**APPENDIX H – Conflict of Interest Form**

**Delete as appropriate:**

# Land and Property Services [Lot 1 & Lot 2] - EWR Ref: CT4218 & CT4219

# Conflict of Interest Declaration

# Under the Procurement Act 2023[[1]](#footnote-2), EWR Co. is required to identify and keep under review actual and potential conflicts of interest. We must also mitigate conflicts of interest and address circumstances which we consider are likely to cause a reasonable person to wrongly believe there to be a conflict or potential conflict of interest ('perceived conflict of interest').

# Furthermore, it is mandatory to exclude a supplier from the procurement where a conflict of interest puts the supplier at an unfair advantage if steps cannot be taken to avoid that advantage or the supplier refuses to take any necessary steps.

# Managing conflicts of interest is required throughout the procurement lifecycle, from the planning stage right through to the end of the contract.

# In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or be taken, or the advice you are giving to EWR Co., or that may result in an adverse impact on competition for the purposes of this procurement.

# The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could, or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

# If response is yes to any of the questions below, please provide full details as a separate attachment.

***Table 1: Conflict of Interest Declaration***

|  |  |
| --- | --- |
| Questions | Yes / No |
| Are you affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to EWR Co. or is currently tendering to do so? |  |
| In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/services/works) with any other company acting as a supplier to EWR Co.? |  |
| At any time in the 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to EWR Co.? |  |
| At any time in the past 12 months, has anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of EWR Co.? |  |
| Is there any occasion where you or members of your organisation or supply chain may use EWR Co. resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than EWR Co? |  |

|  |  |
| --- | --- |
| Questions | Yes / No |
| Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to your work with EWR Co. e.g. through personal or working relationships with current or former employees or through prior employment with EWR Co. or third- party suppliers or in connection with this procurement? |  |

# I, as a representative of all companies associated with the Tenderers submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interest, relationships and holdings that could potentially result in a conflict of interest.

# I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify EWR Co. promptly and no later than 28 days of becoming aware of such information and undertake to take such action as EWR CO. may reasonably direct.

The Service Provider

|  |  |
| --- | --- |
| Signature |  |
| Name and Status |  |
| For and Behalf of |  |
| Date |  |

(where applicable) additional Service Providers

|  |  |
| --- | --- |
| Signature |  |
| Name and Status |  |
| For and Behalf of |  |
| Date |  |

where applicable) additional Service Providers

|  |  |
| --- | --- |
| Signature |  |
| Name and Status |  |
| For and Behalf of |  |
| Date |  |

\*Repeat as required.

1. Ss. 81 to 83, Procurement Act 2023. [↑](#footnote-ref-2)