**[Enter School Name and or Logo]**

**Declaration of Confidentiality and Conflict of Interest Form for completion by the Evaluation Team Members**

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| **Name:** |  | **Role regarding School:** |  |
| **Tel:** |  | **E-mail:** |  |

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| **Procurement Project:** |  |

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| **Tender Evaluation Group Declaration - this declaration must be read and signed by the members of the Procurement Evaluation Group and returned to the Procurement Lead.** |
| The main responsibilities of procurement evaluation group members are to:1. Understand and respect the different roles and responsibilities within a Procurement Evaluation team.
2. Represent their discipline or area and provide formal two way communication & feedback (subject to confidentiality).
3. Provide a brief summary/overview outlining what goods or services are required, where the goods or services are required and determine the optimal duration of the contract. The summary must make the scope of the contract clear.
4. Assist in the specification of a statement of requirements in sufficient detail so as to facilitate the determination of the optimum proposal.
5. Assist with setting the selection and award criteria and (if appropriate), award sub-criteria.
6. Contribute to the determination as to whether a contract should be broken into lots.
7. Assist with the design and appropriate pricing schedule to be used in the tender.
8. Assist with the preparation of questions that tenderers will be required to clearly and unambiguously answer with their tender submission, by way of mandatory information required. These questions should be designed to confirm compliance with the specifications or should otherwise be linked to award criteria. The responses to such questions should assist in the evaluation process.
9. Assist with the evaluation of responses against advertised criteria only.
10. Contribute to the agreement and recommendation of preferred tenderer and proposal.
11. Promote the decision of the Procurement Evaluation Group and assist in the implementation where appropriate.
12. Participate in tenderer debriefings when required.
13. Act in a professional, confidential and ethical manner at all times.
14. Maintain appropriate records of actions and decisions.
15. Direct all interactions with external parties regarding the tender to the Procurement Lead.
16. Conduct the tender process in full accordance with the Procurement Regulations and fundamental principles.
17. Participate in any internal or external process audit carried out in relation to a tender process.
18. Develop Key Performance Indicators (as may be necessary) for incorporation into the contract.
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| During the course of a tender process, members of a Procurement Evaluation team are expected to observe **confidentiality** in relation to commercial information from prospective suppliers. Information relating to the examination, evaluation and comparison of tenders and recommendations concerning the award of a contract will not be disclosed to tenderers or other persons not officially concerned with such process.It is incumbent on any member of the group to declare and “conflict of interest” which might compromise and individuals impartiality, or be reasonably be perceived as doing so, in the award of a contract. Any such “conflict of interest” should be notified immediately to the Procurement Lead of the Procurement Evaluation Group.Any effort by a tenderer to unduly influence the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the award of a contract, must at the earliest opportunity be reported to the Procurement Lead. In accordance with **Section 38 of the Ethics in Public Office Act 1995** any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.I acknowledge the confidentiality and commercial sensitivity of the tender submissions and that I will take all due precautions to ensure their security and confidentiality while in my possession and control. I further undertake to maintain strict confidentiality with regard to the tender evaluation process and not to discuss the deliberations of the tender evaluation team with unauthorised third parties at any time. |

**I have read, understand and agree to adhere to the above declaration.**

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| **Signature** |  |
| **Title** |  |
| **Date** |  |

**Conflict of Interest Declaration**

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| **Tender Title** |  |
| **Tender Reference** |  |

This form should be completed by any person who is part of the evaluation process for tender. There is no requirement for the interests of close relatives of members to be declared, but where a potential conflict of interest exists, this should be brought to the attention of the Procurement Lead.

**Please enter details in the relevant sections below;**

**If no conflict exists, please write “none” rather than leave blank**

1. You will declare a conflict if you or your family members have any ownership, part-ownership or directorship (including non-executive directorships) held in private companies or PLCs entering this tender process.

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1. You will declare a conflict if you or your family members have any majority or controlling shareholdings in organisations entering this tender process.

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1. You will declare a conflict if you or family members have received any benefits, gifts or hospitality from organisations entering this tender process.

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I declare that the interest(s) stated are those which I consider to be relevant and material to this procurement project.

I further declare that in the event of such an actual or potential conflict coming to light at any time during the tender evaluation process I shall immediately notify the Procurement Lead of such actual or potential conflict. I acknowledge that the Procurement Lead may take such decision as they consider appropriate in that event, including discontinuing my involvement in the tender evaluation process.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon completion this form should be scanned and emailed to the Procurement Project Lead: **[Enter the Procurement Lead’s email details]**