslanjajući se u velikoj mjeri na izvoz s niskim stepenom tehnologije i industrijske prakse koje troše mnogo resursa. Ovaj model postaje sve neodrživiji s obzirom na zahtjeve EU regulative (npr. Zeleni dogovor EU i Mehanizam za prilagođavanje granice emisijama ugljika), rastuću potražnju potrošača za ekološki prihvatljivim proizvodima i prioritete donatora koji naglašavaju održivost.

Ekonomski i investicioni plan Evropske unije za zapadni Balkan, kao i Zelena agenda za zapadni Balkan, pružaju jasan politički okvir za ozelenjavanje regionalnih ekonomija. Na domaćem nivou, razvojne strategije entiteta, Program ekonomskih reformi BiH i sektorske politike prepoznaju hitnost prelaska ka zelenijim, efikasnijim i inovacijama vođenim poslovnim modelima. Ipak, i dalje postoji značajan jaz između političkih obaveza i stvarne prakse malih i srednjih preduzeća (MSP) na terenu.

MSP su okosnica ekonomije BiH, zapošljavaju većinu radne snage i značajno doprinose BDP-u. Istovremeno, oni su ključni faktor uticaja na okoliš. Međunarodni podaci pokazuju da MSP globalno učestvuju s oko 60% u industrijskim emisijama ugljika i do 70% u ukupnom industrijskom zagađenju. Stoga je u slučaju BiH poticanje angažmana MSP-a u procesima zelene tranzicije ključno i za ekonomsku modernizaciju i za ekološku održivost.

Responsible Business Hub (RBH), osnovan 2025. godine od strane Vanjskotrgovinske komore BiH uz podršku Univerziteta Sarajevo School of Science and Technology (SSST), pruža podršku kompanijama u Bosni i Hercegovini u usvajanju odgovornih, održivih i zelenih poslovnih praksi usklađenih s evropskim standardima. RBH djeluje kao katalizator, povezujući privatni sektor, aktere inovacija i institucionalne kreatore politika, s ciljem ubrzanja zelene transformacije ekonomije BiH. Osnivanje RBH-a podržano je kroz SEDEP projekat, koji implementira GIZ uz podršku Evropske unije i Saveznog ministarstva za ekonomsku saradnju i razvoj Savezne Republike Njemačke.

U okviru aktivnosti projekta, SSST/RBH angažuje konsultantsku firmu za pružanje stručnih usluga koje se odnose na izradu energijskih audita, pripremu i podršku malim i srednjim preduzećima u procesu uvođenja ili usklađivanja sa sistemom upravljanja energijom prema standardu ISO 50001, kao i povezane usluge koje doprinose energijskoj efikasnosti, smanjenju troškova, održivijem poslovanju i jačanju zelenih kapaciteta MSP-a u 5 kompanija.

2. Cilj

Cilj ovog konsultantskog angažmana je osigurati stručnu, tehnički utemeljenu i metodološki dosljednu podršku malim i srednjim preduzećima u Bosni i Hercegovini kroz izradu energijskih audita, analizu potrošnje energije, identifikaciju mjera poboljšanja energijske efikasnosti, pripremu za uvođenje ili usklađivanje sa standardom ISO 50001, te razvoj praktičnih preporuka i dokumenata koji će omogućiti kompanijama da unaprijede svoje energetske performanse i doprinesu zelenoj tranziciji.

Angažman treba omogućiti da se za odabrana preduzeća izvrši detaljna tehnička analiza postojećeg stanja, identifikuju konkretne mjere za poboljšanje, procijene očekivani energijski, ekonomski i okolinski efekti, izrađuju preliminarni dizajn sistema za praćenje potrošnje električne energije u realnom vremenu, te pruži stručna podrška u razumijevanju zahtjeva standarda ISO 50001 i primjeni sistema upravljanja energijom u praksi.

3. Opseg posla

Konsultantska firma će biti odgovorna za pružanje stručnih usluga vezanih za pripremu energetske audita, kao i podršku u:

- pripremi za uvođenje ili usklađivanje sa sistemom upravljanja energijom u skladu sa standardom ISO 50001 (dvije kompanije),
- provođenju energetskog audita te izradi pratećih tehničkih analiza i preporuka (jedna kompanija),
- Idejno i/ili izvedbeno rješenje za sistem automatizacije grijanja objekata, uključujući toplotne pumpe (jedna kompanija),
- izradi preliminarnog dizajna sistema za praćenje potrošnje električne energije u realnom vremenu i izvještaja za mala i srednja preduzeća u Bosni i Hercegovini (jedna kompanija).

Pored toga, konsultantska firma će pružiti stručnu podršku u razumijevanju i primjeni zahtjeva standarda ISO 50001, uključujući pripremu preporuka za uspostavljanje ili unapređenje sistema upravljanja energijom, definisanje relevantnih procedura, odgovornosti i mjera za kontinuirano poboljšanje energetske performansi preduzeća.

Usluga će obuhvatiti i izradu odgovarajućih izvještaja, prezentaciju nalaza SSST/RBH timu i, prema potrebi, odabranim preduzećima, kao i dostavljanje finalne dokumentacije u skladu sa zahtjevima ovog ToR-a.

4. Očekivane isporuke

Konsultantska firma je dužna dostaviti sljedeće isporuke:

4.1. Inicijalna faza

U inicijalnoj fazi konsultantska firma dostavlja metodologiju realizacije usluge. Metodologija mora obuhvatiti pristup izradi energijskih audita i podršci u uvođenju sistema upravljanja energijom u skladu sa standardom ISO 50001.

Metodologija realizacije usluge dostavlja kao sastavni dio ponude na memorandumu ponuđača. Svaka stranica metodologije mora biti ovjerena paraфом ovlaštene osobe za potpisivanje ponude i pečatom kompanije. Metodologija mora minimalno sadržavati:

- opis pristupa i faza implementacije, plan identifikacije i prikupljanja podataka, plan posjeta lokacijama, analiza potrošnje energije te definisanje mjera za unapređenje,
- plan implementacije i indikativni rokovi,
- opis načina izvještavanja i dostave rezultata,

4.2. • uloge i odgovornosti članova tima. Faza tehničke analize i terenskog rada

U ovoj fazi konsultantska firma provodi terenske posjete, prikuplja podatke, analizira račune, tehničke sisteme i potrošnju energije, te izrađuje nalaze koji će biti osnova za enerģijske audite i preporuke.

Ova faza treba uključivati identifikaciju mjera poboljšanja enerģijske efikasnosti, ekonomsko, enerģijsko i okolinsko vrednovanje predloženih mjera, kao i tehničku procjenu mogućnosti za usklađivanje sa ISO 50001.

4.3. Završna faza

U završnoj fazi konsultantska firma dostavlja finalne izvještaje i preporuke, uključujući nalaze enerģijskih audita, prijedlog mjera poboljšanja, preporuke za uvođenje ili usklađivanje sa standardom ISO 50001, te završni zbirni izvještaj za SSST/RBH.

5. Uslovi za učešće ponuđača

Ponuđači su dužni dokazati sposobnost obavljanja profesionalne djelatnosti, ekonomsku sposobnost, tehničku i profesionalnu sposobnost, kao i ispunjenost zahtjeva koji se odnose na stručni tim, licence, ovlaštenja, reference i metodologiju realizacije usluge.

5.1. Sposobnost obavljanja profesionalne djelatnosti

Ponuđači trebaju uz ponudu dostaviti dokaz o registraciji u relevantno profesionalnim ili drugim registrima u zemlji u kojoj su registrovani, ili dostaviti potvrdu nadležnog organa kojom se dokazuje njihovo pravo da obavljaju profesionalnu djelatnost koja je u vezi sa predmetom nabavke.

Ponuđači su dužni uz ponudu dostaviti sljedeće dokumente kojima dokazuju da su registrovani za obavljanje djelatnosti koja je predmet nabavke:

a) Rješenje o upisu u sudski registar ili Aktuelni Izvod iz sudskog registra ili neki drugi dokument kojim ponuđač nedvosmisleno dokazuje da je u vrijeme predaje ponude bio registrovan za obavljanje predmetne djelatnosti (ovjerena kopija).

Ukoliko ponudu dostavlja grupa ponuđača, svi članovi grupe zajedno moraju biti registrovani za obavljanje djelatnosti koja je predmet nabavke ili za dio predmeta nabavke.

Ponuđač je dužan osigurati povjerljivost svih tehničkih, finansijskih i operativnih podataka pribavljenih tokom realizacije ugovora i ne smije otkrivati takve informacije trećim stranama bez prethodnog pisanog odobrenja ugovornog organa i/ili korisničke kompanije.

5.2. Ekonomska sposobnost

U skladu sa članom 47. Zakona o javnim nabavkama Bosne i Hercegovine, ponuđač je dužan dokazati svoju ekonomsku i finansijsku sposobnost na sljedeći način:

a) Potvrda banke - Ponuđač je dužan dostaviti običnu kopiju potvrde banke kod koje ima otvoren transakcijski račun koji je određen kao „glavni račun“. Potvrda mora sadržavati oavezne naznake:

- da je navedeni račun određen kao glavni račun ponuđača, te
- da račun nije bio blokiran u posljednjih 12 (dvanaest) mjeseci računajući od dana objave postupka javne nabavke.

6. Sastav tima i kvalifikacije

U skladu sa članom 50. Zakona o javnim nabavkama BiH, ponuđač je dužan dokazati tehničku i profesionalnu sposobnost ispunjavanjem sljedećih minimalnih uslova:

a) Ponuđač mora dokazati da je u posljednjih pet (5) godina, računajući od dana objave postupka javne nabavke, uspješno realizovao najmanje dva (2) ugovora koji se odnose na izradu energetskih audita u industrijskim preduzećima ili izradu energetskih audita industrijskih postrojenja, a koji su uključivali pripremu za uvođenje ili usklađivanje sa ISO 50001:

- Ukupna (kumulativna) vrijednost navedenih ugovora mora iznositi najmanje 20.000,00 KM bez PDV-a,

b) da na raspolaganju ima stručni tim - tehničko osoblje i to najmanje:

Voditelj projekta

Voditelj projekta mora biti:

Master/Diplomirani inženjer mašinstva ili elektrotehnike sa završenim VII stepenom stručne spreme (ili završen stepen visokog obrazovanja po Bolonjskom sistemu studiranja sa ostvarenih 240/300 ETCS bodova) sa slijedećim kvalifikacijama:

- Minimalno 10 (deset) godina radnog iskustva u oblasti energetske efikasnosti, izrade energetskih audita, te pripreme za uvođenje ili implementaciju ISO 50001,
- Položen stručni ispit iz oblasti energetike, sa izdatim uvjerenjem od strane Federalnog ministarstva prostornog uređenja,
- Ovlaštenje za provođenje energetskih audita zgrada sa jednostavnim i složenim tehničkim sistemima, Modul 1 i Modul 2, izdato od strane Federalnog ministarstva prostornog uređenja,
- U slučajevima kada je ovlaštenje za Modul 2 izdato više od dvije godine prije datuma podnošenja ponude, potrebno je dostaviti dokaz o završenom kontinuiranom stručnom usavršavanju (Modul 3), putem sertifikata/potvrde izdate od ovlaštenog pružaoca obuke,
- Posjedovanje sertifikata internog auditora iz oblasti sistema upravljanja energijom u skladu sa standardom ISO 50001,

- Iskustvo na najmanje dva (2) projekta uvođenja ili pripreme za uvođenje sistema upravljanja energijom u skladu sa standardom ISO 50001, na kojima je osoba aktivno učestvovala kroz izradu energijskog audita preduzeća,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za obavljanje energijskih audita velikih potrošača, odnosno kompanija koje troše 10 TJ energije, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za redovne energijske audite sistema grijanja i sistema klimatizacije – Klasa I i Klasa II, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Iskustvo u provođenju energijskih audita u malim i srednjim preduzećima, minimalno 5 auditiranih preduzeća,
- Iskustvo u provođenju redovnih energijskih audita sistema grijanja i sistema klimatizacije, minimalno 1 audit sistema grijanja i 1 audit sistema klimatizacije,
- Iskustvo u provođenju energijskih audita velikog potrošača energije, minimalno jedno (1) auditirano preduzeće,
- Iskustvo u vođenju multidisciplinarnih timova,
- Poznavanje rada na računaru.

Članovi tima

Master/Diplomirani inženjer mašinstva sa završenim VII stepenom stručne spreme (ili završen stepen visokog obrazovanja po Bolonjskom sistemu studiranja sa ostvarenih 240/300 ETCS bodova) sa slijedećim kvalifikacijama:

- Minimalno 5 (pet) godina profesionalnog iskustva u oblasti energijske efikasnosti, izrade energijskih audita, te pripreme za uvođenje ili implementaciju ISO 50001,
- Položen stručni ispit, sa izdatim uvjerenjem od strane Federalnog ministarstva prostornog uređenja,
- Ovlaštenje za provođenje energijskih audita zgrada sa jednostavnim i složenim tehničkim sistemima, Modul 1 i Modul 2, izdato od strane Federalnog ministarstva prostornog uređenja,
- U slučajevima kada je ovlaštenje za Modul 2 izdato više od dvije godine prije datuma podnošenja ponude, potrebno je dostaviti dokaz o završenom kontinuiranom stručnom usavršavanju (Modul 3), putem certifikata/potvrde izdate od ovlaštenog pružaoca obuke,
- Iskustvo na najmanje jednom (1) projektu uvođenja ili pripreme za uvođenje sistema upravljanja energijom u skladu sa standardom ISO 50001, na kojem je osoba aktivno učestvovala kroz izradu energijskog audita preduzeća,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za redovne energijske audite sistema grijanja i sistema klimatizacije – Klasa I i Klasa II, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za obavljanje energijskih audita velikih potrošača, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Iskustvo u provođenju energijskih audita u malim i srednjim preduzećima, minimalno 5 auditiranih preduzeća,
- Iskustvo u provođenju energijskih audita velikog potrošača energije, minimalno jedno (1) auditirano preduzeće,

- Iskustvo u provođenju redovnih energijskih audita sistema grijanja i sistema klimatizacije, minimalno 1 audit sistema grijanja i 1 audit sistema klimatizacije,
- Poznavanje rada na računaru.

Master/Diplomirani inženjer mašinstva sa završenim VII stepenom stručne spreme (ili završen stepen visokog obrazovanja po Bolonjskom sistemu studiranja sa ostvarenih 240/300 ETCS bodova) sa slijedećim kvalifikacijama:

- Minimalno 3 (tri) godine profesionalnog iskustva u oblasti energijske efikasnosti, izrade energijskih audita, te pripreme za uvođenje ili implementaciju ISO 50001,
- Položen stručni ispit, sa izdatim uvjerenjem od strane Federalnog ministarstva prostornog uređenja,
- Ovlaštenje za provođenje energijskih audita zgrada sa jednostavnim i složenim tehničkim sistemima, Modul 1 i Modul 2, izdato od strane Federalnog ministarstva prostornog uređenja,
- U slučajevima kada je ovlaštenje za Modul 2 izdato više od dvije godine prije datuma podnošenja ponude, potrebno je dostaviti dokaz o završenom kontinuiranom stručnom usavršavanju (Modul 3), putem certifikata/potvrde izdate od ovlaštenog pružaoca obuke,
- Iskustvo na najmanje jednom (1) projektu uvođenja ili pripreme za uvođenje sistema upravljanja energijom u skladu sa standardom ISO 50001, na kojem je osoba aktivno učestvovala kroz izradu energijskog audita preduzeća,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za redovne energijske audite sistema grijanja i sistema klimatizacije – Klasa I i Klasa II, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za obavljanje energijskih audita velikih potrošača, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Iskustvo u provođenju energijskih audita u malim i srednjim preduzećima, minimalno 5 auditiranih preduzeća,
- Iskustvo u provođenju energijskih audita velikog potrošača energije, minimalno jedno (1) auditirano preduzeće,
- Iskustvo u provođenju redovnih energijskih audita sistema grijanja i sistema klimatizacije, minimalno 1 audit sistema grijanja i 1 audit sistema klimatizacije,
- Poznavanje rada na računaru.

Master/Diplomirani inženjer arhitekture sa završenim VII stepenom stručne spreme (ili završen stepen visokog obrazovanja po bolonjskom sistemu studiranja sa ostvarenih 240/300 ETCS bodova) sa slijedećim kvalifikacijama:

- Minimalno 5 (pet) godina profesionalnog iskustva u oblasti energijske efikasnosti i izrade energijskih audita,
- Položen stručni ispit, sa izdatim uvjerenjem od strane Federalnog ministarstva prostornog uređenja,
- Ovlaštenje za provođenje energijskih audita zgrada sa jednostavnim i složenim tehničkim sistemima, Modul 1 i Modul 2, izdato od strane Federalnog ministarstva prostornog uređenja,
- U slučajevima kada je ovlaštenje za Modul 2 izdato više od dvije godine prije datuma podnošenja ponude, potrebno je dostaviti dokaz o završenom kontinuiranom stručnom usavršavanju (Modul 3), putem certifikata/potvrde izdate od ovlaštenog pružaoca obuke,

- Iskustvo na najmanje jednom (1) projektu uvođenja ili pripreme za uvođenje sistema upravljanja energijom u skladu sa standardom ISO 50001, na kojem je osoba aktivno učestvovala kroz izradu energijskog audita preduzeća,
- Iskustvo u provođenju energijskih audita u malim i srednjim preduzećima, minimalno 5 auditiranih preduzeća,
- Poznavanje rada na računaru.

Master/Diplomirani inženjer elektrotehnike sa završenim VII stepenom stručne spreme (ili završen stepen visokog obrazovanja po bolonjskom sistemu studiranja sa ostvarenih 240/300 ETCS bodova) sa slijedećim kvalifikacijama:

- Minimalno 5 (pet) godina profesionalnog iskustva u oblasti energijske efikasnosti, izrade energijskih audita, te pripreme za uvođenje ili implementaciju ISO 50001,
- Položen stručni ispit, sa izdatim uvjerenjem od strane Federalnog ministarstva prostornog uređenja,
- Ovlaštenje za provođenje energijskih audita zgrada sa jednostavnim i složenim tehničkim sistemima, Modul 1 i Modul 2, izdato od strane Federalnog ministarstva prostornog uređenja,
- U slučajevima kada je ovlaštenje za Modul 2 izdato više od dvije godine prije datuma podnošenja ponude, potrebno je dostaviti dokaz o završenom kontinuiranom stručnom usavršavanju (Modul 3), putem certifikata/potvrde izdate od ovlaštenog pružaoca obuke,
- Iskustvo na najmanje jednom (1) projektu uvođenja ili pripreme za uvođenje sistema upravljanja energijom u skladu sa standardom ISO 50001, na kojem je osoba aktivno učestvovala kroz izradu energijskog audita preduzeća,
- Uvjerenje o uspješno završenom programu stručnog osposobljavanja za obavljanje energijskih audita velikih potrošača, izdato od strane Federalnog ministarstva energije, rudarstva i industrije,
- Iskustvo u provođenju energijskih audita u malim i srednjim preduzećima, minimalno 5 auditiranih preduzeća,
- Iskustvo u provođenju energijskih audita velikog potrošača energije, minimalno jedno (1) auditirano preduzeće,
- Poznavanje rada na računaru.

Raspoloživost ključnih stručnjaka – Ključni stručnjaci predloženi u ponudi ne mogu biti zamijenjeni tokom realizacije ugovora bez prethodnog pisanog odobrenja ugovornog organa. Zamjenski stručnjaci moraju posjedovati kvalifikacije jednake ili više od onih koje su prvobitno predložene.

7. Licence i ovlaštenja

Odabrani ponuđač mora posjedovati licence-ovlaštenje za izradu navedenog nivoa dokumentacije, a koje mora dostaviti prije potpisivanja ugovora i to:

- Ovlaštenje za obavljanje/provođenje energijskih audita velikih potrošača izdato od Federalnog ministarstva energije, rudarstva i industrije, u skladu sa Zakonom o upravnom postupku („Službene novine FBiH“, br. 2/98, 48/99 i 61/22) i Pravilnikom o energijskom auditu velikog potrošača („Službene novine FBiH“, br. 24/25 i 59/25).

- Ovlaštenje za obavljanje/provođenje energijskih audita zgrada sa složenim tehničkim sistemom i drugih izgrađenih objekata i ovlaštenja za obavljanje energijskog certificiranja zgrada i složenim tehničkim sistemom izdato od Federalnog ministarstva prostornog uređenja, a u skladu sa Zakonom o energijskoj efikasnosti u Federaciji Bosne i Hercegovine („Službene novine FBiH“, broj 22/17),
- Ovlaštenje za obavljanje/provođenje energijskih audita sistema grijanja i klimatizacije Klasa 2 izdato od Federalnog ministarstva energije rudarstva i industrije u skladu sa Zakonom o energijskoj efikasnosti u Federaciji Bosne i Hercegovine („Službene novine FBiH“, broj 22/17) i Pravilnikom o redovnom energijskom auditu sistema grijanja i sistema klimatizacije („Službene novine FBiH“, broj 67/22),

Ponuđač je dužan u sastavu ponude dostaviti originale ili ovjerene kopije traženih ovlaštenja/licenci zahtijevanih tenderskom dokumentacijom. Alternativno, ponuđač može dostaviti izjavu na memorandumu kompanije, ovjerenu od strane nadležnog organa, kojom se obavezuje da će sva tražena ovlaštenja/licence dostaviti najkasnije prije potpisivanja ugovora. U slučaju dostavljanja izjave, ugovorni organ zadržava pravo da od izabranog ponuđača zatraži dostavljanje traženih ovlaštenja/licenci u ostavljenom roku, a prije zaključenja ugovora.

8. Reference i prethodno iskustvo ponuđača

Ocjena tehničke i profesionalne sposobnosti ponuđača će se izvršiti na osnovu sljedećih dokaza:

- Ponuđač je dužan dokazati da je u posljednjih pet (5) godina, računajući od dana objave postupka javne nabavke, uspješno realizovao:
- najmanje dva (2) ugovora iz oblasti izrade energijskih audita u industrijskim preduzećima i/ili industrijskim postrojenjima, koji su uključivali pripremu za uvođenje ili usklađivanje sa sistemom upravljanja energijom u skladu sa standardom ISO 50001. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 20.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenoj kopiji.
- Najmanje pet (5) ugovora iz oblasti izrade energijskih audita u malim i srednjim preduzećima, u kojima je vršena terenska posjeta, analiza računa, identifikacija mjera poboljšanja energijske efikasnosti, ekonomsko, energijsko i okolinsko vrednovanje predloženih mjera. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše pet (5) potvrda o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 15.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenoj kopiji.
- Najmanje pet (5) ugovora iz oblasti izrade Glavnog projekta solarnih fotonaponskih elektrana u malim i srednjim preduzećima u kojima je vršena terenska posjeta, analiza računa, definisanje optimalne snage FNE, analiza statičkih i elektroveličina te izrada predmjer radova. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše pet (5) potvrda o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 10.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenoj kopiji.

- Najmanje dva (2) ugovora iz oblasti izrade Glavnog projekta mašinskih instalacija grijanja i/ili hlađenja u malim i srednjim preduzećima u kojima je vršena terenska posjeta, analiza računar, definisanje optimalne snage novog sistema, analiza trenutnih sistema izvora, prenosa i predaje toplote, te izrada predmjera radova novog sistema. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dva (2) potvrda o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje dva (2) ugovora iz oblasti izrade Studija izvodljivosti sa tehnoekonomskim analizama isplativosti ugradnje sistema unapređenja efikasnosti. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje jedan (1) ugovora iz oblasti izrade ESG izvještaja u skladu sa Direktivom o korporativnom izvještavanju o održivosti za preduzeće, U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje jedan (1) ugovora iz oblasti izrade energijskog audita sistema grijanja, izrađen u skladu sa pravilnikom o vršenju redovnih energijskih audita sistema grijanja i klimatizacije objavljen od strane Federalnog ministarstva energije, rudarstva i industrije. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje jedan (1) ugovora iz oblasti izrade energijskog audita sistema klimatizacije, izrađen u skladu sa pravilnikom o vršenju redovnih energijskih audita sistema grijanja i klimatizacije objavljen od strane Federalnog ministarstva energije, rudarstva i industrije. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje dva (2) ugovora iz oblasti izrade energijskog audita pumpne stanice, u kojem je vršena analiza pumpnih agregata, mjerenje električnih i hidrauličkih parametara i predlagane mjere na pumpnim stanicama i elektroormarima za upravljanje radom pumpne stanice. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 15.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje dva (2) ugovora iz oblasti izrade energijskog audita i/ili elaborata rasvjete, u kojem je vršena analiza podataka, fotometrijski proračuni, ekonomsko, energijsko i okolinsko vrednovanje predloženih mjera. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 5.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.

- Najmanje dva (2) ugovora koji se tiču izrade izvještaja po GHG protokolu i klimatske strategije za mala i srednja preduzeća u kojem je vršena analiza podataka o emisijama gasova stakleničke bašte u skladu sa GHG protokolom i standardnom ISO 14064-1. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 20.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje dva (2) ugovora koji se tiču izrade komunikacijskog CBAM izvještaja za mikro, malo, srednje ili veliko preduzeće, u kojem je vršena terenska posjeta, analiza dostavljenih podataka o količinama izvezene robe koja podliježe EU mehanizmu za prekogranično prilagođvanje ugljika (CBAM). U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) ili najviše dvije (2) potvrde potvrdu o uredno izvršenim ugovorima, pod uslovom da je njihova kumulativna vrijednost najmanje 3.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.
- Najmanje jedan (1) ugovor koji se tiče edukacije stručnog osoblja malog, srednjeg ili velikog preduzeća na temu energetske efikasnosti i provođenja internih energetskih audita, u kojem je vršena terenska posjeta, izrada programa edukacije i agende, izrada prezentacija na temu potrošnje energije i mjera za poboljšanje smanjenja energije. U svrhu ispunjavanja ovog uslova ponuđač može dostaviti jednu (1) potvrdu o uredno izvršenom ugovorom, pod uslovom da je njihova vrijednost najmanje 10.000,00 KM bez PDV-a, te da se odnose na predmetnu vrstu usluge. Potvrda/e se dostavljaju u originalu ili ovjerenj kopiji.

Svaka Potvrda mora sadržavati najmanje sljedeće podatke:

- Naziv i sjedište ugovornih strana (naručilac i izvršilac),
- Predmet ugovora
- Vrijednost ugovora bez PDV-a,
- Vrijeme i mjesto izvršenja ugovora,
- Navode da je ugovor uredno izvršen.

9. Dokumentacija za dokazivanje stručnog tima

Ponuđač je dužan dostaviti Izjavu ponuđača na memorandumu kompanije kojom potvrđuje da na raspolaganju ima obezbijeđen stručni tim – tehničko osoblje navedeno u tenderskoj dokumentaciji.

Ponuđači su dužni uz Izjavu dostaviti:

- Spisak stručnog tima – tehničkog osoblja,
- Diplome za svakog predloženog člana stručnog tima,
- Uvjerjenja/potvrde o položenom stručnom ispitu ili Rješenje o oslobađanju polaganja stručnog ispita za magistra nauka i doktora nauka za svakog predloženog člana stručnog tima,
- Detaljnu svojeručno potpisanu biografiju (CV) u kojoj će se vidjeti tražene kvalifikacije osoblja,
- Listu uposlenika izdatu od nadležne institucije ne stariju od 3 (tri) mjeseca, a za predloženo osoblje koje nije zaposleno kod ponuđača, dostaviti ugovor o angažmanu iz kojeg se jasno može vidjeti za koje poslove je ta osoba zadužena i u kojem periodu će biti na raspolaganju ponuđaču. Najviše dva (2) člana stručnog tima mogu biti angažovana putem ugovora o angažmanu, dok svi ostali članovi tima moraju biti u stalnom radnom odnosu kod ponuđača,

- Potvrda/uvjerenje za svakog predloženog člana stručnog tima iz kojih će biti vidljivo da član tima posjeduje radno iskustvo na projektima zahtijevanim tačkom b) tenderske dokumentacije. Potvrdu/uvjerenje izdaje poslodavac/poslodavci kod kojeg/ih je stečeno zahtijevano radno iskustvo ili sadašnji poslodavac predloženog člana tima.

Napomena: Ponuđač je dužan dostaviti u sastavu ponude originale ili ovjerene kopije svih dokumenata kojim dokazuje tehničku i profesionalnu sposobnost.

10. Metodologija realizacije usluge

Ponuđač je dužan izraditi i dostaviti metodologiju za realizaciju predmetnih usluga, koja obuhvata pristup izradi energijskih audita i podršci u uvođenju sistema upravljanja energijom u skladu sa standardom ISO 50001.

Metodologija realizacije usluge dostavlja kao sastavni dio ponude na memorandumu ponuđača. Svaka stranica metodologije mora biti ovjerena parafom ovlaštene osobe za potpisivanje ponude i pečatom kompanije. Metodologija mora minimalno sadržavati:

- opis pristupa i faza realizacije (npr. prikupljanje podataka, analiza potrošnje energije, definisanje mjera poboljšanja),
- način usklađivanja sa zahtjevima standarda ISO 50001,
- plan implementacije i okvirne rokove,
- opis načina izvještavanja i isporuke rezultata,
- uloge i odgovornosti članova tima.

11. Izvještavanje i nadzor

Konsultantska firma će izvještavati koordinatora projekta SSST za Responsible Business Hub. Voditelj projekta će biti glavna kontakt osoba za komunikaciju sa SSST/RBH timom, koordinaciju članova stručnog tima, dostavljanje izvještaja i praćenje realizacije ugovorenih aktivnosti.

Redovni sastanci o napretku mogu biti organizovani na početku realizacije, tokom implementacije i prije konačne predaje izvještaja. Sastanci se mogu održavati uživo ili online, u zavisnosti od potreba projekta i dogovora sa SSST/RBH timom.

Konsultantska firma je dužna pravovremeno informisati SSST/RBH o svim okolnostima koje mogu uticati na kvalitet, dinamiku ili obim realizacije usluge.

12. Kriteriji za evaluaciju i odabir

Kriterij evaluacije	Težina
Tehnička i profesionalna sposobnost ponuđača	30 %
Relevantno iskustvo u sličnim uslugama	30 %
Metodologija i pristup	20 %
Finansijska ponuda / vrijednost za novac	20 %

Evaluacija će se vršiti metodom kumulativne analize koja kombinuje tehničke i finansijske ocjene.

13. Zahtjevi za prijavu

Zainteresovane konsultantske firme pozivaju se da dostave ponudu koja sadrži najmanje sljedeće elemente:

- Profil kompanije koji sažima relevantno iskustvo ponuđača u oblasti energijske efikasnosti, energijskih audita, ISO 50001, sistema upravljanja energijom i srodnih usluga;
- Dokaz o registraciji za obavljanje djelatnosti koja je predmet nabavke;
- Potvrda banke;
- Dokumentaciju kojom se dokazuje tehnička i profesionalna sposobnost;
- Dokaze o realizovanim relevantnim ugovorima, u skladu sa zahtjevima ovog ToR-a;
- Izjavu o raspoloživosti stručnog tima;
- Spisak stručnog tima i svu prateću dokumentaciju za članove tima;
- Licence, ovlaštenja ili izjavu o njihovom dostavljanju prije potpisivanja ugovora;
- Metodologiju realizacije usluge;
- Finansijsku ponudu, pripremljenu prema obrascu iz Priloga 1.

Zakašnjele, nepotpune ili neusklađene ponude neće biti razmatrane.

14. Isporuke i način plaćanja

Plaćanje će se vršiti fazno, nakon prihvatanja i odobrenja odgovarajućih isporuka od strane SSST/RBH tima. Konsultantska firma stiže pravo na isplatu pojedinačne tranše tek nakon što SSST/RBH potvrdi da su isporuke za predmetnu fazu dostavljene u skladu sa zahtjevima ovog ToR-a, ugovorenim metodologijom i pravilima struke.

Ukupna ugovorena vrijednost usluge isplaćuje se na sljedeći način:

Prva tranša – 20% ukupne ugovorene vrijednosti

Isplaćuje se nakon dostavljanja i odobrenja metodologije realizacije usluge, uključujući opis pristupa i faza realizacije, način usklađivanja sa zahtjevima standarda ISO 50001, plan implementacije i okvirne rokove, opis načina izvještavanja i isporuke rezultata, kao i uloge i odgovornosti članova tima.

Druga tranša – 50% ukupne ugovorene vrijednosti

Isplaćuje se nakon realizacije faze tehničke analize i terenskog rada, uključujući provedene terenske posjete, prikupljene i analizirane podatke, analizu računa, tehničkih sistema i potrošnje energije, izrađene nalaze koji predstavljaju osnov za energijske audite i preporuke, identifikaciju mjera poboljšanja energijske efikasnosti, ekonomsko, energijsko i okolinsko vrednovanje predloženih mjera, kao i tehničku procjenu mogućnosti za usklađivanje sa ISO 50001.

Treća tranša – 30% ukupne ugovorene vrijednosti

Isplaćuje se nakon dostavljanja i odobrenja finalnih izvještaja i preporuka, uključujući nalaze energijskih audita, prijedlog mjera poboljšanja, preporuke za uvođenje ili usklađivanje sa standardom ISO 50001, te završni zbirni izvještaj za SSST/RBH.

SSST/RBH zadržava pravo da zatraži doradu, dopunu ili pojašnjenje isporuka prije odobrenja plaćanja, ukoliko dostavljeni materijali nisu u potpunosti usklađeni sa zahtjevima ovog ToR-a, ugovorenim obimom posla ili očekivanim standardom kvaliteta. Plaćanje se vrši na osnovu ispostavljene fakture nakon formalnog odobrenja odgovarajuće faze.

15. Podnošenje ponuda

Ponude se dostavljaju elektronski na info@ssst.edu.ba najkasnije do **20. maja 2026. do 23:59h** (CET).
Predmet poruke treba glasiti: „*RBH – Energetska tranzicija u MSP – 82-3-26*“.

Opis kategorije troška	Opis jedinice	Količina	Cijena po jedinici	Ukupna vrijednost
Međunarodni letovi	Putovanje			
Dnevnice	Dan			
Drugi razni troškovi putovanja	Putovanje			
Lokalni troškovi putovanja	Ukupni trošak			
Vlastiti troškovi				
Drugi troškovi: (uz specifikaciju)				
Međuzbir drugi troškovi:				

Tabela 4: Pregled cijena po aktivnosti/rezultirajućim materijalima

Opis aktivnosti/ rezultirajućih materijala	Vrijeme (radnih dana)	Profesionalne naknade	Drugi troškovi	Ukupno

Potpis ovlaštene osobe:

Pečat: