

# Conflict of Interest Declaration Form

A **conflict of interest declaration form** is crucial in the procurement process to ensure transparency and fairness. This sample form helps individuals disclose any relationships or interests that could influence decision-making. Using such forms minimizes bias and maintains the integrity of procurement activities.

## 1. Personal Details

|                  |                      |
|------------------|----------------------|
| Name:            | <input type="text"/> |
| Position/Role:   | <input type="text"/> |
| Department/Unit: | <input type="text"/> |
| Date:            | <input type="text"/> |

## 2. Procurement Process Details

|                            |                      |
|----------------------------|----------------------|
| Project/Procurement Title: | <input type="text"/> |
| Reference Number:          | <input type="text"/> |

## 3. Conflict of Interest Declaration

Please answer the following questions:

- 1. Do you, or any immediate family member, have any financial or personal interest in or relationship with any bidder, supplier, or contractor participating in this procurement process?  
 Yes  No
- 2. Are you aware of any situation that could be seen as a conflict of interest regarding this procurement?  
 Yes  No

## 4. If you answered "Yes" to any question above, please provide details below:

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

## 5. Declaration and Signature

I hereby declare that the information provided above is true and complete to the best of my knowledge. I undertake to promptly inform the procurement office of any changes to the above information.

|            |                      |
|------------|----------------------|
| Signature: | <input type="text"/> |
| Date:      | <input type="text"/> |

For office use only: Reviewed by ..... Date: .....