

**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.

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

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

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| **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 theGuide to Procurement or tender documents |  |
| Supporting documentation***(To be attached as Annex 2)*** |  |

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| *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.*  |