



Declaration of Impartiality and Confidentiality

Name:	Job Title:
Telephone:	E-mail:
Department:	

Tender Reference:

Conflict of Interest

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the Marie Stopes International Reproductive Choices (MSI)

Examples of conflicts of interest include: *(This is not an exhaustive list)*

- Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any bidding process.
- Having a financial or any other personal interest in the outcome of the evaluation of any bid evaluation process
- Being employed by (as staff member or volunteer) or providing services to any potential bidder
- Being a member of a potential bidder’s management/executive board
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any bidder or its representatives
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
- Having a close member of your family who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any potential bidder

It is the individual’s responsibility to ensure that any and all potential conflicts are disclosed to their respective Country Director in writing prior to them becoming involved in any procurement process. Individuals will be excluded from the procurement process where the identified conflict in MSI’s opinion is material and cannot be mitigated. The decision as to whether the identified conflict is material, and whether any mitigating arrangements are required, is to be made by the Country Director.

Option 1:
 “I do not have any conflict of interest that prevent my full and unprejudiced participation in this procurement exercise.
 I also declare that I will inform MSI immediately, should my circumstances change in any way that effects this declaration.”

Signature	Date
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Option 2:
 “I do have a conflict of interest that may prevent my full and unprejudiced participation in this procurement exercise. The nature of this conflict of interest is described below:

Initial
PD



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I also declare that I will inform MSI as soon as is practicable, should my circumstances change in any way that effects this declaration.”

Signature	Date
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Initial
PD