

Form 9: Reply – Rule 6.6

..... (Name of Respondent) (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)

REPLY

1. The Respondent,(full name),
 of(full address)
 having been provided a copy of the Application for Review filed by
(name of the Applicant) of
(full address of Applicant) hereby replies to the
 facts and matters raised therein.

2. (a) The reply to the facts concerning the decision(s)/action(s) being reviewed is as follows:

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Lined writing area consisting of 30 horizontal rows of dotted lines.

(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 whether the information provided by the Applicant at item 2(b) of the Application for Review is correct. If no, your version of the details relative to the items listed at item 2(b) of the Application for Review:

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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)

State whether the information provided by the Applicant in section 2(c) of the Application for Review is correct. If no, your version of the details relative to the items listed in section 2(c) of the Application for Review:

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- 3. The reply to each ground for review is as follows:
Decision/Action No. 1

- a.

- b.

- c.

Decision/Action No. 2

- a.

- b.

- c.

Decision/Action No. 3

- a.

- b.

- c.

Decision/Action No. 4

- a.

- b.
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- c.
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4. Please state any fact or matter which is relevant to the reliefs/ remedies sought by the Applicant

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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 procurement proceedings under 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 your organisation received a complaint or request for clarification from the Applicant in relation to the issues raised in the Application for Review

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If yes, provide details of what action was taken by your organisation and the outcome of same: please reply to any specific statements in the Application for Review in relation to complaints or requests for information made by the Applicant

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8. State the name, designation, phone number, mailing address and email address of the contact person in your organisation for the purpose of these Challenge Proceedings

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9. State whether a Representative will act on your behalf in these Challenge Proceedings

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

10. Indicate which documents are attached to this Reply:
(please tick the appropriate boxes)

- Invitation to bid
- Request for proposal/quotation
- Invitation for Pre-qualification or pre-selection
- Notice of Intention of Award
- Bid submitted by the Applicant
- Complaint/ Request for clarification received from the Applicant
- Response sent by your organisation to the Applicant
- Emails-please specify date(s):

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Letters- please specify date(s):

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Other documentary evidence supporting the reply.

Also include documents referred to in the Application for Review which are in your organisation’s possession but not available to the Applicant
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

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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Portion redacted- page number/ paragraph or line number

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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 Reply 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.

This Reply shall be prepared and signed by the accounting officer or its equivalent in a procuring entity.

Failure to submit a Reply without good cause, within three (3) working days of receipt of the notification of the Application for Review issued by the Office of Procurement Regulation (“the Office”), will not prevent the Office from conducting the review procedure and your organisation will therefore remain bound by any decision made by the Office.

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 in this Reply 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 thisday of, 20.....

Name in block letters

Designation in organisation

Signature