# IDLO SUPPLIER BID PROTEST

# GUIDELINES

Suppliers that genuinely consider they have been unfairly treated in connection with an IDLO procurement process may lodge a complaint directly via email to bidprotest@idlo.int.

To be eligible, the Supplier must:

1. have submitted a response to a recent IDLO tender;
2. lodge their protest within ten (10) days after receiving a Regret Letter or email confirmation from IDLO that they were not the successful bidder.

The following information must be provided to IDLO at time of protest:

1. The Supplier’s name
2. Name and title of the person representing the Supplier
3. Postal address
4. Email address
5. Telephone number
6. The tender reference number (RFQ, ITB or RFP)
7. A statement containing:
	1. Facts of the case
	2. Reasons why the Supplier considers they were prejudiced
	3. Proposed remedy
8. Any supporting documents to justify the statement in list item no.7
9. Copy of Supplier's tender response (documentation) to a recent IDLO tender
10. Date of IDLO's Regret Letter

An incomplete bid protest form will not be processed.

All information provided will be treated in confidence.

The *Supplier Bid Protest Form* is on the following page.

# IDLO SUPPLIER BID PROTEST

# FORM

Please follow the guidelines for filling in the form. \* represents a mandatory field.

**Supplier Name: \***

**Tender Number (RFQ, ITB or RFP): \***

***Supplier Contact Information***

**First and Last Names: \***

**Job Title:**

**E-mail: \***

**Phone:**   include country code +

**Postal Address:**

**Did you receive a *Regret Letter* or email on unsuccessful bid?**

**[ ]  YES – Enter the date:**  DD/MM/YYYY

**[ ]  NO**

**Include with this document copies of relevant supporting documents (only submit one zipped file, max. 10 MB)**

**Statements including a) Facts of the case b) Reasons why the Supplier considers they were prejudiced c) Proposed remedy (max 1000 words):**

**Declaration:**

**By submitting this form, I declare the information contained in this form is correct to the best of my knowledge and belief.**

Date:  DD/MM/YYYY  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name and Title)