# **Procurement Complaint Form**

Under the [Government Procurement (Judicial Review) Act 2018](https://www.legislation.gov.au/Details/C2018A00129), a supplier may complain to the Accountable Authority of a relevant Commonwealth entity about a contravention of the relevant Commonwealth Procurement Rules (so far as those rules relate to a covered procurement).

In order for us to be able to action your complaint in the shortest possible time frame, we need you to supply the below details in writing.

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# **Applicant Details**

**Full name**

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**Name of business**

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**Australian Business Number (ABN)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Phone number**

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**Email address**

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**Postal address**

Street address or PO Box

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**Suburb/Town** **State/Territory** **Postcode**

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| --- | --- | --- | --- | --- |
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**Did you tender for this opportunity?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

# **Information on the procurement**

**AusTender ID** (ATM ID/CN ID/SON ID)

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**Estimated Value**

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| --- |
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**Product or service being procured**

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**Relevant times and dates** (ie issuance of tender; tender closing; and contract award)

**Event Date Event description**

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| --- | --- | --- |
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# **Complaint**

**Relevant times and dates** (i.e. provide a detailed statement of all relevant events and facts in support of your complaint)

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Please list the provisions of the [Commonwealth Procurement Rules](https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules) that you consider have been breached. You must provide this information for us to be able to investigate this matter.

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# **Statement of form of relief requested**

**Remedy being sought**

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Complaint costs and/or tender preparation costs, if applicable

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# **Additional information (optional)**

Please include any other information which will be of benefit to resolve the complaint including any correspondence or other evidence.

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# **Lodging this form**

To lodge this form, please email it to [procurement@nema.gov.au](mailto:procurement@nema.gov.au). A National Emergency Management Agency representative will then contact you within two business days to discuss the complaint. Sending information via an unencrypted email presents certain security risks and in emailing this form you acknowledge and accept these risks.

# **Privacy information**

We use this information to help is investigate your complaint. For more information about your privacy go to https://nema.gov.au/about-us/governance-and-reporting/privacy-and-disclosures.