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## INSTRUCTIONS FOR APPEAL

### APPEALING A PROCUREMENT DECISION

A party dissatisfied with this decision may appeal the decision by submitting an appeal on a procurement decision or an appeal in accordance with the Local Government Act, or both.

### INSTRUCTIONS FOR APPEAL ON A PROCUREMENT DECISION

#### Appeal period

A party concerned shall submit an appeal within 14 days of receiving notice of the procurement unit's decision or other solution.

If the decision has been communicated by post, a party concerned shall be considered to have received notice of the decision, unless otherwise proven, seven days after the letter was sent.

If the decision has been communicated as an electronic message, a party concerned shall be considered to have received notice of the decision, unless otherwise proven, three days after the message was sent.

The day of receiving notice shall not be included in the appeal period. The appeal letter must reach the City of Helsinki Registry Office no later than on the last day of the appeal period before the end of the Registry Office's opening hours.

If the last day of the appeal period is a public holiday, Independence Day, May Day, Christmas Eve, Midsummer's Eve or Saturday, the appeal letter may be submitted on the first weekday thereafter.

#### Appeal authority

The appeal authority to whom the appeal is addressed is the City of Helsinki City Board.

The contact information of the appeal authority is as follows:

Email address: helsinki.kirjaamo@hel.fi  
Postal address: P.O. Box 10  
00099 HELSINGIN KAUPUNKI  
Street address: Pohjoisesplanadi 11–13  
Telephone number: 09 310 13700

The Registry Office's opening hours are Monday–Friday 08:15–16:00.



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### **Form and content of the appeal letter**

The appeal on a procurement decision shall be initiated in writing by indicating:

- procurement unit's decision or other solution being appealed
- how the decision or other solution is to be corrected
- grounds on which the decision or other solution is to be corrected.

An electronic document meets the written form requirement.

The appellant's name and contact information required to process the matter must be listed in the appeal letter. If the right of appeal is exercised by the appellant's legal representative or attorney or if the appeal has been prepared by another person, the appeal letter must also indicate the name and contact details of this person.

### **Record**

Extracts of records and appendices related to the decision shall be sent upon request. Documents can be ordered from the City of Helsinki Registry Office.

## **INSTRUCTIONS FOR APPEAL IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT**

A party dissatisfied with this decision may submit a written appeal.

The decision cannot be appealed by referring the matter to a court.

### **Right of appeal**

An appeal may be lodged by

- a party involved in the matter, on whose right, duty or benefit the decision has a direct effect
- a member of municipality.

### **Appeal period**

The appeal must be submitted within 14 days of receiving notice of the decision.

The appeal letter must reach the City of Helsinki Registry Office no later than on the last day of the appeal period before the end of the Registry Office's opening hours.

If the decision has been communicated by post, a party concerned shall be considered to have received notice of the decision, unless



otherwise proven, seven days after the letter was sent. A member of the municipality is considered to have received notice of the decision seven days after the record has been made available on the public data network.

If the decision has been communicated as an electronic message, a party concerned shall be considered to have received notice of the decision, unless otherwise proven, three days after the message was sent.

The day of receiving notice shall not be included in the appeal period. If the last day of the appeal period is a public holiday, Independence Day, May Day, Christmas Eve, Midsummer's Eve or Saturday, the appeal letter may be submitted on the first weekday thereafter.

### **Appeal authority**

The authority to whom the appeal letter is addressed is the City of Helsinki City Board.

The contact information of the appeal authority is as follows:

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The Registry Office's opening hours are Monday–Friday 08:15–16:00.

### **Form and content of the appeal letter**

The appeal shall be made in writing. An electronic document also meets the written form requirement.

The appeal letter must include the following:

- decision being appealed
- how the decision is to be corrected
- grounds on which the decision is to be corrected
- appellant's name
- grounds on which the appellant is entitled to lodge the appeal
- appellant's contact information.

### **Record**

Extracts of records and appendices related to the decision shall be sent upon request.

Documents can be ordered from the City of Helsinki Registry Office.