



European Bank
for Reconstruction and Development

FORM REQUEST BANK PROCUREMENT REVIEW

INSTRUCTIONS FOR COMPLETION AND SUBMISSION FORM

- Please enter your text directly into the required fields.
- When you have **completed and signed** the form, it can be submitted to EBRD by email to ebdprocurementreview@ebd.com. Please attach all relevant supporting documents to your email.
- Failure to complete the form or to provide relevant supporting documents will delay the review process and may ultimately lead to a rejection of the request by EBRD without a substantive review of the procurement complaint.
- For more information on Bank procurement reviews, please refer to <https://www.ebrd.com/work-with-us/procurement/project-procurement-complaints.html>.

OTHER TYPES OF COMPLAINTS

- This form should only be used to submit requests for Bank procurement reviews to EBRD. Allegations of **Prohibited Practices** (fraud, corruption, coercion, collusion, misuse of EBRD resources or EBRD assets, theft, obstruction) or **environmental and social concerns** in relation to EBRD-financed projects / contracts should be submitted as per below.
- Anyone, who suspects the occurrence of Prohibited Practices in relation to an EBRD-financed contract, can submit directly to **EBRD's Office of the Chief Compliance Officer** by email to whistleblowing@ebd.com. For more information on the reporting of Prohibited Practices, please refer to the following link: <https://www.ebrd.com/who-we-are/our-values/investigating-fraud-and-corruption.html>.
- If your complaint considers environmental and social concerns in relation to an EBRD-financed project and your engagement with the Client or EBRD did not address your concerns, the EBRD provides the option of submitting a request to the **Independent Project Accountability Mechanism (IPAM)**. The mandate of IPAM is to independently review Project (environmental, social and information disclosure) issues that the Requesters believe to have caused (or to be likely to cause) them harm. You can find more information by visiting: [Independent Project Accountability Mechanism webpage](#). The webpage includes information on how to [submit a Request](#) and the [Project Accountability Policy](#) which details the process followed when IPAM receives a complaint.



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REQUEST BANK PROCUREMENT REVIEW

SECTION 1: INFORMATION REQUESTOR

Legal Name of Requestor	
Registered Address (Street and number, City, Province / State, Country)	
Email address	
Phone number	

SECTION 2: PROJECT INFORMATION

Project Country	
Project Name and Project Number	
Name and address of the Client or Implementing Agency (e.g. Purchaser / Employer)	

SECTION 3: PROCUREMENT INFORMATION

Contract name and identification number	
Contract description	
Type of Contract (<i>tick/select the applicable item</i>)	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> (Consultancy) Services <input type="checkbox"/> Any other <p style="text-align: right;"><i>(please clarify)</i></p>

SECTION 4: INFORMATION RELEVANT FOR REQUEST

Date of Request	
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Date of Request for Clarification or Request for Debriefing, as applicable, submitted to the Client	
Clarification or Debriefing, as applicable, provided by the Client <i>(please provide copies of relevant communication)</i>	<input type="checkbox"/> Yes, on <i>[include date of clarification / debriefing]</i> <input type="checkbox"/> No
Description of Request for Bank Procurement Review <i>(Description can also be provided separately. If so, please attach it as Annex 1 to this Form Request Bank Procurement Review)</i>	
Relevant sections or paragraphs from the applicable procurement documents and / or the Procurement Policies and Rules	
List of supporting documentation <i>(To be attached as Annex 2)</i>	



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SECTION 5: SIGNATURE SECTION

I, the undersigned, certify that the information provided in this form and in the supporting documents is complete, true and accurate. I understand that a misrepresentation in relation to or an omission to provide full disclosure of the information as required by this form may result in the rejection of the request by the EBRD without a substantive review thereof.

Name and title of representative:	
Duly authorised to sign for and on behalf of:	
Signature	
Date	



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**ANNEX 1 –
DESCRIPTION OF REQUEST FOR BANK PROCUREMENT
REVIEW**

(please provide a document with a description of the request, if not provided on page 3 of the form)



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ANNEX 2 – SUPPORTING DOCUMENTS

(please submit any relevant documents supporting the request)