

Form 8: Application for Review – Rule 6.1

..... (Name of Applicant)	..... (Name of Representative)
..... (Name of Organisation)	..... (Name of Organisation, if any)
..... (Mailing Address)	..... (Mailing Address)
..... (Business Address, if different)	..... (Business Address, if different)
..... (Phone)	..... (Phone)
..... (Email)	..... (Email)

REPUBLIC OF TRINIDAD AND TOBAGO  
 BEFORE THE OFFICE OF PROCUREMENT REGULATION  
 CP

In the matter of .....  
 (Name of Applicant-Supplier/Contractor)

AND

.....  
 (Name of Respondent-Procuring Entity)

APPLICATION FOR REVIEW

1. The Applicant, ..... (full name), of .....(full business address of Applicant) having been dissatisfied with the following decision(s)/ action(s) of ..... (full name of Respondent) of ..... (full business address of Respondent)
  - a. (State decision or action No. 1 being challenged and date of same)
 

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  - b. (State decision or action No. 2 being challenged and date of same)
 

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*(b) (to be completed where the review is in relation to the terms of solicitation, pre-qualification or pre-selection; or in relation to the decisions or actions taken by the Respondent in pre-qualification or pre-selection proceedings)*

State the type of solicitation/ pre-qualification/ pre-selection documents issued

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State the reference number/ tender number

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State the description of the goods/works/services being procured

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State the date of issuance of the solicitation/ pre-qualification/ pre-selection documents

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State the deadline indicated in the solicitation/ pre-qualification/ pre-selection documents for presenting submissions

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*(c) (to be completed where the review is in relation to a decision(s) or action(s) taken by the Respondent in a procurement proceeding other than those falling under item 2(b) above)*

Name of Proposed Contract to be awarded

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Reference number/ Tender number of Proposed Contract

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State whether a standstill period was specified in the solicitation documents and if so, what was the period stated

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State the date of the decision/ action/ Notification of Intention of Award which was issued by the Respondent

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State whether a standstill period was specified in the decision/ action/ Notification of Intention of Award and if so, what was the period stated

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3. The grounds for the review are as follows:

Decision/Action No. 1

a. ....  
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b. ....  
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c. ....  
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Decision/Action No. 2

a. ....  
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b. ....  
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c. ....  
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Decision/Action No. 3

- a. ....  
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- b. ....  
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- c. ....  
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Decision/Action No. 4

- a. ....  
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- b. ....  
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- c. ....  
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4. (a) The reliefs/remedies being sought in the above-named Challenge Proceedings are as follows:

*(please tick the appropriate boxes)*

- Re-Evaluation of Bid
- Overturn the award of the contract or framework agreement
- Termination of the procurement proceedings
- Bid Preparation Costs
- Costs of this Application for Review
- Other, please specify in keeping with the permissible reliefs set out in section 50(10) of the Public Procurement and Disposal of Public Property Act, 2015 (as amended):

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(b) State whether costs for the preparation of the bid were incurred, and if so the amount

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5. State the names of all the persons you intend to call as witnesses on your behalf at the Hearing of the above-named Challenge Proceedings

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....
- vi. ....

6. State whether you are aware of existing Challenge Proceedings relating to the same procurement proceedings you are seeking to challenge and if so, any details known in relation to those proceedings (e.g. the name of the Applicant in those proceedings, the case number)

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7. State whether attempts were made to communicate this matter directly with the Respondent? (e.g through a complaint process or through a request for clarification)

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If yes, provide details of what action was taken and the outcome of same: whether an oral or written complaint was made/ on what date/ to whom/ whether the Respondent made contact or held a meeting/ what documents were sent to the Respondent and or received from the Respondent/ what was the Respondent’s final response

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8. State the name, designation, phone number, mailing address and email address of the contact person in the Respondent’s organisation

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9. State whether a Representative will act on your behalf in the above-mentioned Challenge Proceedings

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*(If yes, Form 2: Notice of Appointment of Representative must be completed and submitted along with this Application for Review)*

10. Indicate which documents are attached to this Application for Review:  
*(please tick the appropriate boxes)*

- Invitation to bid
- Request for proposal/ quotation
- Invitation for Pre-qualification or pre-selection
- Bid which you submitted to Procuring Entity
- Notice of Intention of Award
- Complaint/ Request for Clarification sent to the Procuring Entity
- Response received from Procuring Entity
- Emails - please specify date(s):

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Letters - please specify date(s):

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- ( ) Extract of Minutes certified by relevant personnel under resolution and seal of the Board (applicable where the Applicant is a Company)
- ( ) Power of Attorney (applicable where an agent is appointed to act as a Representative on behalf of an Applicant)
- ( ) Proof of bid preparation costs incurred
- ( ) Other documentary evidence supporting the application for review - please itemise:

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11. Indicate whether any document on which you wish to rely, contains information that falls within the categories specified in section 52 of the Public Procurement and Disposal of Public Property Act, 2015 (as amended)

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If yes, please state the name of the document(s), the portion redacted and the grounds for the redaction. The redacted document must be attached to this Application for Review

Document 1- state title/ description

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Portion redacted- state page number/ paragraph or line number

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Ground(s) for redaction

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Document 2- state title/ description

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Portion redacted- page number/ paragraph or line number

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Ground(s) for redaction

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Document 3- state title/ description

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Portion redacted- page number/ paragraph or line number

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Ground(s) for redaction

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Document 4- state title/ description

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Portion redacted- page number/ paragraph or line number

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Ground(s) for redaction

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Document 5- state title/ description

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Ground(s) for redaction

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Document 6- state title/ description

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Portion redacted- page number/ paragraph or line number

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Ground(s) for redaction

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*NOTE: Copies of all documents that will assist with supporting your Application for Review must be attached to this Form. Failure to attach any relevant documents can result in your inability to rely on same at the Hearing of the above-named Challenge Proceedings.*

Certificate of Truth

I certify that the information I have provided is true and accurate to the best of my knowledge, information and belief.

I understand that the submission of false or misleading information can result in the Hearing Panel of the Office of Procurement Regulation taking appropriate action in accordance with section 50(10) of the Public Procurement and Disposal of Public Property Act, 2015 (as amended).

Dated this .....day of ....., 20.....

Name in block letters .....

Designation in organisation .....

Signature .....