



Form 15: Application for Costs

Instructional Guide

An Applicant can apply for costs incurred in the Challenge Proceedings by completing and submitting this Form no later than at the Hearing.

Where an Application for Costs is made, both the Applicant and Respondent will be given a reasonable opportunity to make submissions to the Hearing Panel in relation thereto. This Form must provide details and evidence of the costs which the Applicant is seeking to recover.

This Form must be filed and served on the Respondent to the Challenge Proceedings. Form 1: Confirmation of Service must therefore be filed after this Form has been served.

Below is a list of the information that must be stated in each paragraph of Form 15.

ITEM 1

1. State the full name and address of the Applicant.

ITEM 2

1. State (in words and figures) the total sum being requested to be paid by the Respondent. This figure must then be justified by the information to be provided in the proceeding paragraphs.

ITEM 2(a)

1. List the disbursements, expenses, reimbursements incurred in relation to participating in the Challenge Proceedings.

ITEM 2(b)

1. This section is to be completed only where a Representative acted on behalf of a Party during the Challenge Proceedings;
2. State the basis of charge by the Representative (e.g. hourly rate, standard rate);

3. Provide a breakdown on the fees charged by the Representative. This is to be done by listing the work performed and the corresponding basis of charge, for example, if it is an hourly rate, state the number of hours spent on each work item;
4. State whether Value Added Tax (VAT) was charged by the Representative and if so, the sum (in words and figures).

ITEM 2(c)

1. This section is to be completed where the Challenge Proceedings relates to a bid which was submitted during the procurement proceedings which is the subject of the review.
2. State whether costs were incurred for the preparation of the bid submission and if so, the sum (in words and figures). Note that proof of this expense must have been attached to the Application for Review (Form 8).

ITEM 2(d)

1. State any other information relevant to the costs that were incurred in relation to the Challenge Proceedings.