[Insert Reference Number and Project Title]

**CONFIDENTIALTIY AGREEMENT AND CONFLICT OF INTEREST DECLARATION**

I hereby declare that with regard to the project, to the best of my knowledge I do not have:

* Any financial interest in the services provided
* Any relatives or friends with a financial interest in the services provided
* Any personal bias, inclination, personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the evaluation of the tenders/responses.

I am aware that all discussions, meetings and written and electronic materials relating to the tender are confidential and I will not divulge details to any person who are not on the evaluation team.

I will not copy or reproduce any written and electronic materials relating to the tender.

I will take all necessary precautions to prevent un-authorized access to or copying of the written and electronic material in my control.

During the period that the tender is open and during the subsequent evaluation (up until formal announcement of the successful service provider(s), I will not;

* Pass any information to’
* Receive any gift, gratuity, hospitality or any other form of inducement form,
* Make any comments to, or
* Meet with any potential service providers for the project.

I will pass any requests for information and meetings that I receive from the potential service providers to the [insert Agency Name] Tender Team Leader for handling via formal channels.

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| --- |
| Notes: |
| Selected Tender Team Member |
| (Signature)Name:……………………………………………………….…..Date:………/………………/…………… |