

NATIONAL CONTRACTS COMMISSION

DISPUTE RESOLUTION PROCEDURES

(SECTION 2.12)

PROCURING ENTITY DECISION FORM (FORM 2)

This form is to be completed by the Head of the Procuring Entity and sent to the Contractor who made the Complaint.

Date:
Please record the date this decision was issued by the GoJ Department or Agency

	<i>Set out below the name, address & phone number of the person who made the complaint</i>
Complainant Name Address Telephone No.	
	<i>Set out the name, address of the Department or Agency of Government against whom the complaint was made</i>
GoJ Agency Name Address	
	<i>Set out the date of the behavior complained about.</i>
Date of Breach or Misconduct	
	<i>Set out below details of the breach of GoJ procedure or the agency misconduct that was identified. If the complaint cannot fit in the box on this page, set it out on additional sheet and attach it to this page</i>
Breach of GoJ Procurement Procedure or Agency Misconduct in the Procurement Process	

(NCC) Government Agency Decision Form 2

Date:
Please record the date this decision was issued by the GoJ Department or Agency

	<i>Set out below details of the decision made in regard to the complaint, including the reasons therefor</i>
Details of Decision taken by GoJ Agency on Complaint about GoJ Procurement Procedures or Agency Misconduct in the Procurement Process	
Notice to Complainant	<i>The Complainant may appeal to the NCC in relation to the above mentioned decision within 14 days of receipt thereof</i>