

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:

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: _____