



Complaint Form

The information requested on this form is required in accordance with [Procurement Ombudsman Regulations](#) made under the [Federal Accountability Act](#) for a complaint to be filed and considered for review. This personal information will be stored in Personal Information Bank Number PWGSC PPU 001 and is protected from disclosure to unauthorized persons/agencies pursuant to the provisions of the [Privacy Act](#). Under the [Access to Information Act](#), information held by a Federal Government institution may be released.

1. Identification (please print or type):

Name: _____

Title: _____

Full Company Name: _____

Business address in Canada:

Street: _____

Town/City: _____ Province/Territory: _____

Postal Code: _____ Telephone: _____

Fax (optional): _____

2. Details of the complaint:

TYPE (Please select one)

AWARD of a contract (including call-ups against standing offers/supply arrangements)

OR

ADMINISTRATION of a contract (including call-ups against standing offers/supply)

A	Contract reference number(s):		
B	Description of the goods and/or services (including construction) to be supplied:		
C	a.	The date the public notice announced that the contract had been awarded OR, if there wasn't a public notice, what was the date you became aware that the contract had been awarded (YYYY/MM/DD):	
	b.	If there wasn't a public notice, how did you become aware?	
D	Dollar value of the contract:		
E	Did your company bid on the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F	The date you became aware of the grounds for your complaint :		

3. Name(s) of the government department(s) involved in your complaint.

Please identify the federal government organization(s) involved in your issue(s):

4. Provide the grounds for your complaint, based on factual information.

Provide a clear list of all the issues with supporting documentation (additional [annex pages](#) are available as necessary).

Issue 1:

Issue 2:

Is additional information being submitted by post/fax/e-mail? <i>(such as any notice published on MERX; all tender documents, such as the complete RFP, with all amendments and attachments; your proposal; all related correspondence, including email; and any written information that related to any objection that you made)</i>	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

5. Have you contacted the organization(s) identified in Section 3 to resolve your issue?

If yes, what happened? If no, why not?

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6. Nature of the relief requested *(What is the solution you are seeking?)*

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7. Consent

Do you provide your consent, at this time, that the Office of the Procurement Ombudsman may contact the government department(s), identified above, in an attempt to resolve your issue(s).	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Declaration

- The facts and grounds on which this complaint is based are not and have not been the subject of an inquiry before the Canadian International Trade Tribunal or a proceeding in a court of competent jurisdiction; or
- I have been awarded the contract to which this complaint relates; or
- None of the above.

I hereby declare and certify that the information provided herein is to the best of my knowledge true, accurate and complete.

Name and title of authorized official filing the complaint (please print or type)	
Signature of authorized official	Date