**Instructions:**

1. This is part of the formal grievance redressal process. To be used only if informal process by contacting concerned procurement/contract administration representative fails.
2. The completed form must be submitted to procurementrelations@qf.org.qa within 30 days from the event/action leading to grievance.
3. The form shall be complete in all respect with necessary supporting documents, if any.
4. Based on prima facie evidence provided in this form, QF reserves the right to accept or reject the grievance form.

 (To be filled by QF)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Srl. Number  |  |
|  |  | Date: (dd/mm/yyyy) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier/Bidder Name |  | Supplier Code |  |
| Supplier Representative |  |
| Email |  | Phone |  |

The grievance is related to:

[ ]  Supplier management [ ]  Tendering/Contracting

 [ ]  Post award contract / purchase order [ ]  General

|  |
| --- |
| Details of Grievance (attach necessary supporting documents) |
|  |

|  |
| --- |
| Details of Informal/Formal Grievance Redressal  |
|  |

I declare that the information supplied is true and correct to the best of our knowledge.

We acknowledge that QF may use information provided or later obtained to resolve, investigate or otherwise deal with the grievance, take necessary action (if required)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name & Title | Signature | Date |
| Supplier/Bidder Representative |  |  |  |

## Closing Report (For QF Use Only)

|  |
| --- |
| Grievance Investigation Details. Attach supporting documents  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name & Title | Signature | Date |
| Grievance Investigated By |  |  |  |