14.407-2 Apparent clerical mistakes.

(a) Any clerical mistake, apparent on its face in the bid, *may* be corrected by the *contracting officer* before award. The *contracting officer* first *shall* obtain from the bidder a verification of the bid intended. Examples of apparent mistakes are-

(1) Obvious misplacement of a decimal point;

(2) Obviously incorrect discounts (for example, 1 percent 10 days, 2 percent 20 days, 5 percent 30 days);

(3) Obvious reversal of the price *f.o.b. destination* and price *f.o.b. origin*; and

(4) Obvious mistake in designation of unit.

(b) Correction of the bid *shall* be effected by attaching the verification to the original bid and a copy of the verification to the duplicate bid. Correction *shall* not be made on the face of the bid; however, it *shall* be reflected in the award document.

(c) Correction of bids submitted by *electronic data interchange shall* be effected by including in the electronic *solicitation* file the original bid, the verification request, and the bid verification.

Parent topic: 14.407 Mistakes in bids.