

DECLARATION OF CONFLICT OF INTEREST AND CONFIDENTIALITY

Company X

Tender Evaluation and Project Staff, and Consultants for Company X's State Wide IT&T Help Desk Service Project

(This declaration is to be signed by members of the tender evaluation panel involved in the evaluation and selection of a preferred contractor to supply the required services of the above contract OR other staff or consultants involved in the project. The declaration is designed to demonstrate the panel members', project staff members' and project consultants commitment to accountability and integrity in carrying out their required duties, and to ensure that political and/or commercially sensitive information is not communicated to other persons, other than for official purposes.)

Surname: Given Names:

I hereby agree to the following terms and conditions:

To treat as secret and confidential all material to which I have access or which is disclosed to me during the course of carrying out duties related to the project State Wide IT&T Help Desk Service Project,

To use the material or knowledge gained through the evaluation of tenders and recommendation of a preferred contractor, only for the purposes of carrying out my required duties, and not allow any person other than appropriate COMPANY X personnel access to any material, or pass on confidential knowledge;

To inform the General Manager Corporate Services of any instances of either actual or potential conflict of interest that may arise in the execution of the required duties. (Conflict of interest situations should be reported when tenderers, contractors or contractor's employees are dealing with the signatory of this form, relatives, close friends or business acquaintances employed by COMPANY X, and consultants engaged by COMPANY X, in the course of tendering for the required services, or when declarer has any direct or indirect financial or other interest in any of the prospective companies tendering, or any of the areas to be tendered under the terms of the contract);

I understand that a breach in any of the above terms and conditions will lead to my removal from the tender evaluation panel or from the project, and that I may face disciplinary action and possible litigation to recover damages proven to have resulted from a breach of any of the above conditions.

Signature:

Witness:

Date:

Date:

Conflict of Interest Declaration for State Wide IT&T Help Desk Service Project

I,[insert full name]

of [insert business name & address]

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

- any financial interest in the organizations that expressed Interest in State Wide IT&T Help Desk Service Project ("the Subject");
- any relatives or friends with a financial interest in the organizations that expressed Interest in the State Wide IT&T Help Desk Service Projects;
- any personal bias or inclination which would in any way affect my decisions in relation to the organizations that expressed Interest in the State Wide IT&T Help Desk Service Project and/or my commitment to project requirements;
- any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the organizations that expressed Interest in the State Wide IT&T Help Desk Service Project and/or my commitment to project requirements;(a "conflict"), except as set out below:

1.
2.
3.
4.
5.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during the contract period. Should any conflict appear to compromise me, I agree to abstain from any related decision.

Signed

Dated

