**Standard letter request for clarification of tender**

 *[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”.

In order to evaluate your tender properly, we request you to provide clarification of your tender as follows:

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

Your clarifying answer(s) 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]*