# SCHEDULE 11 – CONFLICT OF INTEREST DECLARATION FORM

1. **Overview**
   1. This is a Conflicts of Interest Declaration Form referred to in paragraph 4.22 of the Invitation to Tender (ITT).
   2. Tenderers must complete this Conflicts of Interests Declaration Form in accordance with Part F of Section 4 of the ITT.
   3. A Tenderer is also required to procure that each of the subcontractors that it proposes to use and are currently known at Tender for this Contract completes a Conflicts of Interest Declaration Form in accordance with Part F of Section 4 of the ITT.
   4. The Tenderer should upload their (and any relevant subcontractors) completed Conflicts of Interest Declaration Form as a “General Attachment” in Jaggaer at the time of submission of their Tender.
2. **Declaration**

DELETE AS APPROPRIATE:

***[INSERT TENDERER/SUBCONTRACTOR NAME] declares it has no actual or potential COI in relation to this Procurement or this Contract.***

***DECLARATION MADE BY: [INSERT NAME & POSITION]***

***DECLARATION MADE: [DD/MM/YYYY]***

OR

***[INSERT TENDERER/SUBCONTRACTOR NAME] declares it has the following actual or potential COI(s) in relation to this Procurement and/or this Contract and (if the COI is in relation to this Procurement) is taking and/or (if the COI is in relation to this Contract) proposes to take, the following mitigating actions:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Type of COI[[1]](#footnote-1)*** | ***What is the COI?*** | ***Party / Parties[[2]](#footnote-2)*** | ***Proposed Mitigation(s)[[3]](#footnote-3)*** |
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|  |  |  |  |  |

***DECLARATION MADE BY: [INSERT NAME & POSITION]***

***DECLARATION MADE: [DD/MM/YYYY]***

1. [↑](#footnote-ref-1)
2. Name(s) of the person or people involved and their positions in your organisation and their responsibilities. [↑](#footnote-ref-2)
3. As per clause 4.23 of the ITT, proposed mitigations should at a minimum cover: (i) standards for integrity and fair dealing (ii) levels of access to and protection of competition sensitive information (iii) confidentiality/non-disclosure agreements (iv) the Client’s right of audit and (v) physical and managerial separation. [↑](#footnote-ref-3)