



Ministry of Water,
Land and Air Protection

Financial and Administrative Services Branch
Policy, Evaluation and Revenue Strategies
Corporate Services Division
Ministry of Sustainable Resource Management and
Ministry of Water, Land and Air Protection
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File Number "Office Use Only":

Vendor Complaint Form

(Prior to completing this form, the Vendor must attempt to resolve the complaint informally through discussions with the Ministry Procurement Contact.)

Name:

Title:

Company/Organization Name :

Address:

City:

Postal Code:

Business Phone: ())

Alternate Phone: ())

Fax Number: ())

E-Mail Address:

Competition Number or Contract reference:

In the space below please provide the following information (attach additional information as necessary):

1. Description of the complaint.
2. Background leading to the complaint (initial actions and ministry/Procurement Supply Services, relevant dates and the actions of the parties).
3. Who have you dealt with to date regarding the complaint? (*names, titles, phone numbers*).
4. Describe any other action you have taken.
5. Describe the outcome that you seek:

The information contained in this form and any documents you provide with it are collected to investigate your complaint. It will be used for that purpose and to communicate with you about your complaint. This information will be available for review by any member of the public. If you have any questions about the collection or use of this information, contact the Ministry VCRP Advisor at the above address.

Signature:

Date: