



Procurement complaint form

Under the [Government Procurement \(Judicial Review\) Act 2018](#), a supplier may complain to the accountable authority of a relevant Commonwealth entity about a contravention of the relevant Commonwealth Procurement Rules (so far as those rules relate to a covered procurement).

In order for us to be able to action your complaint in the shortest possible time frame, we need you to supply the below details in writing.

Applicant Details

Full name

Name of business

Australian Business Number (ABN)

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Phone number

Email address

Postal address (street address or PO Box)

Street number and name

Suburb/Town

State/Territory

Postcode

Did you tender for this opportunity?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Information on the procurement

AusTender ID (ATM ID/CN ID/SON ID)

Estimated Value

Product or service being procured

Relevant times and dates (ie issuance of tender; tender closing; and contract award)

Event Date

Event description

Complaint

Relevant times and dates (i.e. provide a detailed statement of all relevant events and facts in support of your complaint)

Please list the provisions of the [Commonwealth Procurement Rules](#) that you consider have been breached. You must provide this information for us to be able to investigate this matter.

Statement of form of relief requested

Remedy being sought

Complaint costs and/or tender preparation costs, if applicable

Additional information (optional)

Please include any other information which will be of benefit to resolve the complaint including any correspondence or other evidence.

Lodging this form

To lodge this form, please email it to procurement.complaints@dva.gov.au. A Department of Veterans' Affairs representative will then contact you within two business days to discuss the complaint if required. Sending information via an unencrypted email presents certain security risks and in emailing this form you acknowledge and accept these risks.

Privacy information

We use this information to help investigate your complaint. [Please click on this link to access information about DVA privacy.](#)