

## Evaluator – Conflict of Interest Declaration

Please complete this form and forward it via e-mail to your Procurement Manager

Contract Name:

Evaluator Name:

### I acknowledge that a Conflict of Interest is:

A situation where there is an actual or potential commercial or professional conflict between the financial, other interests or duties of the Contracting Authority and any Applicant.

Circumstances in which such a conflict may be perceived to exist by a reasonable member of the general public.

### The following applicants have bid on this ITT:

PLEASE READ AND CONFIRM ACCEPTANCE BEFORE PROCEEDING TO THE EVALUATION OF THE BIDS

### Do:

Carefully consider your scoring.

Write rationales for every question you score.

Keep all of your evaluation information confidential.

Report any approaches made to you by applicants/ tenderers to your Procurement Manager.

### Do Not:

Make any contact with applicants/tenderers outside of the eTendering messaging system.

Discuss your evaluation or the scoring with anyone outside the evaluation team.

Divulge your results to anyone outside the evaluation team.

Express views on the tenders to anyone other than colleagues on the Technical Evaluation Team.

Introduce into the evaluation any information that might give rise to subjective bias, e.g. your impressions of a tenderer gained through other parties or through previous experience. Any such relevant issues shall be discussed separately between members of the Technical Evaluation Panel.

Discuss with potential providers their proposals, other than through the formal channels established by Network Procurement.

Any major concerns, e.g. adverse press coverage, industry rumours shall be discussed separately with the tenderer, who will be given the opportunity to state their version of events.

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Please check this box to confirm that you **do not have a Conflict of Interest** with any bidders on this procurement

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Please check this box to confirm that you **do have a Conflict of Interest** with any of the Applicants being evaluated. If you select this option, please speak to the Procurement Manager on this project.

### Procurement Manager Contact

Procurement Lead

Telephone Number

Email Address