|  |
| --- |
| **General Information** |
| ANSTO manages all formal (written) procurement complaints, including concerns arising during a tender process, in a manner consistent with the *Commonwealth Procurement Rules* (*CPRs*) and, where applicable, statutory obligations under the *Government Procurement (Judicial Review) Act 2018* (the *JR Act*). There are two types of procurement complaints that may be submitted:* A ‘*general*’ procurement complaint that does not satisfy the requirements for a *JR Act* complaint. A ‘*general’* procurement complaint can be made about any aspect of a procurement process and can relate to any procurement activity.
* A *JR Act* procurement complaint made under section 18 of the *JR Act* in relation to alleged or proposed contraventions of *relevant CPRs* relating to a ‘*covered procurement’ -* where the interests of the *supplier* making the complaint are affected by the alleged contravention/s

A ‘*covered procurement*’ under *the JR Act* is a procurement where:* Division 1 and Division 2 of the *CPRs* apply, and
* the estimated value of the procurement is at or above the relevant procurement thresholds values specified in the *CPRs* – ANSTO’s relevant procurement thresholds values are:
	+ $400,000 (incl. GST) for the procurement of goods and / or services
	+ $7.5 million (incl. GST) for the procurement of construction services

If you wish to make a formal *JR Act complaint* or a *general* procurement complaint you should complete relevant sections of this complaints form and send it to ANSTO at: - ProcurementComplaints@ansto.gov.au.  |

| **Section 1 – ‘*Supplier* ‘/ complainant details** |
| --- |
| S*upplier* (complainant) business name*(Name of affected business entity, not the individual lodging the form)* |       |
| *Supplier* ABN or ACN  |       |
| *Supplier* registered address |       |
| *Supplier* contact name*(Name of person ANSTO can contact regarding the complaint)*  |       |
| *Supplier* contact email address & phone number |       |

| **Section 2 – Type of procurement complaint** |
| --- |
| Do you intend for this complaint to be dealt with as: * a ‘*general*’ procurement complaint, or
* *a JR Act* procurement complaint, as it relates to alleged or proposed contraventions of *relevant CPRs* relating to a ‘*covered procurement’*
 |       |

| **Section 3 – Procurement process or activity subject of complaint** |
| --- |
| AusTender ID reference no. *(applicable to complaint)*(i.e. approach to market ID; contract notice ID; or standing offer notice ID) |       |
| Name / description of goods and or services being procured (*applicable to complaint)* |       |
| Estimated value of procurement *(applicable to complaint)* |       |

| **Section 4 – Complaint particulars** |
| --- |
| Please provide a detailed statement of all relevant events and facts in support of the complaint - including relevant dates and times.      |
| If you intend for the complaint to be dealt with as a *JR Act* complaint, please list the *CPRs* you consider have been or will be contravened in relation the ‘covered procurement’ referenced in this complaint. |       |
| If you intend for the complaint to be dealt with as a *JR Act* complaint, please indicated how the *supplier’s* interests are affected by the alleged contravention or proposed contravention of relevant *CPRs.*      |

| **Section 5 – Form of remedy / relief being sought** |
| --- |
| Please provide a statement of remedy or relief being sought.      |

| **Section 6 – Additional Information (Optional)** |
| --- |
| Please provide any additional information that will be of benefit to resolve the complaint.      |

| **Section 7 – ‘*Supplier*’ (complainant) Acknowledgement** |
| --- |
| *I confirm all information provided in this complaint is true and correct to the best of my knowledge and belief and I have authority to make this complaint on behalf of the ‘supplier’.* |
| Name:       |
| Position:       |
| Date:       |
| Signature: |

**Privacy Statement:**

The information you provide in the ANSTO Procurement Complaints Form will be used by ANSTO to assess, investigate and respond to your complaint.

ANSTO will treat the information in your complaint as confidential and will only provide details of the complaint (or parts of the complaint) to those individuals with a need to know and who have relevant information about the complaint.

By completing and submitting this complaint form you consent to ANSTO using your information for these purposes.

Your personal information will be used and stored in accordance with the Privacy Act 1988 (Cth) and ANSTO’s Privacy Policy which is accessible at ansto.gov.au.

For further information on how ANSTO treats your personal information please contact the Privacy Officer on privacy@ansto.gov.au