Request for Bids
Non-Consulting Services

Amendment #1
Issued on: August 3, 2026

Procurement of:
Transplantation medicine - media campaign

RFB No: 2.1.5
Project: Health Systems Improvement Project (HSIP)
Employer: Federal Ministry of Health
Country: Bosnia and Herzegovina
Issued on: 17.07.2026.

Preamble

The Employer introduces the Beneficial Ownership Disclosure Form for the successful Bidder, together with the amendments described below. In order to facilitate wider participation of eligible qualified bidders while maintaining necessary safeguards for project delivery, the Employer hereby amends the Bidding Documents to allow Joint Venture participation and the demonstration of cumulative contract experience as detailed below.

This Amendment No. 1 to the RFB no. 2.1.5, for Procurement of Transplantation medicine - media campaign is issued on August 3, 2026.

1. **The following provision of the RFB, Section II – Bid Data Sheet is being changed as follows:**

ITB 45.1	The successful Bidder **shall** submit the Beneficial Ownership Disclosure Form.

2. **The following provision of the RFB, Section IV – Bidding Forms is being changed as follows:**

Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful Bidder[1]. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

RFB No.: [*insert number of RFB process*]
Request for Bid No.: [*insert identification*]

To: **[*insert complete name of Employer*]**

In response to your request in the Letter of Acceptance *dated [insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"

Name of the Bidder: *[*insert complete name of the Bidder*]_________

Name of the person duly authorized to sign the Bid on behalf of the Bidder: **[*insert complete name of person duly authorized to sign the Bid*]___________

Title of the person signing the Bid: [*insert complete title of the person signing the Bid*]______

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]_____

Date signed [*insert date of signing*] **day of** [*insert month*], [*insert year*]_____

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.
** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

3. **The following provision of the RFB, Section II – Bid Data Sheet is being changed as follows:**

ITB 4.1	Maximum number of members in the Joint Venture (JV) shall be: **three (3)**

4. **The following provision of the RFB, Section II – Bid Data Sheet is being changed as follows:**

ITB 12.1 (i)	The Bidder shall submit the following additional documents in its Bid: **1. From the country where the Bidder business is registered demonstrating that the Bidder must not:** (i) be in bankruptcy, (ii) be in insolvency or in liquidation proceedings, (iii) have the assets administered by a liquidator or by the court of law, (iv) have the commercial activity suspended or in any other similar situation which results from a similar procedure according to the laws and national regulations. **2.** The information needed for Bids submitted by Joint Ventures is as follows: i. The Bid shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Letter of Intent to execute a Joint Venture Agreement, in the event of a successful Bid, shall be

	signed by all members and submitted with the Bid, together with a copy of the proposed agreement; ii. The JV agreement or Letter of Intent shall, among other things, clearly indicate joint and several liability of the JV members toward the Employer with respect to the contract, and a detailed description of the specific goods/services which will be executed by each JV member; iii. One of the members shall be nominated as being in charge (Lead member), and this nomination shall be evidenced by submitting in the Bid a power of attorney signed by legally authorized signatories of all the members; iv. The Lead member of the JV shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of the Joint Venture, and the entire execution of the Contract, including payment, shall be carried out exclusively through the Lead Member; v. All members to the Joint Venture shall be obligated to remain in the JV for the entire period of validity of the contract resulting from this bidding procedure and shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms The documents presented as a proof cannot be older than three (3) months before the deadline for submission of bids. In the case of a JV, each individual member of the JV must submit these appropriate documents under this ITB 12.1 sub-clauses 1 and 2 above. **3. Preliminary work plan showing the dynamic of implementation (Gantt Chart).** **4. Code of Conduct for Service Provider's Personnel:** The Bidder shall submit its Code of Conduct that will apply to the Service Provider's Personnel (as defined in GCC Sub-Clause 1.1) employed for the execution of Services (defined in GCC Sub- Clause 1.1) at the locations in the Employer's country where the Services are required, to ensure compliance with the Service Provider's Environmental and/or Social, as applicable, obligations under the Contract. The Bidder shall use for this purpose the Code of Conduct form provided in Section IV. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks.

5. **The following provision of the RFB, Section III – Evaluation and Qualification requirements is being changed as follows:**

2.Qualification

Bids submitted by a joint venture of two or more firms as members shall comply with the following requirements, unless otherwise required under Section III of the Bidding Document:

(a) the Bid shall include all the information required under Section III of the Bidding Document for each joint venture member;

(b) the Bid shall be signed so as to be legally binding on all members;

(c) the Bid shall include a copy of the agreement entered into by the joint venture members defining the division of assignments to each member and establishing that all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement;

(d) one of the members shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and

(e) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

Note: The documents presented as proof cannot be older than three (3) months before the deadline for submission of bids. In the case of a JV, each individual member of the JV must submit these relevant documents.

Qualification Requirements

Joint Ventures	The information needed for Bids submitted by joint ventures is as follows: In case of a Joint Venture (JV), the combined capacity of all JV members shall be assessed against the applicable qualification criteria, subject to the minimum contribution requirements specified below. **Financial capability**: The Joint Venture as a whole must meet 100% of the required annual volume. The Lead Member must demonstrate at least 40% of the required annual volume, while each other member must demonstrate at least 25% of the required annual volume. **Experience**: The Joint Venture as a whole must meet 100% of the required experience requirement. The Lead Member of the JV must demonstrate at least 30% of the required experience requirement through its own completed contract(s). The remaining experience may be demonstrated by one or more JV members. **Liquid Assets**: The Joint Venture as a whole must meet 100% of the requirement. The Lead Member must satisfy at least 40% of the

	requirement, each other member must satisfy at least 25% of the requirement
Experience	The required experience value of BAM 274,000.00 (excluding VAT) may be demonstrated through either: (a) at least one (1) successfully completed contract of a similar nature, complexity, and relevant scope, implemented within the last five (5) years; or (b) up to a maximum of five (5) successfully completed contracts of a similar nature, complexity, and relevant scope, implemented within the last five (5) years, provided that the combined contract value meets or exceeds BAM 274,000.00 (excluding VAT). For the purpose of demonstrating aggregated experience, only contracts involving services comparable and relevant to the subject matter of this procurement shall be considered. Such services may include, but are not limited to, integrated public awareness campaigns, communication campaigns, media planning and purchasing, production and dissemination of campaign materials, digital communication activities, public outreach activities. The Employer shall assess the relevance of the submitted contracts based on their nature, scope, complexity, and similarity to the requirements of this procurement. Aggregation of contract values shall not be considered solely on the basis of arithmetic calculation, but shall demonstrate that the Bidder has successfully performed comparable assignments and possesses the technical, managerial, and operational capacity necessary to execute the Contract.
Liquid Assets	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be: 98,000.00 BAM. For a Single Bidder: The Bidder must meet 100% of the requirement of BAM 98,000.00. The Joint Venture as a whole must meet 100% of the requirement of BAM 98,000.00. The Lead Member must satisfy at least 40% of the requirement, and each other member must satisfy at least 25% of the requirement. Additionally, the Bidder must prove its financial stability by demonstrating that its transaction accounts have not been subject to active foreclosure or continuous blocking during the last 12 months. In the case of a JV, each member of the JV must submit relevant documents.

6. **The following provision of the RFB, Section IV – Bidding Forms is being changed as follows:**

Bidder's JV Members Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].

Date: *[insert date (as day, month and year) of Bid submission*]
RFB No.: *[insert number of Bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

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1. Bidder's Name: *[insert Bidder's legal name]*
2. Bidder's JV Member's name: *[insert JV's Member legal name]*
3. Bidder's JV Member's country of registration: *[insert JV's Member country of registration]*
4. Bidder's JV Member's year of registration: *[insert JV's Member year of registration]*
5. Bidder's JV Member's legal address in country of registration: *[insert JV's Member legal address in country of registration]*
6. Bidder's JV Member's authorized representative information Name: *[insert name of JV's Member authorized representative]* Address: *[insert address of JV's Member authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Member authorized representative]* Email Address: *[insert email address of JV's Member authorized representative]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Employer, in accordance with ITB 4.6. 8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under BDS ITB 45.1, the successful Bidder shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.]*

7. **The following provision in Section IX – Special Condition of the Contract is being changed as follows:**

1.1(o)	The Member in Charge is [insert name of the Lead Member of JV, if applicable; otherwise leave blank/Not Applicable]

8. **Other**

All other clauses of the RFB remain unchanged.

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