

Appeal Submission Form

Instructions to Suppliers

This form must be used by any supplier submitting an appeal to the Independent Adjudicator under section 43(2) of the Public Procurement Act 2025.

The form must be submitted to the Independent Adjudicator, through the Head of GPS.

The appeal must be submitted no later than ten (10) days after:

- the issue of a written decision by the accounting officer of the procuring entity; or*
- the date when a written decision should have been issued by the accounting officer of the procuring entity.*

Procuring Entity and Procurement Details

This appeal is submitted in relation to the following procurement process:

Name of Procuring Entity	<i>[Insert name of procuring entity]</i>
Procurement Reference Number	<i>[Insert procurement reference number]</i>
Brief Description of Procurement	<i>[Insert brief description of goods, works, services or consulting services]</i>

Supplier Details

This appeal is submitted by the following supplier:

Name of Supplier	<i>[Insert name of supplier]</i>
Name and Position of Person submitting complaint	<i>[Insert name and job title of the person submitting the complaint]</i>
Address of Supplier	<i>[Insert address of supplier]</i>
Telephone number of Supplier	<i>[Insert telephone number of supplier]</i>
Email address of Supplier	<i>[Insert email address of supplier]</i>

Details of Complaint to Procuring Entity

This appeal is submitted in relation to the following complaint:

Date of submission of complaint to the accounting officer	<i>[State the date when the original complaint was submitted to the accounting officer of the procuring entity.]</i>
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State the act or omission by the procuring entity which is alleged to contravene the Public Procurement Act 2025	<i>[Identify the decision, act, breach of a duty or non-compliance with the Public Procurement Act 2025 which gave rise to the complaint. This information should be the same as submitted on the original Complaint Submission Form.]</i>
Describe the loss or injury suffered, or likely to be suffered, as a result of the decision, act, breach of a duty or non-compliance with the Public Procurement Act 2025 identified above.	<i>[Describe how the supplier has suffered or will suffer as a result of the alleged act or omission by the procuring entity e.g. unfair exclusion from a procurement process, loss of a contract award or disclosure of commercially sensitive information. This information should be the same as submitted on the original Complaint Submission Form.]</i>
Was a written decision issued by the accounting officer?	☐ Yes ☐ No
If yes, date of issue of decision by accounting officer	<i>[State the date when the accounting officer's decision was issued or state "not applicable".]</i>

Grounds for Appeal

Grounds for appeal to the Independent Adjudicator	☐ Not satisfied with the accounting officer's decision ☐ No decision issued by the accounting officer
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Information and Evidence

<i>[Insert details of why you are dissatisfied with the decision of the accounting officer, where a decision has been issued.</i> <i>This section does not need to be completed where no decision was issued by the accounting officer.</i> <i>List and attach relevant documentary evidence or provide links to where it can be found.]</i>

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Declaration

I hereby declare that:

- I am submitting an appeal to the Independent Adjudicator in relation to the complaint described above, in accordance with section 43(2) of the Public Procurement Act 2025;
- I am authorised to submit an appeal on behalf of the supplier named above; and
- The above information is complete and accurate to the best of my knowledge.

Signature	
Name	
Position	
Date of submission of appeal	