**Procurement Complaints Form**

| **Information required** | **Response** |
| --- | --- |
| Full legal organisation name | Insert response |
| Australian Business Number (ABN) | Insert response |
| Registered address | Insert response |
| Supplier’s contact name | Insert response |
| Supplier’s contact phone number | Insert response |
| Supplier’s contact email address | Insert response |
| **Information on the Procurement** |  |
| AusTender ID (ATM ID/CN ID/SON ID) | Insert response |
| Estimated contract value | Insert response |
| Product or service being procured | Insert response |
| Relevant times and dates (i.e. issuance of tender, tender closing, and contract award) | Insert response |
| **Complaint** |  |
| Detailed statement of all relevant events and facts in support of complaint | Insert response |
| Relevant times and dates | Insert response |
| Provisions of the relevant *Commonwealth Procurement Rules* that have allegedly been breached | Insert response |
| **Statement of form of relief requested** |  |
| Remedy being sought | Insert response |
| Complaint costs and/or tender preparation costs, if applicable | Insert response |
| Postponement of contract award, if applicable | Insert response |
| **Additional Information (optional)** |  |
| Any other information which will be of benefit to resolve the complaint including any correspondence or other evidence | Insert response |