**Procurement Journey**

**Declaration Of Interest**

**PART A - DECLARATION OF INTEREST STATEMENT**

I would like to declare the following existing/potential\* conflict of interest situation

arising from the discharge of my duties concerning the procurement exercise or contract management of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert Contract Name / Reference)

(a) Persons/companies with whom/which I have official dealings

and/or private interests :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Brief description of my duties which involve or may involve the

persons/companies mentioned in item (a) above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position and Name:

Signature:

Date:

*(\*Delete as appropriate)*

**PART B – GOVERNANCE REVIEW OF DECLARATION OF INTEREST**

With respect to the above declaration, the matter has been considered under the governance requirements and the following decision has been made:

􀂉 *(name of the person making the declaration)* should refrain from performing

or getting involved in performing the work/duty, as described in Part A, which

may give rise to a conflict.

􀂉 *(name of the person making the declaration)* may continue to handle the

work/duty as described in Part A, provided that there is no change in the

information declared above.

􀂉 Others (please specify)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Head of Procurement

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Human Resources

Date of Meeting: