

PUBLIC PROCUREMENT TRIBUNAL

Procedure for lodging of a complaint with the Tribunal is as stipulated below;

1. The complaint should have been, before lodging with the Tribunal, submitted and considered under the review procedures of the Accounting Officer and a decision of the Accounting Officer made on the complaint;
2. The complaint shall be lodged with the Tribunal not more than fourteen (14) days from the date of the decision of the Accounting Officer.
3. **Payable Fees for Lodging of Complaint:**
 - 3.1 Lodging fee of BWP 500.00, Non-refundable.
 - 3.2 **Complaint Fee:**
 - 3.2.1 **Tenders of up to BWP10 million:** Complainant's Financial bid submission multiplied by **0.5%**.
 - 3.2.2 **Tenders between BWP10 million and BWP50 million:** Complainant's Financial bid submission multiplied by **0.75%**.
 - 3.2.3 **Tenders of above BWP50 million:** Complainant's Financial bid submission multiplied by **1%**.
 - 3.3 ***Except that in no case shall the complaint fee paid be less than BWP5,000.00 or more than BWP500,000.00.***
- 4.0 Every complaint lodged with the Tribunal shall be accompanied by the following documents;
 - 4.1 Filled Complaint Form;

- 4.2 A copy of tender documents that were submitted to the Procuring Entity by the complainant during the bidding/tendering process;
- 4.3 A copy of the Letter of response by the Accounting Officer where the complaint with respect to the tender was first lodged.
- 4.4 Copies of receipts as proof of payment for lodging (Lodging and Complaint fees) as required in terms of the Act.