



STEP 2. VENDOR NOTICE OF PROTEST FORM

The purpose of this form is to provide the Government of the Northwest Territories ("GNWT") with notification that a Vendor wishes to protest the results of a procurement evaluation process, in accordance with Section 6 of the Vendor Complaint Process.

This form must be received at the email address VendorComplaints@gov.nt.ca, within **three (3) business days** of the day the results of the procurement evaluation process were released by the GNWT.

| | | | |
|---|--|---------------------------------------|--|
| Procurement Competition (Event) Reference Number: | | Date of form submission (YYYY/MM/DD): | |
|---|--|---------------------------------------|--|

| | | | |
|---------------------------------------|--|--------------|--|
| Vendor / Company / Organization name: | | | |
| Representative's name: | | | |
| Representative's Title: | | | |
| Phone: | | Email: | |
| Address: | | | |
| Community: | | Postal Code: | |

PLEASE PROVIDE THE FOLLOWING, AND ATTACH ADDITIONAL INFORMATION AS REQUIRED/NECESSARY

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| 1. | Please attach copies of any previous correspondence (with GNWT staff) relating to the procurement competition (Event). |
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| 2. | Provide a description of your concerns related to the procurement Event documents. |
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| Signature of Representative: | |
| Date (YYYY/MM/DD): | |

THIS COMPLETE FORM MUST BE SUBMITTED VIA EMAIL TO: VendorComplaints@gov.nt.ca

ACCESS OF INFORMATION AND PROTECTION OF PRIVACY ACT
All documents, including this form, and any appendices submitted to the GNWT are in the custody and under the control of the GNWT. Vendors, by submitting this Vendor Complaint Form and any appendices, acknowledge that the GNWT may be required to release, in whole or in part, the documents in accordance with the *Access to Information and Protection of Privacy Act* (ATIPP) of the GNWT.

| TO BE COMPLETED BY GNWT | | | |
|-------------------------|--|--------------------|--|
| Received by: | | Date (YYYY/MM/DD): | |
| Title: | | VCPR Log #: | |