



Embassy of Sweden
Ankara

REV 20261008
REV 20261012



Consulate General of Sweden
Istanbul

2026-09-29
UM2026/26905/ISTA
UM2026/26721/ANKA

Embassy of Sweden in Ankara

Consulate General of Sweden in Istanbul

Invitation to tender
Security services for the Embassy of Sweden and Swedish Consulates
in Türkiye

1. General information

1.1 Information regarding the Embassy of Sweden in Ankara.

The Embassy of Sweden Turkey is located in the Cankaya area and was inaugurated as early as 1934. The area houses the official residence as well as the Chancellery.

In addition to representing the Swedish government, the main tasks of the Embassy are to promote Sweden and its culture and values, to support Swedish companies in the Turkish market, to support civil society, and to provide consular services to Swedes in the provinces of Ankara and Konya.

The embassy employs staff the Swedish Ministry for Foreign Affairs and the Swedish International Development Cooperation Agency, as well as locally employed staff.

1.2 Information regarding Consulate General of Sweden in Istanbul

The Consulate General of Sweden in Istanbul is housed in the Swedish Palace, at Istiklal Caddesi 247, in the historic district of Pera/Beyoğlu. The plot was bought in 1757 and is thus Sweden's oldest owned property abroad. The current palace was built in 1870.

A fundamental mission of the Consulate General is to provide consular services to Swedes throughout Turkey, except for the provinces of Ankara and Konya. In addition to representing the Swedish government in Istanbul, the Consulate's main tasks are to promote Sweden and its culture and values, to support Swedish companies in the Turkish market as an active member of "Team Sweden" in Turkey, and to support civil society. The consulate also handles migration-related matters such as visas, residence permits, and work permits in Sweden.

The Consulate General employs staff from the Swedish Ministry for Foreign Affairs, the Swedish Migration Agency and the Police, as well as locally employed staff.

Since 1962, the Consulate General has hosted the Swedish Research Institute in Istanbul (SRII).

1.3 List of procurement documents

The procurement documents consist of this document (Invitation to tender) and the annexes below.

Appendix

1. Reply form
2. General Terms and Conditions for Service
3. Draft framework agreement with annexes
4. Price schedule

1.4 Electronic procurement

In this procurement, the Embassy/Consulate General is using their own website Sweden abroad as a procurement tool and Suppliers should be able to access the procurement documents through the website.

Suppliers are required to submit their tender to mail: ambassaden.ankara@gov.se or generalkonsulat.istanbul@gov.se

1.5 Questions, answers and clarifications

Questions and additional information about the procurement should be sent to the Embassy's or Consulate General's email address and answers and additional information are posted on the Embassy's website.

All communication relating to this contract award procedure must be directed to the Embassy's or Consulate General's email address referred to below. It is not permitted to directly approach other officials of the Embassy about this award procedure. Any attempt to influence staff involved in the award procedure, whether favorably or unfavorably, may lead to exclusion from participation.

Requests for clarification or additions to the procurement document shall be submitted in writing via the email below. The subject of the email should be stated as 'Request for Tenders Security Services - UM2026/26721/ANKA & UM2026/26905/ISTA.

The Embassy:

Katip Celebi Sokak 7
Kavaklidere
Ankara
E-Mail:
tenders.ankara@gov.se

Consulate General:

Istiklal Caddesi 247
Istanbul
E-Mail:
generalkonsulat.istanbul@gov.se

The deadline to submit questions is 5th of October 2026. Answers to questions will be published on website indicated below no later than the 8th of October 2026.

Full information regarding the procurement can only be guaranteed on:

[Invitation to tender Istanbul - Sweden Abroad](#)

[Invitation to tender - Ankara - Sweden Abroad](#)

Questions and answers, as well as any clarifications and additions submitted during the tender period, constitute part of the procurement document, and will be published on the same website.

It is the Suppliers responsibility to regularly check for questions and answers published.

All questions will be displayed anonymously.

Where, during this award procedure, there are discrepancies between information notices and parts of the request for tenders, the information notices take precedence. Where there are discrepancies between information notices, a later information notice takes precedence over an earlier one.

The Embassy or Consulate General is under no obligation to request additions or clarifications by the suppliers, and the opportunities for correcting shortcomings in a submitted tender are limited and depend on the nature of the deficiency. It is therefore important that the tender ensure that all requested information and documents are provided in the tender.

1.6 Reservations

The contracting authority reserves the right to halt the contract award procedure in full or in part, either temporarily or permanently. In such a case, Suppliers cannot claim compensation for any costs incurred for the purpose of this procedure.

The contracting authority will not incur any costs for the drafting and issuing of a tender, including the provision of any additional information. Any damage and/or costs which result or could result from non-award of the contract to suppliers are at that suppliers own risk.

By submitting a tender, the suppliers agree to the above reservations.

2. Description of the procurement

2.1 Overall description of the procurement

The procurement is carried out in accordance with Chapter 19 of the Swedish Public Procurement Act (LOU). The procurement is divided into two contract areas:

1. Services for the Embassy of Sweden in Ankara
2. Services for the Consulate General of Sweden in Istanbul

Partial tenders are permitted, and a supplier may submit a tender for one or both contract areas.

The draft framework agreement includes details of the aim and purpose of the planned framework agreement. Suppliers are encouraged to read the draft framework agreement because the aim and purpose of the assignment outlined in the agreement provides an overall idea of the actual results the Embassy and Consulate General of Sweden aim to achieve with this procurement.

The Embassy reserves the right to engage other suppliers for certain tasks during the implementation of the framework agreement.

2.2 Scope of services

The Supplier will be expected to provide the Embassy of Sweden in Ankara or/also

Consulate General of Sweden in Istanbul security services in following areas set out below:

- Unarmed guarding and security services
- Mobile response unit
- Access control and reception services
- Goods receiving and security screening
- Patrols and alarm response, among other things and associated requirements

More detailed description of the services and requirements is provided in Appendix 2 Requirements-specification.

2.3 Volume estimate and procurement value

The Embassy in Ankara estimates that the total order volume yearly will amount to approximately EUR 300,000 (Three Hundred Thousand).

The Consulate General in Istanbul estimates that the total order volume yearly will amount to approximately EUR 300,000 (Three Hundred Thousand).

This estimate is based on the Embassy 's and the Consulate General historical volumes and projected requirements during the contract period and is neither binding nor should it be considered a commitment on the part of the Embassy.

The maximum total value of orders that may be placed under this framework agreement is EUR 3,000,000 over a four-year period.

No guarantee of obtaining a certain volume is provided.

2.4 Term of agreement

The framework agreement shall remain in force for an initial term of two years from the date it enters into force in accordance with the draft framework agreement. The and the Consulate may extend the framework agreement for up to two additional periods of one year each, in accordance with the conditions set out in the framework agreement.

2.5 Estimated time frame for signing of the Agreement and delivery commencement

The Embassy Consulate General estimates that the agreement may be signed beginning of December 2026.

A legally binding framework agreement shall come into effect only upon signature of the agreement.

3. Tender criteria

The tender **must** be written in English.

The tender **must** be submitted no later than 21th of October 2026 15:00 by mail to the Embassy or Consulate General.

The submitted bids shall remain valid for a period of three (3) months from the date of submission. If the authorities are unable to reach a decision within this period, the

validity of the bids shall be automatically extended for an additional three (3) months, unless otherwise agreed in writing by the parties.

An authorized representative of the Supplier **must** submit physically in a sealed envelope, no later than the closing date for tenders. It is not possible to submit tenders after this date.

The Supplier **must** attach all requested information and documentation to their tender. There is limited opportunity for the Supplier to subsequently supplement or clarify their tender.

The Supplier is expected to provide contact details as shown in the annex 1- reply form.

Disclaimers to the Supplier's tender in relation to the procurement criteria are not permitted. The Supplier **must** certify that it accepts all criteria and contractual conditions of the procurement in the reply form.

3.1 Presentation of the tender

To ensure that the Embassy or Consulate General has understood the tender correctly, the Embassy may request that the Supplier present the tender orally or in written and explain its contents.

The Supplier **must** be able to provide such a presentation within three working days of such a request being made.

The Embassy and/or the Consulate General may request that certain key people, or other people pertinent to the tender, participate in the presentation.

Tender presentations typically take place two to three weeks after the closing date for the submission of tenders. Presentations are held either on Embassy or Consulate General premises or via video conferencing, according to the wishes of the Embassy or Consulate General. Presentations are unpaid.

3.2 Confidentiality

The Embassy and Consulate General is subject to the provisions on public access to official documents. This means that the Embassy and Consulate General may need to disclose tenders and other documentation submitted in conjunction with this procurement to parties other than the Supplier after the award decision has been announced or the procurement has otherwise been completed. The Embassy and Consulate General may only refuse a request to disclose official documentation if information it contains is confidential.

If the Supplier believes that parts of their tender are of a sensitive nature and therefore that they must not be disclosed to third parties, the Supplier should provide a detailed description in the reply form about which information contained in their tender should not be disclosed and the nature of the harm the Supplier would incur if this information was disclosed.

Where, in the course of the procurement process, the Supplier is requested to submit documents and where the Supplier has not previously indicated which information contained therein must not be disclosed, the Supplier should indicate which documents are subject to confidentiality at the time of their submission.

3.3 Processing of personal data during the procurement process

It is incumbent on the Supplier to inform their employees and/or contractors that the Embassy or Consulate General, specifically personal data processors, will process personal data that is submitted in conjunction with the tender in accordance with the EU General Data Protection Regulation (GDPR) and other applicable data protection regulations. The Embassy needs to process personal data to be able to review, administer and archive submitted tenders in accordance with applicable legislation and to fulfil its obligations under this agreement.

More information on how the Embassy processes personal data is available at:
<https://www.government.se/about-the-website/the-governments-privacy-policy/>.

4. Procurement process

The procurement is conducted openly.

The Embassy and Consulate General have a general right, although no obligation, to suspend procurement if objective reasons to do so exist. Such objective reason may include lack of competition, budgetary reasons, changed circumstances and/or the needs of the subject matter of the procurement.

Due to the current sanctions against Russia, the Embassy/Consulate General reminds suppliers that the Embassy and Consulate General is prevented from entering contracts with suppliers subject to sanctions against Russia. This means that tenders from suppliers subject to these sanctions must not be considered as competitors in the procurement. The Embassy or the Consulate General may therefore suspend procurement, even if several valid tenders have been submitted, on the grounds that one or more of the tenders have been submitted by suppliers that are subject to the sanctions, thereby resulting in a lack of competition in the procurement.

4.1 Procurement strategy

The procurement will be carried out through open bidding procedure. This procedure is based on the provisions of the Public Procurement Act 2016:1145, also known as LOU.

It is not permitted to submit a conditional tender.

4.2 Submission of the tender

The information will be available on the Embassy's website:

[Invitation to tender Istanbul - Sweden Abroad](#)

[Invitation to tender - Ankara - Sweden Abroad](#)

4.3 The form of Tender

The tender and all associated attachments shall be submitted to the Embassy of Sweden in Ankara and for Consulate General of Sweden in Istanbul by mail.

To facilitate examination of the tender, it is the Embassy's strong desire that the tender is formatted in accordance with the procurement document's headings/disposition, that

any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

5. Exclusion of suppliers

The Embassy/Consulate General will exclude suppliers that are subject to any ground for exclusion referred to in Chapter 13, Sections 1 and 2 of the Act.

The Embassy/Consulate General may also exclude suppliers that are subject to any ground for exclusion referred to in Chapter 13, Section 3 of the Act.

Any subcontractors and companies whose capacity is engaged may not be subject to any ground for exclusion.

Evidence

On request, the Supplier must provide any evidence specified in Chapter 15, Sections 7-9 of the Act to demonstrate that neither the Supplier, subcontractor nor company whose capacity is engaged are subject to any ground for exclusion.

On request, the Supplier must submit a signed declaration on oath.

5.1 Sanctions against Russia and Belarus

The EU has adopted several sanctions against Russia and Belarus (Regulation (EU) No 833/2014, Regulation (EU) No 269/2014, Regulation (EC) No 765/2006 and Council Decision 2012/642/CFSP. The sanctions are a direct result of Russia's invasion of Ukraine and are part of efforts to undermine Russia's war effort. Due to the sanctions, the Government Offices must not award contracts to suppliers that belong to one of the following categories:

- 1) Russian citizens, including persons with dual citizenship;
- 2) natural persons resident in Russia, including persons with nationalities other than Russian;
- 3) legal persons, entities or bodies (irrespective of any company form) that are present in Russia;
- 4) legal persons, entities or bodies that are more than 50 per cent directly or indirectly owned by any persons as specified in points 1-3 above;
- 5) natural and legal persons, entities or bodies acting for or on behalf of any persons or organisation as specified in points 1-4 above.

This prohibition also applies to subcontractors and entities whose capacity is used or engaged in the procurement if such an actor accounts for more than 10 per cent of the contract value and belongs to one of the categories referred to in points 1-5 above. The prohibition applies to the entire subcontractor supply chain and not only the Supplier's own subcontractors.

If a supplier subject to the sanctions were to submit the most economically advantageous tender in the procurement, and otherwise meet all the criteria, the Government Offices would thus be prohibited from placing an order with that supplier under the framework agreement.

Further information about the sanctions against Russia and Belarus is available on the Swedish Competition Authority and National Board of Trade websites.

Evidence

The Supplier must, on request, provide a signed declaration on oath to demonstrate that the Supplier is not included in any of the above-mentioned categories; please see the declaration on oath annex.

The Supplier must, on request, provide material and/or respond to questions as required by the The Embassy/Consulate General and be prepared to investigate whether the Supplier, or a subcontractor, partner or company whose capacity is engaged by the Supplier, is subject to the sanctions against Russia.

The Embassy/Consulate General may also ask the Supplier to name all subcontractors that will participate in carrying out the assignment.

5.2 The Embassy/Consulate General will also exclude suppliers that:

- Have been sentenced by a final judgment for specific offenses, including participation in a criminal organization, bribery, corruption, fraud, money laundering, terrorist offenses, undocumented labour, or human trafficking. If the supplier is a legal person, exclusion is mandatory if a person within its administrative, management, or supervisory body, or a person with powers of representation, decision, or control, has been sentenced for such an offense.
- Has not met their obligations regarding the payment of **social insurance contributions or taxes** in their home country or the country where the procurement occurs, provided this has been confirmed by a binding judicial or administrative decision.

The Embassy/Consulate General **may** exclude a tenderer from participating in a procurement procedure if the Embassy is aware that any of the following circumstances applies to the suppliers:

1. That the Supplier has breached applicable obligations under environmental, social, or labor law.
2. The Supplier is bankrupt or subject to insolvency or liquidation proceedings, its assets are being administered by a liquidator or by the court, it has entered into an arrangement with creditors, or it is in any analogous situation arising from a similar procedure under national laws and regulations.
3. The Embassy/Consulate General can demonstrate any serious professional misconduct by the Supplier which renders its integrity questionable.
4. The Embassy/Consulate General has sufficient indications that the suppliers has entered into agreements with other Supplier aimed at distorting competition.
5. A conflict of interest that cannot be effectively remedied by other less intrusive measures, has been established.
6. A distortion of competition resulting from the prior involvement of the suppliers in the preparation of the procurement procedure that cannot be remedied by other less intrusive measures.
7. The Supplier has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, and those deficiencies resulted in early termination of that prior contract, damages, or other comparable sanctions.
8. The Supplier has attempted to unduly influence the decision-making process of the Embassy, obtain confidential information that may confer upon it an undue advantage in the procurement procedure, or negligently provided misleading information that may have a material influence on the decisions concerning exclusion, selection, or award.
9. The Supplier has provided incorrect or misleading information when submitting self-declarations or has failed to submit required information or documentation.

Evidence

On request, the Supplier **must** provide any evidence requested by the Embassy/Consulate General to demonstrate that neither the Supplier, subcontractor nor company whose capacity is engaged are subject to any ground for exclusion.

The Supplier **must** submit a signed Tenderer's statement see Annex 1- Reply form.

6. Qualification of suppliers

6.1 Eligibility requirements

Criteria

The Supplier **must upon** contract execution be registered with the Türkiye authority and has the permitting business and/or professional license to undertake the services under this procurement. The Supplier **must** hold the following permits, which are required for the assignment to be carried out:

1. Renewed business registration license
2. Tax obligations
3. Vat registration certificate
4. Professional license
5. Registration with the National Pension Fund
6. The last two financial years audited account report (approved and certified by a registered Audit Firm)
7. Insurance
8. Türkiye Bank account corresponding with the Supplier's name
9. Power of attorney or authorization for the supplier's representative

Evidence

The Supplier **must** provide copies of the aforementioned permits verifying that the Supplier is authorised to carry out the assignment in question.

6.2 Economic and financial standing

Criteria

The Supplier **must** have sufficient economic and financial standing to perform the contract.

This will be assessed as set out below.

The Supplier **must** have had an overall annual turnover of at least Euro 1 000,000 per year on average over the past three years.

The Supplier **must** have appropriate professional indemnity insurance for its operations, at least Euro 150 000.

Evidence

Such evidence may consist of bank statements, tax declarations, published annual reports or evidence of appropriate professional indemnity insurance.

The Supplier **must** submit evidence that the Supplier meets the requirements set above.

6.3 Technical and professional capacity and experience

Criteria

The Supplier **must** have sufficient professional capacity to fulfil the agreement.

The Supplier **must** have the necessary human and technical resources and experience to fulfil the agreement to an appropriate level of quality.

This will be assessed as set out below.

6.3.1 Access to Security staff

Criteria

The Supplier **must** have access to security staffs it needs to complete the assignment.

The Supplier **must** upon contract execution therefore have access to certified staff and in line with:

- Law No. 5188 on Private Security Service

Evidence

The Supplier **must** provide documentary evidence that it has access to the staff referred to above. Such documentation may include CVS, Educational certificate, and qualification certificate of their related skill (COC).

6.3.2 Average number of employees

Criteria

The Supplier must have had at least 30 fulltime employees of which 20 are certified Security Guards from the above-mentioned categories per year for each of the past three years.

Evidence

The Supplier **must** be able to prove the accuracy of this information by submitting an auditor's certificate, an approved annual report or similar document such as tax payments.

6.3.3 Access to supply transportation service for staff and equipment

Criteria

The Supplier **must** have access to supply transportation service necessary to complete the assignment.

The Supplier **must** therefore have access to the following:

- Transportation vehicle for staff when performing duties under the framework agreement
- Transportation vehicle for equipment or both

Evidence

The Supplier must provide, on request, documentary evidence that it has access to the vehicles specified above. Such documentation may include a lease/rental or purchase agreement certificate or similar document.

6.3.4 Experience from previous assignments

Criteria

The Supplier must have experience from at least three assignments experience with similar clients, particularly embassies, international organizations, multinational companies, or other high security environments. Proposed staffing plan and guard qualifications for other Embassies or companies,international companies.

Similar assignments are those that correspond to the current procurement in terms of their scope and nature. This means that the value of each assignment **must** amount to at least 500 000 euro.

Reference assignments must have been carried out within the three years prior to the closing date for the submission of Suppliers but can have started earlier. Reference assignments must also have, or have had, an overall term of agreement that is at least as long as two years that of the framework agreement currently being procured, excluding extension options.

Reference assignments **must** either be ongoing or completed.

The references submitted to the Embassy must demonstrate that reference assignments have been completed in accordance with agreed terms and to expected quality and results. The Supplier **must** therefore ensure that the designated referee is prepared to provide information regarding assignments conducted on behalf of the Embassy.

The referee will be contacted a maximum of two times by email and/or phone. If no reply is received within 10 days of the first contact, the examination of references will be suspended. The tender will then be defective and will be rejected.

In addition to references provided by the Supplier, the Embassy reserves the right to consider similar assignments that the Supplier may have carried out on behalf of the Embassy in the past three years.

Such assignments **must** have been completed in accordance with the agreed terms and to the expected quality and results.

Evidence

To demonstrate fulfilment of the criteria, the Supplier **must** provide the following data requested in, Annex 1 – Reply form related to three equivalent reference assignment.

Referens check

Embassy of Sweden in Ankara and for Consulate General of Sweden in Istanbul will ask the references to evaluate the following aspects of the supplier performance regarding the assignments in question:

- **Price** – The extent to which the remuneration requested corresponded to the agreed price (0- 10 points).
- **Service & Customer Care** – How effectively the Service Provider resolved any issues, communicated with the client, and responded to the client’s requests (0- 10 points).
- **Availability** – How accessible and responsive the Service Provider was during the performance of the assignment (0- 10 points).
- **Skill & Carefulness** – The level of professionalism, accuracy, and thoroughness demonstrated in the execution of the services (0- 10 points).

Answer	Points
This aspect of the assignment was performed extraordinarily well and exceeded expectations.	10
This aspect of the assignment was performed well.	5
This aspect of the assignment was performed acceptably, but with room for improvement in several points.	2
This aspect of the assignment was performed poorly/Don't know/Cannot or will not answer.	0

- **Timing** – The extent to which the Service Provider adhered to the agreed timelines (0- 10 points).

It is the supplier responsibility to inform references that they have been mentioned in the context of the present procurement. In order for suppliers to be qualified for the

next stage price evaluation. Each reference must achieve a minimum score of 25 points. either of the three references or receive any score of 0 points from either of the three references.

Embassy/Consulate General will attempt to contact each reference provided. If a reference does not respond within ten (10) days of the initial contact, 0 points will be awarded for that reference, and the tender may be rejected. It is therefore essential that references are informed in advance about the procurement and that they are aware they may be contacted. Reference checks will be conducted after the opening of tenders.

7. Requirements related to the subject of the procurement

Requirements related to the subject of the procurement are set out in the Annex 2 – Requirements-specification.

8. Evaluation of Tenders and Contract Award Phase

Suppliers that are not excluded on the basis of the grounds for exclusion and requirements will be assessed on their score for the further award criteria.

The basic criterion for the award of the contract will be the 'most economically advantageous tender'. This means that the price and requirements will be assessed, as described in this document.

8.1 Evaluation Method

Framework agreements will be awarded to the supplier that has submitted the most economically advantageous tender in terms of the best price, i.e. the lowest price according to the pricing appendix. The contract for each contract area will be awarded to the supplier with the lowest total price. Should the same supplier rank first in both contract areas, that supplier will be awarded both contracts according to the evaluation model below.

8.1.1 Price Criteria

The Supplier **must** submit its prices in the attached Price Schedule- Annex 3 in accordance with the instructions in the annex.

Prices **must** be stated in Euro excluding value added tax.

All prices **must** be unreserved and must not be subject to conditions.

Prices **must** include all compensation requested by the Supplier. No additional compensation will be accepted.

The Supplier **must** submit the completed price annex with the tender.

8.2 Award Agreement Decision

Award decisions will be sent to all suppliers by e-mail via the addresses stated by the suppliers as soon as possible after a decision to award the agreement

has been made.

Information on award decisions will also be published on the Embassy/Consulate General website.

The reception of a notification regarding the award decision does not mean that a binding agreement has been entered into between the Embassy/Consulate General and the winning tenderer. An agreement only becomes legally binding when it has been signed by both parties.

The agreement will be signed not later than ten (10) days after the date on which the notification of the award decision is sent to the tenderers

9. *Agreement Conditions*

The attached draft framework agreement and its annexes contain several criteria and conditions that the Supplier **must** fulfil in conjunction with the fulfilment of the agreement. It is vital that suppliers review these annexes in full.