



GOVERNMENT
PROCUREMENT
SERVICES
MONTSERRAT

Complaint Submission Form

Instructions to Suppliers

This form must be used by any supplier submitting a complaint under section 41 of the Public Procurement Act 2025.

The form must be submitted to the Accounting Officer of the procuring entity, with a copy to the Head of GPS.

The complaint must be submitted no later than:

- five (5) days after the supplier became aware of, or should have become aware of, the circumstances giving rise to the complaint, whichever is earlier; and*
- in any event, before the end of the standstill period where a notice of intention to award has been issued.*

Procuring Entity and Procurement Details

This complaint 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 complaint 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>

Grounds for Complaint

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 gives rise to the complaint.]</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.]</i>

Date of becoming aware of circumstances giving rise to the Complaint

State the date when you became aware of the circumstances giving rise to the complaint	<i>[State the date when you became aware, or should have become aware, of the circumstances giving rise to the complaint, whichever is earlier e.g. the date of issue of a tender notice or notice of intention to award or the date of a communication from the procuring entity.]</i>
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Information and Evidence

[Insert further details of the act or omission by the procuring entity which gives rise to this complaint. Include details of the procurement process concerned, the procuring entity, dates of key events or documents and how you became aware. Make reference to the Public Procurement Act 2025 and/or Public Procurement Regulations 2025 where relevant.]

List and attach relevant documentary evidence or provide links to where it can be found e.g. any tender, correspondence with the procuring entity or other relevant information.]

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Declaration

I hereby declare that:

- I am requesting review of a decision, action, breach of a duty or non-compliance by the procuring entity named above, in relation to the procurement described above, in accordance with section 41 of the Public Procurement Act 2025;
- I am authorised to submit a complaint 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 complaint	