

For Use by Suppliers

Supplier Complaint and Review Process Submission Form

This form is designed to facilitate the supplier complaint and review process pursuant to section 25 of the **Public Procurement Regulations**.

The purpose of the supplier complaint and review process is to provide an opportunity for suppliers to voice complaints and to assist public bodies in identifying any gaps or shortcomings in procurement policy or practices. Filing a complaint does not affect the supplier's ability to participate in any ongoing or future procurements.

Supplier Information	
Supplier Organization Name:	
Supplier Representative Name:	
Supplier Representative Title:	
Supplier Representative Email:	
Supplier Representative Phone:	

As the representative of the supplier, I confirm that a supplier debriefing was requested and carried out on

As the representative of the supplier, I acknowledge that a complaint pursuant to section 25 of the Public Procurement Regulations must be registered with the Head of the Public Body responsible for the procurement within 15 business days of the supplier debriefing noted above.

Procurement Information	
Purchasing Organization:	
Number of Procurement:	
Title of Procurement:	

Description of Complaint

Please include details about the background and history of the complaint, including dated references for actions undertaken to date by the supplier and any responses from officials representing the public body. Additional attachments are permitted, as required.

Signature of Supplier Representative

Date