# SCHEDULE 04 – CONFLICT OF INTEREST DECLARATION FORM

1. **Overview**
   1. This is a Conflicts of Interest Declaration Form referred to in paragraph 4.22 of the Tendering Information.
   2. Tenderers must complete this Conflicts of Interests Declaration Form in accordance with paragraph 4.22 of the Tendering Information.
   3. A Tenderer is also required to procure that each of the Key Sub-Contractors that it proposes to use for this Contract completes a Conflicts of Interest Declaration Form in accordance with paragraph 4.22 of the Tendering Information.
   4. The Tenderer should upload their (and any relevant subcontractors) completed Conflicts of Interest Declaration Form as a “General Attachment” to their Stage 1 Response in Jaggaer
2. **Declaration**

DELETE AS APPROPRIATE:

***[INSERT TENDERER/KEY SUB-CONTRACTOR 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/KEY SUB-CONTRACTOR 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 4.22 of the Tendering Information, 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 Authority’s right of audit and (v) physical and managerial separation. [↑](#footnote-ref-3)