

Procurement of Mentoring Services – Pilot Pips Programme

1. General Information

1.1 The Tallinn Business Incubator Foundation (registration code 90009231; hereinafter the Procurer) invites tenders for mentoring services (hereinafter the Service) within the Pilot Pips programme, financed by the Interreg Central Baltic Programme 2021–2027 and co-funded by the European Union.

1.2 The Pilot Pips programme supports young entrepreneurs under the age of 25 who are underemployed and have business ideas requiring vibe coding skills. Through trainings, events, and individual mentoring, the programme guides participants from an early idea to first customers. The purpose of this procurement is to find experienced mentors to support the participants over a four-month period.

1.3 The contact person for the procurement is Nele Plutus, Project Manager, e-mail: nele@inkubaator.ee.

1.4 This invitation to tender is published openly on the Procurer's website and any interested legal entity may submit a tender.

1.5 The Procurer intends to select five (5) mentors. The estimated total volume of the procurement is approximately **100** mentoring hours, corresponding to an estimated total value of approximately **10 000** EUR (excluding VAT). The actual volume depends on the number of participants admitted to the programme.

2. The Service

2.1 Each mentor will be assigned five (5) participants for a four-month period and will meet each participant online once a month – four (4) sessions per participant in total. As a rule, one session lasts **1** hour; the total number of mentoring hours per participant may not exceed **4** hours without the Procurer's prior written consent. No mentor will be required to take on more than five (5) participants without their consent.

2.2 In the sessions, the mentor gives constructive feedback on the participant's progress and decisions, advises on business, technology, and entrepreneurial questions, supports the participant in setting and reaching realistic goals, shares practical experience from the mentor's own entrepreneurial background, and encourages the participant throughout the programme.

2.3 A tender is submitted by a legal entity and must include the CV of the mentor who will personally provide the Service. The mentor may not be replaced without the Procurer's prior written consent; any replacement must have qualifications at least equal to those of the mentor named in the tender.

3. Qualification Requirement

3.1 The mentor named in the tender must have work experience in technology business, preferably as a founder. Compliance is assessed on a pass/fail basis on the submitted CV. Tenders that do not meet this requirement will be rejected and will not be evaluated.

3.2 Previous mentoring or coaching experience and experience working with early-stage founders or young entrepreneurs are not qualification requirements, but are taken into account in the evaluation of tenders (Section 5).

4. Fee and Payment

4.1 The Tenderer shall quote an hourly fee for the Service in the tender. The maximum fee for one mentoring hour is **100 EUR** (excluding VAT; VAT will be added where applicable). A tender quoting a fee above the maximum will be rejected as non-compliant and will not be evaluated. The offered fee is binding and will be evaluated in accordance with Section 5.

4.2 The fee is payable only for mentoring hours actually delivered, within the limits set out in Section 2.1; the Procurer does not guarantee any minimum volume. The fee must cover all preparation, activities, and expenses necessary to deliver the Service; preparation time is not invoiced separately.

4.3 Payment is made against invoices submitted after the sessions concerned have been performed, accompanied by an overview of the sessions held (dates, participants, and duration). The payment term is at least 21 working days from the receipt of a correct invoice.

5. Evaluation and Selection

5.1 The Procurer will first check the compliance of the tenders with this invitation to tender and with the qualification requirement (Section 3). Compliant tenders are evaluated under the following criteria (maximum total score 100 points):

Evaluation criterion and method	Max points
Relevant previous experience of the mentor The experience is assessed as a whole on the submitted CV, considering together: work experience in technology business; experience as a founder; previous mentoring or coaching experience; and experience working with early-stage founders or young entrepreneurs. Technology business and founder experience are valued most highly. Scoring: 90 – Outstanding, highly relevant experience; the CV gives full assurance of support at the highest quality. 72 – Very strong, clearly relevant experience; high quality of support with only minor gaps. 54 – Good, relevant experience; good quality of support, although some areas are less developed. 36 – Moderately relevant experience; average expected quality with noticeable gaps. 18 – Limited, only partly relevant experience; rather low expected quality of support. 0 – No relevant experience beyond the minimum qualification requirement, or the CV does not allow assessment.	90
Offered hourly fee The lowest offered fee receives 10 points; other tenders receive points according to the formula (lowest offered fee / offered fee of the tender) × 10, rounded to two decimal places.	10
TOTAL	100

5.2 Tenders scoring fewer than 36 points under the quality criterion (relevant previous experience of the mentor) will not be selected, regardless of the offered fee.

5.3 Compliant tenders are ranked in descending order of their total scores. Contracts will first be concluded with the five (5) highest-ranked tenderers. In the case of equal scores, preference is given to the tender demonstrating the strongest technology business and founder experience; if tenders remain equal, the Procurer may select by drawing of lots.

5.4 The remaining compliant tenders meeting the threshold in Section 5.2 form a reserve list in ranking order. If the Procurer needs additional mentors, or a selected mentor withdraws or a contract is terminated, the Procurer may conclude a contract with the next highest-ranked tenderer on the reserve list, on the terms of that tenderer's tender. Inclusion on the reserve list does not oblige the Procurer to conclude a contract. The reserve list remains valid until the end of the mentoring activities of the Pilot Pips programme.

5.5 If necessary, the Procurer may conduct negotiations with the Tenderers regarding the scope of mentoring. All Tenderers will be informed of the results of the evaluation in writing (by e-mail).

6. Preparing and Submitting the Tender

6.1 The tender must be prepared in English and include: the Tenderer's legal details (company name, registration code, and legal address); a contact person (name, role, e-mail, and telephone number); the CV of the mentor, in sufficient detail to assess the experience listed in Section 5.1; the offered hourly fee in EUR (excluding VAT), not exceeding the maximum fee (Section 4.1).

6.2 By submitting the tender, the Tenderer accepts all conditions set out in this invitation to tender. The tender must remain valid for at least 90 days from the submission deadline. All costs related to the preparation and submission of the tender are borne by the Tenderer.

6.3 Questions concerning this invitation to tender may be submitted by e-mail to the contact person. The deadline for submitting the tender is **7 August 2026, 12:00 EET**; late tenders will not be accepted. Tenders must be submitted by e-mail to nele@inkubaator.ee.

7. Rejection of Tenders and Cancellation

7.1 The Procurer shall reject a tender that does not comply with this invitation to tender, or where the Tenderer fails to provide requested clarifications by the specified deadline or the clarifications do not allow the tender's compliance to be assessed.

7.2 The Procurer may, for justified reasons, reject all tenders or cancel the procurement procedure at any time before the conclusion of the contract – for example, where the subject matter of the contract must be significantly amended, the conditions forming the basis of the procurement have changed, or inconsistencies that cannot be remedied have emerged. The Tenderers will be informed of the cancellation.

8. Contract

8.1 A service contract will be concluded with each successful Tenderer. The contract will set out, among other matters, the term of the contract, the offered hourly fee, the maximum number of mentoring hours and the maximum total value of the contract, the payment terms (Section 4), and the obligations of the mentor (Section 2), and will include a clear reference to the Pilot Pips project and the Interreg Central Baltic Programme 2021–2027, co-funded by the European Union.

8.2 The mentor shall keep confidential all information concerning the participants and their business ideas obtained in the course of providing the Service and shall process personal data in accordance with the GDPR. The mentor shall provide the Service free from any conflict of interest and shall inform the Procurer without delay of any circumstance that may give rise to one.