



Embassy of Sweden
Ankara



Consulate General of Sweden
Istanbul

2026-10-09

UM2026/26905/ISTA

UM2026/26721/ANKA

Embassy of Sweden in Ankara

Consulate General of Sweden in Istanbul

Questions and answers related to tender
Security services for the Embassy of Sweden and
Swedish Consulates in Türkiye

Certain supporting documents required under the procurement documents are issued by the relevant Turkish public authorities exclusively in Turkish.

Could you please confirm:

If these documents may be submitted in their original Turkish form;

If an English translation must accompany each document; and

If a translation is required, whether a simple English translation will be sufficient or whether a sworn and/or notarized translation is required?

Answer: Sworn and notarized translation together with a copy of the Turkish original is required for all official documents.

We have identified a discrepancy between the procurement documents regarding the required Professional Indemnity Insurance coverage.

Section 6.2, “Economic and Financial Standing”, of the Invitation to Tender requires the Supplier to hold appropriate Professional Indemnity Insurance of at least EUR 1,500,000.

However, Clause 14, “Limitation of Liability and Insurance”, of Annex 4 – Draft Framework Agreement refers to a professional indemnity insurance amount of at least EUR 100,000 per year.

Could you please confirm:

Which minimum insurance amount applies to the tender submission;

Which minimum insurance amount must be maintained during the contract period;

Whether the required amount must apply per claim, as an annual aggregate, or both;

Whether the required EUR 1,500,000 coverage may be provided through a combination of primary and excess/umbrella insurance policies, provided that the insurers or brokers confirm that the policies collectively provide uninterrupted Professional Indemnity coverage of at least EUR 1,500,000; and

Which evidence should be included in the tender, for example the full policy, an insurance certificate, or a signed confirmation from the insurer or insurance broker?

Answer: The amount of 1 500 000 EUR is a typing error and is now corrected in the documents. It should be 150 000 EUR. Signed confirmation from the insurer or insurance broker is OK.

Section 6.1, item 6, of the Invitation to Tender requires the submission of “the last two financial years audited account report (approved and certified by a registered Audit Firm)”.

Could you please confirm whether the Supplier is expected to submit the complete audited financial statements for each of the last two financial years, including:

Balance Sheets / Statements of Financial Position;

Statements of Profit or Loss and Other Comprehensive Income;

Statements of Changes in Equity;

Cash Flow Statements;

Explanatory Notes to the Financial Statements; and

The Independent Auditor’s Report and opinion.

Answer: Yes

In this regard, could you also confirm whether a limited independent review report would satisfy this requirement, or whether a full statutory independent audit report containing an independent auditor’s opinion is required? We understand that the Supplier must also demonstrate an average annual turnover of at least EUR 1,000,000 over the last three financial years. If the two audited account reports do not contain information covering all three relevant years, could you please confirm which supplementary evidence would be acceptable for the remaining year, such as a corporate tax return, published annual report or turnover confirmation certified by a registered audit firm?

Answer: Yes it enoguh for the limited report for the last year.

The procurement documents state that the process is carried out through an "open bidding procedure" and that the contract will be awarded to the most economically advantageous tender based on the lowest price. Following the tender submission deadline on the 14th of October 2026, does the Contracting Authority plan to conduct a negotiation phase with the selected or shortlisted supplier(s) regarding pricing, service terms, or the optional equipment hiring/purchasing details

Or should we consider the conditions provided strictly non-negotiable, meaning our initial submission will be evaluated directly as our "best and final offer" without any further negotiation?

Answer: Your initial submission will be evaluated directly as our "best and final offer" without any further negotiation.

It appears that we are not permitted to submit a statement outlining our requested amendments and reservations together with the bid. Could you please confirm?

Answer: Yes. Based on the provisions set out in the tender notice and its annexes, it appears that we cannot submit a separate statement containing requested amendments or reservations together with our bid.

Section 3 (Tender Criteria) explicitly states that reservations regarding the tender criteria are not permitted and that bidders must declare in the Reply Form (Annex 1) that they accept all criteria and contractual terms. Furthermore, Section 4.1 prohibits conditional bids.

Therefore, according to the current tender documents, the bid must be submitted on the basis of acceptance of all tender criteria and contractual terms.

Could our company be granted the right to terminate the contract without providing any reason, by giving 60 days' prior notice?

Answer: No. Reservations or conditional bids are not permitted under the tender documents. Therefore, the company cannot request an additional right to termination as part of its bid, and the existing termination provisions will apply.

The tender document states that the Supplier must be given 14 calendar days to take corrective action in the event of a significant breach of the Agreement. Under Turkish Labour Law, the employee's notice period may be up to 60 days. Would it be possible to extend this period to 60 days?

Answer: No amendment can be made to this provision through the bid. As the tender documents do not permit reservations, requested amendments, or conditional bids, the 14-day termination period specified in the tender documents would remain applicable.

Would it be possible for the Agreement to be signed in Turkish Lira (TRY)?

Answer: No. The Agreement is to be concluded in the currency specified in the tender documents. Therefore, the Supplier cannot request that the Agreement be signed in Turkish Lira unless this is expressly permitted by the tender documents.

If severance pay, notice pay and accrued annual leave costs are not included in our service fee, under what circumstances will we be able to invoice these costs?

Answer: Severance pay, notice pay and accrued annual leave costs cannot be invoiced separately and must be included in the Supplier's service fee.

Can we invoice the costs related to overtime requested by your side?

Answer: Yes. Overtime requested by the Embassy/Consulate General may be invoiced separately from the monthly service fee. Please see the price schedule in the agreement for how to calculate this.

If we dismiss an employee at your request and the employee subsequently files a reinstatement lawsuit, and the court rules in favour of the employee, can we invoice the resulting costs to you?

Answer: No. Such costs cannot be invoiced separately and shall remain the responsibility of the Supplier.

Would it be possible to add the following section to the agreement: "Either Party shall have the right to terminate this Agreement at any time, without providing any reason and without incurring any liability for compensation, provided that the other Party is given 30 (thirty) / 60 (sixty) days' prior written notice."

Answer: No.