**** **CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION**

**Executive Summary**

This form is targeted at getting specific information regarding tender evaluation committee’s potential interests in the subject tender that is to be evaluated.

The intent of getting such confirmation is to ensure that the tender evaluation is carried out in a transparent manner with a view to avoid any fraudulent activities during and after the tender process. Please note the form will be retained for audit purposes.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Tender:** |  |
| **Role in the procurement activity:** |  |

**Confidentiality Questions**

Do you have any actual, potential or perceived conflicts of interest? 🞏 **Yes** 🞏 **No** 🞏 **Potentially**

Do you have any personal interest in this procurement/project? 🞏 **Yes** 🞏 **No** 🞏 **Potentially**

(e.g. you own share in a supplier or related company)

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| --- | --- |
| Are you are a relative or close friend of someone with a personal interest in the goods/service/works being purchased or could be personally affected by the procurement decision? (e.g. a family member is an employee or shareholder of a supplier) Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases? (e.g a close relationship with an employee of a supplier)Have you been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the goods or services being purchased? (e.g. free travel, gifts, free samples for your own use)Are you aware of anything that could be perceived that you might be biased towards or against a particular supplier?(e.g. you have expressed a strong views about a supplier, you worked for a supplier, you use a suppliers corporate box at a sports event) |  🞏 **Yes** 🞏 **No** 🞏 **Potentially**   🞏 🞏 **Yes** 🞏 **No** 🞏 **Potentially** 🞏 🞏 **Yes** 🞏 **No** 🞏 **Potentially** 🞏 **Yes** 🞏 **No** 🞏 **Potentially** |
|  |  |

Confidentiality responsibilities

All of the tender evaluation meeting discussions and material (written and electronic) are confidential and I agree to keep the information safe. I will not give this information to anyone outside the immediate tender team without prior approval from the Fiji Procurement Office.

**Restrictions on contact with suppliers**

I agree that my contact with the recommended supplier/contractor and service provider is restricted during the period of the tender evaluation and compilation of tender evaluation report and the Government Tender Board submission. I understand that until the successful supplier/contractor and service provider has been announced by the GTB secretariat team, I will not:

* pass information or make comments to them about the tender
* Share information about the tender to friends, families and co-workers
* receive any gift, gratuity, hospitality or any inducement from them
* Meet them or have any discussion about the tender.

**Declarations of Conflict of Interest**

*Actual conflict of interest is where you already have a conflict. If you have answered yes or potentially to any of the above question, please provide details here otherwise sign the declaration*

*Potential conflict of interest is wheree the conflict is about to happen or could happen.*

*Perceived conflict of interest is where other people might reasonably think you are not being objective. Evidence of any contribution to literature*.

**Your declaration**

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| --- |
| **Declaration –** I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith. |
| Signature: |  | Date: |
| **Witness by the Chairperson of the TEC Meeting –** I confirm that I have received this declaration and noted the contents.  |
| Name: |  |
| Signature: |  | Date: |