**Provision of for the Delivery of Royal Berkshire NHS Foundation Trust Non-Emergency Patient transport (Discharge transport.)**

**Ref. C**

**Conflict of Interest ( CoI )**

In order to further ensure a fair and competitive procurement process, Royal Berkshire NHS Foundation NHS Trust (The Trust) requires that all actual or potential Bidder / Bidder Party conflicts of interest including but not limited to personnel, business or property interests, are declared to the Trust within their response to the Tender.

Without limitation, such conflicts of interest may be perceived by The Trust to arise in circumstances where:

* A Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation is carrying out or has carried out in the last six months any work for The Trust;
* A Relevant Organisation is providing services for more than one potential Bidder in respect of this project or procurement process.

A “Relevant Organisation” means a potential Bidder (including but not limited to a holding company or subsidiary of the potential Bidder, or member of the same group of legal entities as the potential Bidder) and any sub-contractor, officer, shareholder, member, partner of the potential Bidder or other person engaged or employed by the potential Bidder. The ‘Conflict of Interest Declaration’ (“CoI”) document must be completed by an authorised signatory, in his / her own name, on behalf of the potential Bidder. If bidding as a consortium / joint venture or other grouping of legal entities, each named legal entity comprising the consortium or group should submit a completed CoI. These document(s) should be provided by the bidder(s) with their response to the Tender, if necessary in a PDF or.zip file.

The Trust should be immediately notified, in the event that any actual or potential conflict of interest comes to a potential Bidder’s attention following the submission of the potential Bidder’s Conflicts of Interest Declaration.

The Bidder must complete the table below on behalf of all parties connected with their Bid.

Each Bidder Party must consider whether they have any potential conflicts of interest that may arise if selected to deliver this service.

The Bidder should include within their response how they propose to deal with any Conflict of Interest.

Should a Bidder perceive a CoI in advance of the response deadline they may submit the completed form as soon as possible. This may avoid the Bidder spending time completing the remainder of the document in the event that the response would be excluded as a result of an irreconcilable conflict of interest.

 Please note that the Trust will have the sole right to determine whether an irreconcilable conflict of interest exists or may exist.

|  |  |
| --- | --- |
| Bidder Name |  |
| Potential conflicts of interest :  | YES/NO *(please delete as appropriate)* |
| If yes, please provide details and proposals for resolution of the CoI :  |

**Statement submitted by :**

**Name:**

**Position in company:**

**Date:**