



## WMO OMM

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

Secrétariat  
7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – www.wmo.int

### **WMO Protest Procedure (for award above CHF 200,000)**

Any Offeror who is aggrieved in connection with the solicitation or award of a contract may file a protest with the Procurement and Contract Management within 10 days after the debriefing from PCM. To be complete, protests must contain the following information:

1. The vendor's name, UNGM ID, name and title of the representative of the company, address, telephone number and e-mail;
2. The solicitation reference number;
3. A detailed statement of all factual and legal grounds for protests, and an explanation of how the protester was prejudiced, a statement as to form of relief;
4. Copies of relevant documents supporting protester's statement;
5. All information establishing that the protestor is an interested party for the purpose of filing a protest; and
6. All information establishing the timeliness of the protest.

#### **Instructions for submission:**

The Letter of Protest, together with the supporting documents, should be sent to the C/PCM within ten (10) days after receiving a Debrief by PCM, through one of the following means only:

1. Email: Using the UNGM e-mail correspondence tool of the tender management
2. Postal Address: PCM, Chief, Procurement and Contract Management, 7 bis avenue de la Paix, Case postale 2300, CH 1211 Geneva 2 Switzerland
3. Special Messenger delivery to our Postal Address above.

Upon receipt of a written protest, responses must solely be prepared and executed by Chief, Procurement and Contract Management (C/PCM). Any protests served upon WMO staff must immediately be referred to the C/PCM without further discussion or communication with the protestor. C/PCM will:

1. issue a written acknowledgement within two business days;
2. initiate an investigation of the protestor's allegations;
3. following the conclusion of the investigation, document the results in the form of memo to files;
4. if necessary, seek an advisory opinion from LC Office and/or TEB Members; and
5. prepare within two weeks a letter that responds to the issues raised by the protestor and addresses any other issues, which, even if not raised by the protestor, have been identified by the PCM as being relevant to the fairness of the procurement process.

The PCM must address in the first instance any complaint or protest from an unsuccessful vendor. The PCM should also advise in its response, that should the protestor not be satisfied, they should address within one week their complaint, along with the response, to the Director, Governing Department, who will undertake a review and make a decision, which is final and binding on all concerned.



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When a protest is filed prior to award, a contract may not be awarded unless determined by C/PCM that:

1. the goods or services are urgently required,
2. delivery or performance would unduly be delayed in failure to award promptly, and
3. a prompt award would be in the best interest of WMO.

When a protest is filed after award, the C/PCM shall immediately suspend performance pending resolution of the protest, unless continued performance is justified. The C/PCM may authorize contract performance, notwithstanding the protest, upon a finding that:

1. contract performance would be in the best interest of WMO, and/or
2. urgent and compelling circumstances which significantly affect the interests of WMO do not permit delay for a decision.

### **Notes:**

Any incomplete protest received by WMO will not be entertained.  
All information will be treated in confidence.