

Attached Sample Form 1

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Government Procurement Complaint Form (Sample)

Attn: Government Procurement Review Board

Complainant*¹⁾ Seal Address
Tel. Fax

Address
Representative*²⁾ Seal
Tel. Fax

In accordance with 5.(1) of the Government Procurement-Related Complaint Review Procedure, I hereby file the following complaint:

1. Government procurement forming the subject of the complaint*³⁾

Bid notice no. (official gazette date / /)

Procuring entity
Procured article/service

2. Date of discovery of facts leading to the complaint*⁴⁾

3. Details of complaint*⁵⁾

4. Reason for complaint*⁶⁾

5. Conduct and content of consultations with the procuring entity involved in the complaint*⁷⁾

Consultations conducted
Content of consultations

Consultations not conducted

6. Request for anonymity in the public announcement and disclosure of the complaint*⁸⁾

Anonymity requested
Anonymity not requested

*1: If the complainant is a corporation, enter its main office address, its name and the name of the corporation's representative for the name and address given. Anonymous corporate complaints will not be accepted.

*2: If the appointed representative is a lawyer, a Representative (Lawyer) Appointment Notice (Attached Sample Form 3) must be submitted. For other representatives, a Representative Appointment Approval Request (Attached Sample Form 4) must be submitted.

*3: For procurement that has not been publicly announced in an official gazette, enter the name of the procuring entity and the details

of the procured articles and services with as much detail as possible.

- *4: 2.(2) of the Government Procurement-Related Complaint Review Procedure states: "A supplier judging that procurement has been performed in violation of the revised Agreement on Government Procurement created under the protocol regarding the revision of the Agreement on Government Procurement drafted in Geneva on March 30, 2012, and/or international agreements and regulations designated by the Chairperson (hereafter referred to as the Government Procurement Agreement, etc.) may file a complaint with the Government Procurement Review Board (hereafter referred to as "the Board")." 5.(1) of the Procedure states: "A supplier judging that procurement has been performed in violation of the regulations of any Government Procurement Agreement, etc. at any stage of the procurement process may register a complaint with the Board within 10 days of discovering or being reasonably capable of having discovered the conditions prompting the complaint."
- *5: Include the decision desired from the Board.
- *6: Include detailed reasons for the complaint regarding the violation of the Government Procurement Agreement, etc., and enter or attach any important information or evidence to support the complaint.
- *7: 2.(2) of the Government Procurement-Related Complaint Review Procedure states: "A supplier judging that the Government Procurement Agreement, etc. have been violated is advised to first engage in consultations with the procuring entity and seek to reach a resolution."
- *8: In line with the regulations stated in Method of Public Disclosure on the Status of Receipt and Review of Complaints Regarding Government Procurement (Chairperson of the Council of Government Procurement Review decision, July 30, 1996), the details of the complaint receipt and review status shall be summarized on a quarterly basis, and the names and other information of complainants shall be publicly disclosed. Complainants may be anonymized for the purpose of such disclosure.
In line with the regulations stated in Method of Public Disclosure Regarding Receipt of Complaints (Chairperson of the Government Procurement Review Board decision, December 26, 1995), the names and other information of complainants shall be listed in official gazettes and elsewhere. The names of complainants may be anonymized for the purpose of such disclosure.
- *9: See 2.(1) of Government Procurement-Related Complaint Review Procedure and 1.(1) of the Detailed Regulation on Government Procurement-Related Complaint Review Procedure for details of which suppliers may file complaints.
- *10: The executive office assigns a unique number to each complaint received. If the number (Review Board Item No. O) is not recognized, please check with the executive office.