

**Review Body on Bid Challenges (under the World Trade Organization
Agreement on Government Procurement)
Complaint Form**

Part I: Particulars of Complainant

I would like to lodge a complaint against the procuring entity listed in Part II below for breaching the World Trade Organization Agreement on Government Procurement (WTO GPA).

Name of supplier: _____

Name and position of contact person: _____

Tel no. : _____ Fax no. : _____ E-mail address: _____

Correspondence address: _____

Part II: Particulars of Procuring Entity

Name of procuring entity: _____

Name and position of contact person: _____

Tel no.: _____ Fax no.: _____

Correspondence address: _____

Part III: The Complaint

A. Details of the procurement concerned :

Contract/ Tender no.	Date of tender invitation	Date of contract awarded	Contract/Procurement value (HK\$)

Brief description / Nature of the procurement: _____

B. Provision(s) of WTO GPA breached¹ :

The breach(es) came to my notice on _____ (date).²

¹ A full English text of GPA is available at the internet at http://www.wto.org/english/tratop_e/gproc_e/agrmnt_e.htm

² The time limit for submission of challenges is within 10 working days in normal cases and 30 working days for exceptional cases, from the date you knew or reasonably should have known the basis of the challenge.

C. Details of consultation³ with the abovenamed procuring entity:

Date of consultation	Form of consultation	Form of remedy required
	verbal negotiation / written request*	

Reasons of unsuccessful consultation: _____

D. Detailed grounds of my complaint are :

(Please attach documentary support and use additional sheets, if necessary)

E. Form of remedy now required (if not the same as C above) :

F. Request for rapid interim measures to be implemented by the procuring entity : Yes / No *

³ If you have not yet entered into any form of consultation with the procuring entity concerned to resolve the complaint, you may wish to consult the procuring entity in the first instance before deciding whether to lodge a complaint to this Review Body. In any event, the time limit for submission of challenges to this Review Body as stated in Footnote 2 above should be adhered to.

* Delete if inappropriate

Part IV: Declaration

1. I declare that should this complaint be accepted for inquiry by the Review Body, my representative(s) (if any) and I agree to abide by the Rules of Operation of the Review Body.
2. I consent to the Review Body obtaining my personal data kept by a third party, that are considered relevant and necessary for the purpose of processing my complaint.

Date : _____ Signature of complainant : _____

Important Notes:

The form must be fully completed either in English or Chinese and delivered to the **Secretariat of the Review Body on Bid Challenges, 17/E, 700 Nathan Road, Kowloon, Hong Kong**. For enquiries, please contact us at (852) 2398 5449 (tel) or (852) 2787 7799 (fax).

The personal data provided on this form and the attachment, if any, will be used by the Review Body for investigation purpose. The complainant has a right of access and correction in respect of personal data in accordance with the Personal Data (Privacy) Ordinance. Request for personal data access and correction should be addressed to the Secretariat of the Review Body at the above address. Please also quote your complaint reference number.