



## PROCUREMENT COMPLAINT FORM

### 1. Complainant Identification

*A complainant can be a bidder or prospective bidder (e.g. individual, partnership, corporation, joint venture).*

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 complaint (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

**2. Counsel Identification**

*Complainants may represent themselves or retain counsel. Counsel may be a lawyer or a consultant. If counsel is retained, provide the following information.*

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Name of counsel (please print)

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Name of counsel's firm

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Street address

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Unit

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P.O. Box

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City

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Province/State

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Country

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Postal code/Zip code

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Telephone No. (including area code)

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Fax No. (including area code)

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E-mail

*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](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 a Standing Offer [RFSO], Request for a Supply Arrangement [RFSA], Invitation to Tender [ITT], Letter of Interest [LOI], Advance Contract Award Notice [ACAN],) as well as the **solicitation and/or contract number** provided by the contracting authority.*

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**B. Requisitioning Authority**

*Name of the government organization whose needs are being met through the procurement.*

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**C. Contracting Authority**

*Name of the government organization administering the procurement process.*

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**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).*

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**E. Date of the Issuance of the Solicitation**

*Date on which the Notice of Proposed Procurement (NPP) or ACAN appeared on Canada's Electronic Tendering Service (MERX), if applicable.*

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Date (year/month/day)

**F. Bid Closing**

*Deadline for the submission of bids.*

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Date (year/month/day)

**G. Successful Bidder**

*Name of the successful bidder, if applicable.*

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**H. Contract Award Date**

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Date (year/month/day)

**I. Estimated Value of the Procurement**

*Estimate of the contract value. Use the government's own estimated value, if known.*

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**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

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**B. Government Organization to Which the Objection Was Made**

*Name of the government organization.*

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*Name and title of the official to whom the objection was made.*

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**C. Date of the Objection**

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Date (year/month/day)















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](mailto:secretary@citt-tcce.gc.ca)