

Declaration of Interest Form

The attached Declaration of Interest Form is completed by all those individuals who will be involved in evaluating the tenders received. The tenders are only released to them for evaluation upon receipt of the completed Declaration of Interest Form. Where a declaration of interest is received or could be perceived to have an interest, in a Bidder or potential Bidder, this interest is notified in writing to the Procuring Officer; the Head of Procurement and City Barrister. The Head of Procurement in consultation with the City Barrister will decide how, if at all, the process, or the role of the person concerned, should be adjusted to ensure fairness can be demonstrated, and to reduce any potential accusation of misconduct, eliminate bias and maintain the integrity of the process.