



PROCUREMENT COMPLAINT FORM

1. Complainant Identification

Complainant's full name (please print)	
Street address	Unit
P.O. Box City	Province/State
Country	Postal code/Zip code
Telephone No. (including area code)	Fax No. (including area code)
E-mail	
Name and title of authorized official filing comp	plaint (please print)
Signature of authorized official	Date (year/month/day)
Telephone No. (including area code)	Fax No. (including area code)
Street address (if different from complainant's)	Unit
P.O. Box City	Province/State
Country	Postal code/Zip code

Complainants may represent themselves or retain counsel. Counsel may be a lawyer or a consultant. If counsel is

2. Counsel Identification

Name of counsel (pleas	se print)	
Name of counsel's firm	n	
Street address		Un
P.O. Box	City	Province/St
Country		Postal code/Zip code
Telephone No. (includi	ing area code)	Fax No. (including area code)

Note: To expedite proceedings, counsel should file their client's notice of participation and their notice of representation and declaration and undertaking with the original complaint. These forms are available on the Tribunal's Web site at http://www.citt-tcce.gc.ca/Forms/index_e.asp.

3. Information on the Procurement

A.	Identification Number Include the type of process used for the procurement in dispute (e.g. Request for Proposal [RFP], Request for Standing Offer [RFSO], Request for a Supply Arrangement [RFSA], Invitation to Tender [ITT], Letter of Interes [LOI], Advance Contract Award Notice [ACAN],) as well as the solicitation and/or contract number provided by the contracting authority.
В.	Requisitioning Authority Name of the government organization whose needs are being met through the procurement.
C.	Contracting Authority Name of the government organization administering the procurement process.
D.	Product and/or Service Procured Short description of the product and/or service being acquired. If known, provide the Federal Supply Classification (FSC) code, the Goods and Services Identification Number (GSIN) or the NATO stock number (NSN).

Е.	Date of the Issuance of the Solicitation Date on which the Notice of Proposed Procurement (NPP) or ACAN appeared on Canada's Electronic Tena Service (MERX), if applicable.
	Date (year/month/day)
F.	Bid Closing Deadline for the submission of bids.
	Date (year/month/day)
G.	Successful Bidder Name of the successful bidder, if applicable.
Н.	Contract Award Date
	Date (year/month/day)
I.	Date (year/month/day) Estimated Value of the Procurement Estimate of the contract value. Use the government's own estimated value, if known.
I.	Estimated Value of the Procurement
I.	Estimated Value of the Procurement
I.	Estimated Value of the Procurement

4.	Objection to the Contracting Authority
	An objection is a complaint made directly to the contracting authority. Attach a copy of any written objection and

identify it in Part 6.

A. Did you make an objection? If so, specify how you objected (e.g. by telephone, fax, e-mail). Yes No B. Government Organization to Which the Objection Was Made Name of the government organization. Name and title of the official to whom the objection was made. C. Date of the Objection Date (year/month/day)

			

What remedy did y	ed you seek from the contractin	g authority?		
Date and Natur	re of the Contracting A	Authority's Respon	nse to the Objection	
	n/day)			
Date (year/month				

5. Complaint to the Tribunal A. Basic Nature of the Complaint B. Trade Agreement(s) Under Which the Complaint Is Made If known, refer to the specific provisions of the applicable agreements (e.g. Article 506 of the Agreement on Internal Trade, Article 1012 of the North American Free Trade Agreement) that you believe have been breached.

<u>.</u> •	Nature of the Relief Requested What remedy are you seeking?
Э.	Costs Indicate whether you are requesting reimbursement of complaint costs and/or bid preparation costs? Costs will be awarded unless requested.
	Note that costs related to answering a complaint have also been awarded.
	-

Е.	Postponement of the Contract Award Under subsection 30.13(3) of the Canadian International Trade Tribunal Act, the Tribunal may order t government institution to postpone the award of a contract until the Tribunal determines the validity of t complaint. Do you wish to request such a postponement, if applicable?
F.	Detailed Statement of Facts and Arguments Provide a clear and detailed statement of the facts and arguments supporting your complaint. For each ground complaint, specify the date on which you became aware of the facts underlying that ground of complaint. Referent the relevant sections of the tender documents, if applicable. Use additional pages if necessary.
	me retevant sections of the tender documents, if applicable. Ose additional pages if necessary.

6	T int	۸f	٨	4400	hm	onta
n	ı içi	m	4	пяс	nm	enre

Send the completed procurement complaint form, all the necessary attachments and seven (7) additional copies, by mail or courier, to:

The Secretary Canadian International Trade Tribunal Standard Life Centre 333 Laurier Avenue West 15th Floor Ottawa, Ontario, Canada K1A 0G7

The procurement complaint form and attachments may also be sent by fax or e-mail. However, if you choose this option, you must simultaneously send the seven additional copies by mail or courier.

Fax No.: (613) 990-2439

E-mail: secretary@citt-tcce.gc.ca