



OFFICIAL

## Procurement Complaint Form

<b>Contact details</b>	
Company name (registered name and trading name/s)*	
ABN/ACN*	
Registered address*	
Telephone number/s*	
E-mail address/es*	
Name and contact details (email address and phone number/s of the person the Agency can contact regarding the complaint)*	
<b>Information on the procurement</b>	
AusTender ID (ATM ID/CN ID/SON ID)*	
Name of ATM	
Product or service being procured*	
Relevant times and dates (i.e. issuance of tender, tender closing, and contract award)	
<b>Complaint particulars</b>	
Detailed statement of all relevant events and facts in support of complaint*	
Relevant times and dates*	
Whether the complaint is a GPJR	

Act Complaint or a General Procurement Complaint*	
Provisions of the <i>Commonwealth Procurement Rules</i> that have allegedly been breached*	
<b>Statement of form of relief requested</b>	
Remedy being sought*	
Complaint costs and/or tender preparation costs, if applicable*	
Postponement of contract award, if applicable*	
<b>Attachments</b>	
Any other information which will be of benefit to resolve the complaint including any correspondence or other evidence	

\*mandatory information for those procurement complaints which are made under the *Government Procurement (Judicial Review) Act 2018* (Cth).