

Mentoring Services in the RAISE Project

Open procedure

Procurement document

**KIRAHub (KIRA-InnoHub ry)
2026**

RAISE

1. Description of the public procurement

We invite you to submit a tender in the open procurement procedure 'Mentoring Services in the RAISE Project'.

Regional AI Initiative for Scaling Enterprises (hereinafter RAISE) (website: <https://centralbaltic.eu/project/raise/>) is a Central Baltic Programme project whose objective is to support growth-stage SMEs in Finland, Estonia, Latvia and Sweden in developing and launching AI-based products and services. The project brings together companies requiring procured services, providers of AI solutions and mentors with the aim of implementing pilot projects, providing expert assistance to companies and supporting their growth and scaling.

The contracting authority intends to conclude framework agreements for the mentoring services covered by this procurement. Under these agreements, the contracting authority may order various mentoring services as needed during the RAISE project. More detailed technical descriptions of the assignments are provided in Annex 1. The procurement procedure will be conducted electronically in accordance with the Finnish Act on Public Procurement and Concession Contracts and other legislation in force in Finland. Please submit your tender in accordance with the terms set out in the procurement documents.

2. Contracting authority:

KIRAHub (KIRA-InnoHub ry)
Business ID 2958830-3
Lapinlahdenkatu 16, 00180 Helsinki, Finland

3. Information on the procurement documents

3.1. The procurement documents comprise all documents published by the contracting authority in connection with this public procurement, including the procurement notice, this procurement document and its annexes, and documents concerning this procurement published on the contracting authority's website and on Hanketori (<https://hanketori.fi>), etc.

3.2. Clarifications concerning the content of the procurement documents may be requested from the contracting authority by email using the email address provided on the website and on Hanketori.

3.3. Please submit requests for clarification in good time, as under the Finnish Act on Public Procurement and Concession Contracts the contracting authority is not required to respond to a request if fewer than six days remain between receipt of the request and the deadline for submitting tenders.

3.4. If, during the procurement procedure, a tenderer has not requested clarification of any inconsistencies, ambiguities or deficiencies it has identified in the procurement documents, the contracting authority is entitled, in the event of a dispute arising during the procurement procedure or performance of the contract, to choose the interpretation of the procurement documents that is more favourable to the contracting authority.

3.5. The contracting authority will publish clarifications on its website and on Hanketori and send them to the parties concerned by email. Clarifications will also be sent through the public procurement register to persons registered as participants in the register.

3.6. The contracting authority is not responsible for the operation of email communications or Hanketori.

3.7. The annexes to the procurement document are:

- Annex 1 - Description of the assignment
- Annex 2 - Draft framework agreement
- Annex 3 - Draft procurement contract
- Annex 4 - Mentor information form

4. Submission of tenders

4.1. The procurement procedure will be conducted electronically by email using the details on the contracting authority's website and through Hanketori.

4.2. When preparing a tender, the tenderer must comply with the requirements set by the contracting authority, the Finnish Act on Public Procurement and Concession Contracts and other legislation in force in Finland.

4.3. Persons whose place of residence or registered office is in the Russian Federation or the Republic of Belarus may not participate in the public procurement.

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4.4. For the performance of the procurement contract, the tenderer may not use a subcontractor or supplier for a share exceeding 10 per cent (ten per cent) of the contract value, nor may it rely on the capacities of an economic operator to meet the suitability requirements, where that economic operator is:

4.4.1. a national of or a person residing in the Russian Federation, or an economic operator established in the Russian Federation, including a self-employed person, legal person, body or other entity;

4.4.2. an entity in which a person, body or other entity referred to in section 4.4.1 directly or indirectly owns more than 50 per cent;

4.4.3. a representative of, or a person acting on the instructions of, a person, body or other entity referred to in section 4.4.1 or 4.4.2.

The contracting authority is entitled to request information on subcontractors, suppliers and entities whose capacities are relied upon, as well as on their representatives, other members of their management, administrative or supervisory bodies, direct and indirect owners and beneficial owners. The information requested may include copies of natural persons' identity documents indicating their nationality and, in the case of legal persons, a certificate or extract from the trade register or another competent authority in the country in which the legal person is registered.

The contracting authority is entitled to request information on the value of the part of the procurement contract to be performed by a subcontractor or supplier.

4.5. By submitting a tender, the tenderer confirms that it accepts all terms and conditions of the procurement in full, including the contract terms, and the tenderer may not add its own terms to the tender.

4.6. A tender may be submitted only in respect of the matters for which the contracting authority has requested competing tenders.

4.7. The tenderer is responsible for all costs incurred in preparing and submitting its tender.

4.8. When submitting a tender, the tenderer must take into account that the subject matter offered must fully meet the requirements set out in the procurement documents and Finnish legislation.

4.9. Submission of the tender must be started sufficiently early before the deadline for submitting tenders. In the event of problems, the contracting authority must be contacted. If no technical fault has been identified in the system, user support will endeavour to assist the tenderer.

4.10. Tenders must be submitted electronically by email using the details on the contracting authority's website or through Hanketori at <https://hanketori.fi>.

4.11. The contracting authority accepts all commonly used file formats for tender documents, such as .pdf (Portable Document Format), .txt (Text), .rtf (Rich Text Format), .odt (OpenDocument Text) and Microsoft Office file formats.

4.12. The recommended size limits for tender documents are 20 MB per document and 100 MB for the entire tender.

4.13. The contracting authority guarantees the confidentiality of tenders. Tenders will be opened and examined only after the deadline for submitting tenders has passed.

4.14. The contracting authority is not liable for delays, disruptions or interruptions caused by circumstances beyond its control, such as force majeure, power outages, malfunctions in the tenderer's or the contracting authority's telephone or internet connections, or malfunctions in other electronic devices and systems, including software. The contracting authority is not liable for any damage or loss of income resulting from the use or non-use of Hanketori.

4.15. If the requirements or deadlines stated by the contracting authority differ between the procurement notice and the procurement documents, the procurement notice shall prevail.

4.16. Deadline for submitting tenders

4.16.1. Tenders must be submitted by the deadline stated in the procurement notice. Tenders sent after the deadline will not be considered.

4.16.2. The tenderer bears the entire risk associated with sending the tender by email or saving it to Hanketori, including the possibility of force majeure.

4.17. Preparation of the tender

4.17.1. The tender must comply with the terms set out in the procurement documents and the Finnish Act on Public Procurement and Concession Contracts.

4.17.2. As part of its tender, the tenderer must provide all information and documents specified in the procurement documents and the electronic public procurement register.

4.18. Submission of a joint tender

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4.18.1. When demonstrating compliance with the requirements concerning economic and financial standing and technical and professional ability, tenderers submitting a joint tender may rely on the capacities of other members of the group subject to the conditions laid down in the Finnish Act on Public Procurement and Concession Contracts.

4.18.2. None of the tenderers submitting a joint tender may be subject to grounds for exclusion.

4.18.3. A separate European Single Procurement Document (ESPD) must be submitted for each tenderer submitting a joint tender. The ESPD must contain declarations confirming the absence of grounds for exclusion and the declarations and information concerning compliance with the relevant suitability requirements.

4.18.4. If several tenderers submit a joint tender, they must authorise one of their number to act as their representative in matters relating to the procurement procedure and the conclusion and performance of the procurement contract, and must submit the corresponding power of attorney with the tender.

4.19. Tender price

4.19.1. Tender prices must be stated in euros as hourly rates (60 minutes) in accordance with the terms set out in sections 5.4-5.5 of Annex 1. Tenders containing zero or negative prices will not be accepted and will be rejected.

4.19.2. When stating the tender price, the tenderer must take into account that the prices stated must enable proper performance of the contract and must include all services required to achieve the objective.

4.19.3. When stating the tender price, the tenderer must take into account the contracting authority's objective as defined in the technical specifications of the procurement documents.

4.20. Language

4.20.1. The procurement documents and their annexes are available in Finnish and English. The English-language procurement document and its annexes are provided for information purposes, and in the event of any discrepancy between the Finnish- and English-language documents, the Finnish-language documents shall prevail.

4.20.2. The tender and the documents attached to it must be submitted in Finnish or English.

4.21. Tender validity period

Tenders must remain valid for at least 4 (four) months from the date of submission.

4.22. Submission of variant tenders

Variant tenders are not permitted.

4.23. Inspection of the place of contract performance

There is no need to inspect the place of contract performance.

5. Tender compliance requirements

5.1. The tenderer must state whether a joint tender has been submitted for the procurement. If a joint tender is submitted, the tender must include a written power of attorney authorising one tenderer to represent the other tenderers.

5.2. The tenderer must state whether the tender contains business secrets. When information in the tender is designated as a business secret, the tenderer must provide reasons, in accordance with section 7 of the procurement document, explaining why it considers the information to be a business secret.

5.3. The tenderer must confirm that the service provider will provide the service in accordance with the terms set out in the procurement documents.

5.4. The tenderer must confirm that the tender will remain valid for 4 (four) months from the deadline for submitting tenders.

5.5. A tenderer may propose only one mentor in a single tender (see section 5.1 of Annex 1 for further information). The name of the proposed mentor must be stated.

5.6. A completed mentor information form must be submitted using the form in Annex 4.

5.7. The mentor's curriculum vitae (CV) or LinkedIn profile saved as a separate file must be submitted. It must set out the mentor's education and previous work experience.

6. Tender security

6.1. No tender security is required.

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7. Business secrets contained in the tender

- 7.1. If the tender contains the tenderer's business secrets, the tenderer undertakes to clearly identify in the tender which submitted information constitutes its business secrets.
- 7.2. If the tenderer has duly identified information in the tender as a business secret, it must explain why the information constitutes a business secret.
- 7.3. When designating information as a business secret, the tenderer must comply with the provisions of Finnish legislation on restricting unfair competition and protecting business secrets.
- 7.4. The tenderer is not entitled to designate as business secrets information referred to in the Finnish Act on Public Procurement and Concession Contracts.
- 7.5. The tenderer must take into account that the tender is confidential until a decision selecting the successful tender has been made as referred to in the Finnish Act on Public Procurement and Concession Contracts. After the decision has been made, the contracting authority is required, upon receipt of a relevant request, to disclose the tender to the extent that it has not been designated as a business secret.

8. Exclusion of tenderers from the procurement procedure and assessment of suitability

- 8.1. The contracting authority is entitled to verify the grounds for exclusion and suitability in accordance with the procedure laid down in the Finnish Act on Public Procurement and Concession Contracts. In this case, the grounds for exclusion and compliance with the suitability requirements will be verified only after the successful tenderer has been selected.
- 8.2. On the basis of the grounds for exclusion and suitability requirements set out in the Finnish Act on Public Procurement and Concession Contracts and the procurement documents, the contracting authority will verify that the successful tenderer (including a tenderer submitting a joint tender and an entity whose capacities the tenderer has relied upon) is not subject to grounds for exclusion and that the tenderer meets the suitability requirements.
- 8.3. The contracting authority will exclude from the procurement procedure a tenderer (including a tenderer submitting a joint tender and an entity whose capacities the tenderer has relied upon) that is subject to mandatory grounds for exclusion referred to in the Finnish Act on Public Procurement and Concession Contracts. The contracting authority is entitled to exclude a tenderer that is subject to discretionary grounds for exclusion referred to in that Act.
- 8.4. The tenderer must also submit a European Single Procurement Document (ESPD) for each tenderer submitting a joint tender and for each entity whose capacities the tenderer has relied upon. If the tenderer uses a natural person who is not employed by the tenderer under an employment contract to meet a suitability requirement, this constitutes reliance on the capacities of another entity as referred to in the Finnish Act on Public Procurement and Concession Contracts, and the tenderer must also submit a European Single Procurement Document for that natural person.
- 8.5. Before concluding the procurement contract, the contracting authority will require the successful tenderer to submit all relevant documents corresponding to the declarations made in the European Single Procurement Document. If, at the contracting authority's request, the tenderer fails to submit within a period of at least five working days the documents required to verify the absence of grounds for exclusion or compliance with the suitability requirements, and the information or documents are not available to the contracting authority free of charge from public databases, the contracting authority may exclude the tenderer from the procurement or determine that it does not meet the suitability requirements.
- 8.6. In this procurement procedure, the contracting authority will apply the opportunity provided for in the Finnish Act on Public Procurement and Concession Contracts to demonstrate reliability through remedial measures.

9. Determining the compliance of tenders and rejecting tenders

- 9.1. In accordance with the Finnish Act on Public Procurement and Concession Contracts, the contracting authority will verify whether the tenders meet the terms set out in the procurement documents.
- 9.2. The contracting authority must reject a tender if it does not meet the terms set out in the procurement documents, if the tenderer fails to provide clarifications requested by the contracting authority within the specified period, or if the clarifications provided by the tenderer do not enable an unambiguous assessment of whether the tender meets the terms set out in the procurement documents.
- 9.3. The contracting authority will reject a tender if concluding a procurement contract on its basis would violate an international sanction referred to in Finnish legislation on international sanctions or a sanction imposed by the Finnish Government.

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- 9.4. The contracting authority is entitled to determine that a tender does not comply with the invitation to tender if the tender price or cost breakdown has not been presented in the form and structure required by the contracting authority, or if other information or documents required for the evaluation have not been provided.
- 9.5. The contracting authority may determine that a tender complies with the invitation to tender if it contains no material deviations from the terms set out in the procurement documents.
- 9.6. The contracting authority is entitled to reject all tenders if:
 - 9.6.1. the tender prices exceed the estimated contract values;
 - 9.6.2. a need arises to make a material change to the subject matter of the procurement;
 - 9.6.3. the contracting authority no longer requires the subject matter of the procurement;
 - 9.6.4. during the procurement procedure, the conditions for publishing the procurement change (for example, due to a reduction in the contracting authority's appropriations) in such a way that the procurement procedure cannot be carried out appropriately.

10. Comparison and evaluation of tenders

- 10.1. The contracting authority will evaluate compliant tenders by lot in accordance with the comparison criteria stated in the procurement documents.
- 10.2. When determining the most economically advantageous tender, the contracting authority will take into account the following criteria with the following weightings:
 - Price of the service - 35 points
 - Mentor's experience in the relevant field - 20 points
 - Mentor's experience in start-up and/or high-technology entrepreneurship - 15 points
 - Mentor's international experience - 15 points
 - Mentor's previous mentoring experience - 15 points
- 10.3. **Price evaluation.** In evaluating the price, the hourly rate for the service (60 minutes) will be calculated in accordance with the requirements for stating the price set out in sections 5.4-5.5 of Annex 1. The lowest-priced tender will receive the maximum number of points, and the other tenders will receive proportionally fewer points according to the following formula: 'weighting' - ('tender price' - 'lowest price') / 'highest price' x 'weighting'.
- 10.4. **Evaluation of the mentor's experience in the relevant field:**
 - 20 points - The mentor's experience in the relevant field provides excellent support for achieving the objective of the procurement in the relevant lot, as the experience is highly relevant to that objective. Based on the description of the experience, the contracting authority considers that the proposed mentor's participation will result in a high-quality service.
 - 10 points - The mentor's experience in the relevant field provides satisfactory support for achieving the objective of the procurement in the relevant lot, as the experience is partially relevant to that objective. Based on the description of the experience, the contracting authority considers that the proposed mentor's participation will result in a satisfactory service.
 - 1 point - The mentor's experience in the relevant field provides inadequate support for achieving the objective of the procurement in the relevant lot, as the experience is not relevant to that objective. Based on the description of the experience, the contracting authority considers that the proposed mentor's participation will result in an inadequate service.
- 10.5. **Evaluation of the mentor's experience in start-up and/or high-technology entrepreneurship.** Experience means previous work as a founder, member of a governing body or employee of a start-up and/or high-technology company:
 - 15 points - the mentor has extensive previous experience in start-up and/or high-technology entrepreneurship;
 - 8 points - the mentor has limited previous experience in start-up and/or high-technology entrepreneurship;
 - 1 point - the mentor has no previous experience in start-up and/or high-technology entrepreneurship.
- 10.6. **Evaluation of the mentor's international experience.** Experience means work in companies with an international team and/or in international projects:
 - 15 points - the mentor has extensive previous international experience;
 - 8 points - the mentor has limited previous international experience;
 - 1 point - the mentor has no previous international experience.
- 10.7. **Evaluation of the mentor's mentoring experience.** Experience in mentoring and/or consulting companies will be taken into account.

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15 points - the mentor has extensive previous experience in providing mentoring and/or consulting services to companies;

8 points - the mentor has limited previous experience in providing mentoring and/or consulting services to companies;

1 point - the mentor has no previous experience in providing mentoring and/or consulting services to companies.

10.8. To be selected as successful, a tender must achieve the minimum score set for the evaluation. A tender that receives fewer than 50 points will not be selected as successful.

10.9. The points received by each tender for all comparison criteria will be added together and the tenders ranked. In each procurement lot, the number of tenders stated in section 2.6 of Annex 1 that receive the highest scores in the evaluation will be selected as successful. If fewer tenders are admissible for evaluation than the number referred to in section 2.6 of Annex 1, or if the tenders do not achieve the minimum score required for selection, a smaller number of tenders will be selected and framework agreements concluded with those tenderers. The contracting authority is entitled to conclude a framework agreement with only one tenderer. The evaluation will use two decimal places. Ties will be resolved by drawing lots.

10.10. All authorised representatives of the tenderers are entitled to attend the drawing of lots. The same number of slips as there are tied tenders will be prepared for the draw. One slip will be marked 'successful tender' and the others will be left blank. The slips will be sealed in opaque containers. The containers will be drawn from the ballot box in the order in which the tenders were submitted (the tenderer that submitted first will choose first). The tenderer whose representative draws the slip marked 'successful tender' will be selected as the successful tenderer in this procurement. Tenderers will be informed in advance of the time and place of the draw.

11. Conditions for concluding contracts

11.1. A framework agreement in accordance with Annex 2 will be concluded with the successful tenderer after its tender has been selected as successful. The contract will be concluded in English with foreign tenderers.

11.2. For orders for services under the framework agreement, a procurement contract in accordance with Annex 3 will be concluded in the cases specified in the framework agreement. The contract will be concluded in English with foreign tenderers.

11.3. The tenderer undertakes to sign the contract provided to it and return the signed contract no later than 5 (five) working days after the contracting authority has provided the contract. If the contract is not signed and returned within this period, the contracting authority is entitled to cancel the contract.