**Standard letter of notice on Miscalculation**

 *[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”.

During the examination of your tender we have found purely arithmetical error(s). It concerns:

1. *[describe the error 1]*
2. *[describe the error 2]*
3. *[……]*

Since the error (s) identified (a) is not more than two percent (2%) of the total value of the tender, in order to evaluate your tender properly we have corrected the error(s) by making the following amendment[s] of your tender:

*[Describe clearly which figure(s) is (are) changed and what is (are) the new figure(s)]*

If you **do not** agree with this (these) amendment(s), please contact us immediately **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]*

Respectfully,

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