



Form 2: Notice of Appointment of Representative

Instructional Guide

Form 2 must be completed where a Party intends to be represented in Challenge Proceedings.

A Representative is defined in Rule 1.1 of the Hearing Rules and Procedures for Part V Challenge Proceedings as,

“an Attorney-at-Law or such other suitably qualified and experienced person which may include but is not limited to an engineer, quantity surveyor, valuator, agent or such person as shall be recognised by the Office of Procurement Regulation for the purposes of representing a Party to the Challenge Proceedings”.

It is advisable that Form 2 is submitted along with Form 8: Application for Review, Form 9: Reply or Form 10: Application to Participate in the case of the Applicant, Respondent or Interested Party respectively.

This Form must be filed and served on every Party 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 Form 2.

1. State the full name of the Party on whose behalf the Representative will act;
2. State the full address of the Party on whose behalf the Representative will act;
3. State the full name of the Representative;
4. State the full address of the Representative;
5. State the email address of the Representative;
6. State the telephone/ mobile contact of the Representative;
7. State the occupation of the Representative;
8. Indicate the Party on whose behalf the Representative will act i.e. Applicant (Supplier/ Contractor), Respondent (Procuring Entity) or Interested Party .