**DECLARATION OF CONFLICT OF INTEREST**

|  |  |
| --- | --- |
| Procurement Project |  |
| Procurement Lead |  |
| Email address |  |

This form is to be completed by the supplier’s bidding team representative. The representative needs to declare any potential conflicts of interest (COIs) they are aware of, not just relating to themselves, but also other employees of the supplier throughout the process for the project listed above. As a supplier bidding for this procurement project, you are required to declare any interests in the table below:

|  |  |  |
| --- | --- | --- |
| Potential Conflict | Yes | No |
| Business interests of yourself, or your partner or spouse, close relative or friend, which are, or may be relevant to, the work of the Trust. |  |  |
| Details of any other employment you have or may undertake, including being employed by (as staff member or volunteer) or providing services to Trust. |  |  |
| Any gifts or hospitality offered to the Trust, whether accepted or not |  |  |
| Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any tendering consortium, or an existing supplier to the Trust |  |  |
| Being a member of the Trust’s management/executive board |  |  |
| Giving any kind of monetary payment or non-monetary gift or incentive (including hospitality) to any Trust’s representative |  |  |
| Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above |  |  |
| Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above; |  |  |
| Having any other close relationship (current or historical) with the Trust |  |  |
| Examples of any other conflicts of interest that is related to the tender and may impact your judgement |  |  |
| Any private interests/potential conflicts of the staff involved in this project that I am aware of which may potentially affect their participation in the procurement process |  |  |

If you have answered ‘Yes’ to any of the above, please provide detail in the space provided overleaf.

**Details of potential conflicts of interest:**

|  |
| --- |
|  |

If at any time your declaration changes and you are affected by one or more of the above you must inform the Director of Procurement or appropriate procurement lead.

**Please check (x) the relevant boxes**

I declare that as far as I am aware I have no private interests that conflict with my participation in any procurement process.

I declare that I have listed all private interests/conflicts that may potentially affect my participation in a procurement process

I undertake to advise the Procurement and Contracts Department if a conflict or potential conflict arises and to stand down in tendering exercise in which I may be compromised.

I declare that I have listed all the private interests/conflicts of the staff involved in this project that I am aware of which may potentially affect their participation in the procurement process.

I declare I am not aware of any of the staff in the company who are involved in this procurement process, having any interests or conflicts which need to be declared

**Person making Declaration: (Should be the authorised signatory of Supplier as a representative not just relating to themselves, but also other employees of the supplier)**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Organisation |  |
| Email Address |  |
| Signature |  |
| Date |  |

**Procurement Lead - review and recorded any conflicts of interests on the project log / Regulation 84 report.**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |