**Standard letter of request for information on**

**Abnormally low tenders**

*[Insert date and place]*

*[Insert name and address of the contracting authority]*

*[Insert Tenderer’s name and address]*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procurement No** |  |  |  |  |  |  |  |  |  |

**Title:** ***[insert title of the procurement activity]***

Dear *[Mr/Ms]* *[insert name of contact person of the economic operator]*

Thank you for participating in the above-mentioned public procurement procedure. The procedure has been conducted in accordance with Public Procurement Law No. 04/L-042, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092 hereinafter quoted as “PPL”.

Your tender has been thoroughly evaluated according to the conditions and requirements given in the Tender Dossier and in the Contract Notice.

We consider that your tender appears to be abnormally low in relation to the object of the contract.

In order to evaluate your tender properly we request you to provide a detailed breakdown of the constituent elements of your tender and explanations as follows:

1. *[question 1]*
2. *[question 2]*
3. *[……]*

The requested information shall be received by us **in writing** in the above-mentioned address of the contracting authority or in fax number *[insert fax number]* or in e-mail *[insert e-mail]* within *[insert number of days]* **days** from the date of this request**.**

Without response from you on the above-mentioned questions within the stated time limit, your tender will be rejected.

Thank you in advance.

Respectfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *[Name and Surname of procurement Officer] [Signature]*