

CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Different public authorities and situations may require different declarations. You may use this template in the absence of a public authority specific conflict of interest/ confidentiality form.

CONFIDENTIALITY

As a member of the [Insert Procurement name] (Project) Evaluation Team, I understand and agree to comply with the following conditions:

- I acknowledge that I will be given access to confidential information while carrying out duties for the procurement.
- I acknowledge that all information, acquired by verbal or written means, provided or acquired in the course of my duties, including any intellectual property, is strictly confidential and I shall not disclose or reveal to any other party or person other than is necessary for the purpose of my Project duties and as a member of the Evaluation Team (Authorised Purpose).
- I shall not use or copy any confidential information without first obtaining the written consent the Chair of the Evaluation Team for any other purpose other than the Authorised Purpose.
- I shall keep confidential information in a secure manner, taking all necessary precautions to prevent disclosure to any unauthorised persons or parties.
- I shall notify the Chair of the Evaluation Team immediately if I become aware of any unauthorised acts including unauthorised use, disclosure, reproduction, copying or publication of any part of the Confidential Information.

On demand by the Chair of the Evaluation Team or at the expiry or termination of my duties or contract in relation to the Project, I shall immediately deliver to the Chair all Confidential Information in my control, including any records or documents which contain Confidential Information.

CONFLICT OF INTEREST

I declare that to the best of my knowledge, I do not have any:

- financial interest in the Project;

Further information: Procurement SA
Contact Email: procurement@sa.gov.au

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Version: 1.0



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- immediate relatives or close friends or associates or business relationships with a financial interest in the Project;
- personal bias or inclination which would in any way affect my decisions in relation to the Project; and/or
- personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the Project;

except as set out herein below:

Click or tap here to enter text.

I acknowledge that if I have any actual, potential or perceived financial or personal interest in a supplier likely to bid (e.g. as a shareholder, director or employee); and/or a position of influence within a senior management team or on the board or committee as a director or a trustee of a supplier likely to bid then I cannot take part in any the Procurement or Evaluation Process.

I undertake to make further declarations detailing any actual conflict, potential conflict or perceived conflict which may arise during the Project to the Chair of the Evaluation Team. I agree to abstain from any decision where such a Conflict arises.

GIFTS

I confirm that I will not for myself or others, seek or accept any gifts or benefits from any supplier responding to this Procurement during the Evaluation Period.

Name:

Position:

Organisation:

Signed:

Date: