



South Tyneside Council

Declaration of Business Interests

Name of procurement

Name of procurement lead:

This document is to be completed by all officers involved in the above procurement project and, in the event that this is for the establishment of a framework, is deemed to apply to any subsequent call-offs.

Two copies are to be signed. One should be retained by the procurement lead and the other by the signatory.

I acknowledge and agree that:

1. I am not currently aware of any potential or actual conflict of interest*.
2. If at any time prior to or during the tendering exercise there is any potential or actual conflict of interest*, I shall bring this to the attention of the procurement lead or the Service Lead, as appropriate, immediately.
3. I will not accept any gifts or offers of hospitality from any bidder or prospective bidder at any time prior to, during, or after the tendering exercise. In the event that I am offered any of the above, I shall inform the procurement lead or the Service Lead, as appropriate, immediately and shall complete the 'Recording Offers of Gifts and Hospitality' document held on the Council's intranet.
4. I understand that a breach of any of the obligations contained within this statement will be regarded very seriously and may result in disciplinary action.

Signature:.....Name.....

Position / Organisation:.....

Date:.....

*A potential Conflict of Interest includes any situation where you have, either directly or indirectly, a financial, economic or other personal interest which might be reasonably perceived (when viewed objectively by a third party) to compromise your impartiality and independence in the context of the procurement procedure.

Examples of a conflict of interest are; a relative or close friend owning or working for one or more of the bidders, a financial interest (e.g. shares) in one or more of the bidders or a personal dispute with



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one or more of the bidders. Further guidance on potential conflicts of interest can be sought from the Category Manager or Service Lead, where appropriate.