

JIGAWA STATE DUE PROCESS & PROJECT MONITORING BUREAU, DUTSE
PROCUREMENT COMPLAINT TEMPLATE

1. Complainant Identification

A Complainant can be a bidder or prospective bidder (e.g. individual, partnership, corporation, joint venture)

Name and title of authorized official filing complaint (insert)

A. Corporate Information.

Company name (insert)

Street address

Town

P.O. Box

LGA

State

Country

Telephone No.

E-mail of authorized official

Signature of authorized official

Date

B. Authorized Official Information (if different from above)

Street address

P.O. Box

LGA

State

Country

Telephone No.

2. Counsel Identification

Complainants may represent themselves or retain counsel. Counsel may be a lawyer or a consultant. If counsel is retained, provide the following information.

Name of Counsel (insert)

Name of Counsel Firm

Street address

P.O. Box

LGA

State

Country

Telephone No.

E-mail Address

Note: To expedite proceedings, counsel should file their client's notice of participation, their notice of representation, declaration and undertaking with the original complaint. These forms are available on the Bureau's Web site at <http://www.jigawadueprocess.com>.

3. Information on the Procurement

A. Project Identification Number

*Including the **type of Method** used for the procurement in dispute (e.g. Request for Proposal [RFP], Request for a Supply Arrangement [RFSa], Invitation to Tender [ITT], Letter of Interest [LOI], as well as the **contract number** provided by the contracting authority.*

B. Contracting Authority

Name of the PE administering the procurement process.

C. Product and/or Service Procured

Short description of the product and/or service being acquired.

D. Date of the Issuance of the Petition

Date on which the notice of Proposed Procurement Complaint is Issued.

Date (day/month/year)

E. Bid Closing

Deadline for the submission of bids.

Date (day/month/year)

F. Successful Bidder

Name of the successful bidder, if applicable.

G. Contract Award Date

Date (day/month/year)

4. Objection to the Procuring Entity (PE)

An objection is a complaint made directly to the procuring entity. Attach a copy of any written objection and identify it in part 6

A. Did you make an objection? If so, specify how you objected (e.g by telephone, e-mail or hand written. Yes No

by Telephone

by e-mail

by hand written

B. Procuring Entity to Which the Objection Was Made.

Name of Procuring Entity

Name and Title of the official to whom the objection was made

C. Date of the Objection

Date (day/month/year)

D. Nature of the Objection

Date (day/month/year)

E. Relief Requested

What remedy did you seek from the Procuring Entity's Response to the Objection

Date (day/month/year)

F. Date and Nature of the Procuring Entity's Response to the Objection.

Deadline for the submission of bids.

Date (day/month/year)

5. Complaint to the Bureau

A. Basic Nature of the complaint

B. Contract Agreement(s) Under Which the Complaint Is Made

Here refer to the specific provisions of the applicable contract agreements clause that you believe have been breached.

C. Nature of the Relief Requested

What remedy are you seeking

D. Costs

Indicate whether you are requesting reimbursement of complaint costs and/or bid preparation costs? Costs will not be awarded unless requested.

Note that costs related to answering a complaint have also been awarded.

(Cost will be stated in Nigerian Naira)

E. Postponement of the Contract Award

Under subsection 24 (5) of the Jigawa State Due Process and Project Monitoring Bureau Law 2012, the Bureau shall suspend any further action by procuring entity. until the Bureau has settled the matter

F. Detailed Statement of Facts and Arguments

Provide a clear and detailed statement of the facts and arguments supporting your complaint. For each ground of complaint, specify the date on which you became aware of the facts underlying that ground of complaint. Reference the relevant sections of the tender documents, if applicable. Use additional pages if necessary.

6. List of Attachment

In order for a complaint to be considered filed, it must be complete. Attach a legible copy of all documents that are relevant to your complaint and a list of all these documents. You must include **any notice published on National dailies, Notice board or placed on websites; all tender documents, such as the complete RFP, with all amendments and attachments; your proposal; all related correspondence, including e-mail; and any written information that relates to any objection that you made.** Indicate which information, if any, is confidential. Explain why the information is confidential and provide either a version of the relevant documents with confidential portions removed or a summary of the contents.

7. Confidential Information

You should note that information submitted to the Bureau is made available to the public, unless designated as confidential. Business proprietary information that may be considered as confidential includes, for example, confidential pricing or business strategies. The solicitation documents in the bid dispute, the grounds of your complaint and correspondence with procuring entity that does not disclose business proprietary information are usually not considered as confidential information.

- I confirm that this complaint **DOES NOT** contain any confidential information. However, I hereby advise the Bureau that, should the complaint be accepted for inquiry, the Management staff of the Bureau involved in this procurement may be granted access to any future confidential documents that may be filed by the complainant in these proceedings, including comments on the procuring entity report.
- I confirm that this complaint **DOES** contain confidential information, and I hereby advise the Bureau that, should the complaint be accepted for inquiry, Management staff of the Bureau involved in this procurement may be granted access to the following: (a) the confidential version of the complaint; and (b) any confidential documents that may be filed by the complainant in these proceedings, including comments on the procuring entity report.

Note: If you have identified information as confidential, you will be required to produce a **public version** of your complaint by blacking out the information you wish to protect.

Requests for information regarding this complaint form should be addressed to:

The Director General

Due Process and Project Monitoring Bureau

Block A-Q2 First Floor, New State Secretariat Complex, Dutse

Telephone: 08069188838

07058206499

E-mail: info@jigawadueprocess.com