

**Project Procurement Committee Complaint Form**

**INSTRUCTIONS**

* Enter text directly into the required fields;
* Submit the completed form via email to ***procurementcomplaints@eib.org***.
* Attach the complaint and the supporting documentation to the email or correspondence.

|  |  |
| --- | --- |
| **PROJECT INFORMATION** | |
| Country |  |
| Project Name |  |
| Finance Contract / Project Number |  |
| Promoter Name |  |

|  |  |
| --- | --- |
| **COMPLAINANT INFORMATION** | |
| Name of Complainant or legal representative |  |
| Complete Address  *(Country, Province / State, City, Street and number, Phone, Email)* |  |
| Date of Complaint |  |

|  |  |
| --- | --- |
| **PROCUREMENT COMPLAINT INFORMATION** | |
| Contract name and identification number |  |
| Estimated Cost (Euros) |  |
| Category of Procurement | **O** WORKS  **O** SUPPLIES  **O** SERVICES  **O** CONCESSION |
| Stage of Procurement Process | **O** PREQUALIFICATION STAGE  **O** TECHNICAL EVALUATION  **O** FINAL EVALUATION WITH PROPOSED AWARD  **O** CONTRACT MODIFICATION  **O** OTHER |
| Nature and description of the Complaint – SUMMARY  ***(Complaint to be attached as Annex 1)*** |  |
| Relevant provisions of the  Guide to Procurement or tender documents |  |
| Supporting documentation  ***(To be attached as Annex 2)*** |  |

|  |
| --- |
| *Failure to fill in important information in the form may cause the complaint to be rejected without substantive review or a delay in its treatment.*  *Fraud and Corruption complaints should be sent directly to the Fraud and Investigation Division, within the Inspectorate General directorate.*  *If your complaint deals with Bank decisions or omissions on other issues than the Guide to Procurement, it should be sent to the EIB Complaints Mechanism under the EIB-Complaints Mechanism Policy.* |