

# COMPLAINT FORM FILED WITH A PUBLIC BODY

Before you file a complaint with a public body, please consult the complaint reception and examination procedure indicated on the website of the body concerned.

## CONDITIONS FOR FILING COMPLAINTS

- ▶ This form must be used to file a complaint with a public body concerning a competitive bidding, corporate qualification or goods certification process under way because the documents :
  - stipulate conditions that do not ensure the honest, fair treatment of the competitors; or
  - do not allow the competitors to participate although they are qualified to satisfy the needs expressed; or
  - do not conform to the normative framework applicable to the public body.
- ▶ Only persons interested in participating in the tendering or awarding process with the intention of fulfilling the contract and who have the ability to do so may file a complaint.

! If none of these situations applies to you, please directly contact the Autorité des marchés publics at [amp.gouv.qc.ca](http://amp.gouv.qc.ca).

## SUBMISSION OF THE COMPLAINT

! The red fields marked with an **asterisk (\*)** are mandatory.

- ▶ Please submit by email the completed form to the official responsible for the complaints receipt and examination procedure in the public body concerned

Indicate the official's contact information :

\*Name :

\*Email :

Telephone :

### Important!

- ▶ You must also promptly submit a copy of the complaint to the Autorité des marchés publics (AMP) at the following address: [formulaire.plainte@amp.gouv.qc.ca](mailto:formulaire.plainte@amp.gouv.qc.ca).

## AFTER YOU HAVE SUBMITTED THE COMPLAINT

- ▶ If you disagree with the public body's decision, you are entitled to file a complaint with the AMP within **three days** of receipt of the decision.
- ▶ If you do not receive the public body's decision not later than three days before the tender closing date, you can also file a complaint with the AMP **not later than that date**.
- ▶ If you wish to withdraw a complaint, use the section reserved for this purpose on page 7 of this form. To facilitate the process, we recommend that you use the copy of the form on which you initially filed your complaint. Once you have completed the complaint withdrawal section, resubmit the form by email to the public body concerned and to the AMP.

## TO FILE A COMPLAINT

**!** The red fields marked with an **asterisk (\*)** are mandatory.

### 1. Identification of the public body

\*Name of the public body targeted by the complaint :

### 2. Identification of the complainant

Name and contact information of the person or group of persons interested in participating in the competitive bidding, corporate qualification or goods certification process :

\*Full name :

\*Email :

\*Telephone :

Representative's name and contact information, where applicable :

Last Name :

First Name :

Email :

Telephone :

\*Québec enterprise number (NEQ) :

NEQ does not exist

Please explain why :

Person to contact (if different from the complainant) :

Last name :

First name :

Email :

Telephone :

\*Attestation of the veracity of the information :

I hereby attest that all of the information provided in this form is, to the best of my knowledge, accurate.

TO FILE A COMPLAINT (continued)

**3. Information on the awarding process covered by the complaint**

\*Number of the notice indicated in the Electronic Tendering System (SEAO)<sup>1</sup> of the Government of Québec :

\*Reference number of the notice indicated in SEAO :

Title of the notice covered by the awarding process as indicated in SEAO :

Deadline for receiving complaints indicated in SEAO :

Tender closing date recorded in SEAO :

\*Did you obtain the competitive bidding, corporate qualification or goods certification documents?

Yes                  No

If "No", please indicate the reason :

\*Are you interested in bidding ?

Yes                  No

If "No", please indicate the reason :

Did you contact someone in the public body concerning the process targeted by your complaint ?

Yes                  No

If "Yes," indicate the means used to contact the person and his contact information :

Means used :

If "Other," please specify ::

Last name :

First name :

Email :

Telephone :

\*Are you pursuing or have you pursued legal recourse in respect of the same facts as those set out in the complaint ?


Yes                  No

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1. [www.seao.ca](http://www.seao.ca)

## TO FILE A COMPLAINT (continued)

### 4. Description of the facts that support the complaint

 If need be, use pages 5 and 6 of this form to explain your reasons and/or attach additional pages to your email along with any document relevant to the analysis of this complaint.

\*Describe in detail in the grounds for your complaint.

If need be, continue to describe the grounds for your complaint.

Au besoin, continuez de décrire les motifs de votre plainte.

## TO WITHDRAW YOUR COMPLAINT

**!** To withdraw your complaint, we recommend that you use the copy of the form completed to initially file the complaint.  
The red fields marked with an **asterisk (\*)** are mandatory.

Name and contact information of the person or group of persons that filed the complaint :

\*Full name :

\*Email :

\*Telephone :

\*Attestation of withdrawal of the complaint :

I hereby confirm the withdrawal of my complaint filed with the public body indicated below.

\*Name of the public body targeted by the complaint to be withdrawn :

\*Date of submission by email of the complaint :

Follow-up number of your complaint (if you received it) :

\*Reason for withdrawing the complaint :