



## STEP 1. VENDOR ENQUIRY ESCALATION FORM

The purpose of this form is to escalate Vendor concerns where **questions on an open procurement competition** have not been answered, or responses to the questions appear not to have been adequately addressed by the GNWT, through the standard enquires process defined in the competitive documents.

This form must be received at the email address [VendorComplaints@gov.nt.ca](mailto:VendorComplaints@gov.nt.ca), and in accordance with the timeframe specified in the procurement documents for enquiries during the solicitation period.

Procurement Competition (Event) Reference Number:		Date of form submission (YYYY/MM/DD):	
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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	
1.	<input type="checkbox"/> I have not received <b>any</b> response to my questions/concerns
2.	<input type="checkbox"/> The response received did not completely address my questions/concerns
3.	Please attach copies of previous correspondence (with GNWT staff) relating to your questions/concerns



4.	Provide a description of your outstanding questions/concerns related to the procurement Event documents:
Signature of Representative:	
Date (YYYY/MM/DD):	

THIS COMPLETE FORM MUST BE SUBMITTED VIA EMAIL TO: [VendorComplaints@gov.nt.ca](mailto: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 #:	