Name:

Title:

Company/ Organization Name:

Address:

City: Postal Code:

Business Phone: Alternate Phone:

Email:

Contract or bid solicitation number being protested:

Please provide the following information (attach additional information as necessary)

1. Detailed and factual statement of the grounds for this bid dispute.
2. Background leading to the dispute (initial actions, relevant dates, and actions of the parties involved, debrief concerns, etc.)
3. Who have you dealt with to date? (names, titles, departments)
4. Describe any other action you have taken.
5. Describe the outcome that you seek.

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Signature: Date:

Submit Completed Form to: purchasing@bchousing.org or fax to 604-433-5915 or by mail to 1701-4555 Kingsway, Burnaby, BC V5H 4V8 Attn: Senior Manager, Supply Chain Management