CONFLICT OF INTEREST DECLARATION

Evaluation Committee

**Name** (of person making the Declaration): [insert name]

**Position / title**: [insert title]

**Organization**: [insert name of the organization]

**Procurement Project**: [insert name of procurement project]

**Declaration**

I understand my role as a member of this procurement Evaluation Committee and I make this declaration in good faith. *Select one of the following two options:*

NO CONFLICT OF INTEREST

* I have no actual, potential or perceived conflict of interest in relation to this procurement process and my role as a member of the Evaluation Committee and I undertake to carry out my duties with the highest degree of objectivity and integrity.

CONFLICT OF INTEREST

* I have a conflict of interest.

1. Select the type of conflict of interest:

* **Actual**: This is an existing conflict of interest, for example: you have a close relative who is a director of one of the firms that has submitted a bid/proposal.
* **Potential**: This is a conflict of interest that is about to happen or could happen, for example: you or a close relative is in the process of being hired by, or acquiring part or full ownership of a firm that has submitted a bid/proposal.
* **Perceived**: This is a conflict of interest which might be reasonably perceived by others as compromising a person’s objectivity, for example: you have a close personal friendship with a director of one of the firms that has submitted a bid/proposal.

1. Describe the circumstances giving rise to the conflict of interest:

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

**Review of Declaration** *this part to be completed by the PIU*

Check the Declaration has been completed and signed. Where a conflict of interest has been declared state how the conflict of interest will be managed:

**Conflict of interest management plan:**

🞎 Remove the EC member from the EC

🞎 Impose a restriction on the EC member

🞎 Engage an independent adjudicator

🞎 EC member relinquishes the business interest that causes the conflict of interest

🞎 EC member resigns from the position that causes the conflict of interest.

Provide details:

**Person reviewing the Declaration** and proposing the management plan *(The person in charge of the procurement project in the PIU)*

|  |  |
| --- | --- |
| Name and title: |  |
| Signature: |  |
| Date: |  |

**Person approving** the management plan *(The person responsible for procurement in the PIU)*

|  |  |
| --- | --- |
| Name and title: |  |
| Signature: |  |
| Date: |  |

**Consent** of person making the Declaration (*not required if the plan is to remove the person from the EC*)

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |