

**GENERAL INFORMATION**

- The purpose of this form is to provide a mechanism for suppliers to notify ANSTO of any complaints in relation to procurement activities undertaken by ANSTO as part of tendering processes
- ANSTO requests sufficient evidence to be provided with the complaint so that ANSTO may properly consider the complaint.
- If you allege that relevant legislation, policies or procedures have been breached during the Procurement Process, please detail the alleged breach and provide evidence or information supporting the complaint.
- You may submit your Procurement Complaint Form by email to [ProcurementComplaints@ansto.gov.au](mailto:ProcurementComplaints@ansto.gov.au)

**SECTION 1 COMPLAINANT DETAILS**

<b>COMPLAINANT NAME</b>	
<b>ABN OR ACN (IF APPLICABLE)</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>EMAIL ADDRESS</b>	
<b>CONTACT OFFICER FOR COMPLAINANT (NAME, TITLE, EMAIL AND CONTACT NUMBER)</b>	

**SECTION 2 INFORMATION ON THE PROCUREMENT**

<b>AUS TENDER ID (ATM ID/CN ID/SON ID)</b>	
<b>ESTIMATED CONTRACT VALUE</b>	
<b>PRODUCT OR SERVICE BEING PROCURED</b>	
<b>UNSPSC CODE</b>	
<b>RELEVANT TIMES AND DATES (I.E. ISSUANCE OF TENDER, TENDER CLOSING, AND CONTRACT AWARD)</b>	

**SECTION 3 DESCRIPTION OF COMPLAINT**

# For Official Use Only

1. Detailed statement of all relevant events and facts in support of complaint with sufficient evidence and any other relevant information. Provide attachment/s if necessary.

**RELEVANT TIMES AND DATES**

**PROVISIONS OF ANY LEGISLATION, COMMONWEALTH PROCUREMENT RULES OR POLIICIES THAT MAY HAVE BEEN BREACHED**

**ANY REMEDIAL ACTION SOUGHT (FOR EXAMPLE COMPLAINT COSTS/TENDER COSTS, POSTPONEMENT OF CONTRACT AWARD)**

Please note that complaint will have to be assessed under relevant legislation to ascertain whether any such entitlement exists.

**HAVE YOU COMMENCED ANY COURT PROCEEDINGS, AND IF SO PLEASE DETAIL**

Please note that under the Government Procurement (Judicial Review) Act 2018, you should attempt to resolve your complaint with ANSTO before commencing any action.

**SECTION 4      ACKNOWLEDGMENT**

**I confirm that all of the 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 Complainant.**

<b>Signature of person/s completing this form</b>	Signature:	Date:
	Full name:	
	Position:	
<b>Witness</b>	Signature:	Date:
	Full name:	
	Position	

**NEXT STEPS**  
We will contact you within two working days of receiving your complaint to let you know what we will do to investigate your complaint. Your complaint will be treated seriously and we will contact you to keep you up to date.

**GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE**  
The *Criminal Code 2002* provides for significant penalties, including fines and imprisonment, for making a false or misleading statement.

**CONFIDENTIALITY**  
Any information we gather through this complaint management process will be treated as confidential and will be used only for the purpose of resolving the complaint. We may need to share the information you provide to relevant third parties to help resolve your complaint. You can request that your personal details be withheld. We will respect your request. In the case where withholding your personal details makes it difficult to resolve your complaint we will contact you before taking further action.