

Conduct, Confidentiality and Conflict Declaration

I, [NAME] _____ Of [ADDRESS] _____ _____ in the State of Queensland, declare that, in relation to the request for tender no. T-TRC2023-11 _____ issued by Tablelands Regional Council (Council):	
1. COMPETENCE	TICK IF AGREED
1.1 I have confidence in my ability to fulfil my role in connection with this tender and discharge my obligations on these matters in a competent manner.	<input type="checkbox"/>
2. POLICIES AND PROCEDURES	TICK IF AGREED
2.1 I have been advised of, understand and commit to adherence to the following procedures, policies and processes: (a) Procurement Policy 2023-24 & Procurement Process Conditions, (i) https://www.trc.qld.gov.au/download/procurement-policy/ (b) TRC Employee Code of Conduct, (i) https://www.trc.qld.gov.au/download/employee-code-conduct/	<input type="checkbox"/>
3. OBLIGATIONS ON EVALUATION PANEL (EVALUATION PANEL MEMBERS ONLY)	TICK IF AGREED
3.1 I have reviewed and understood all relevant tender documentation.	<input type="checkbox"/>
3.2 I understand and agree with the tender evaluation selection criteria.	<input type="checkbox"/>
3.3 I agree with and understand the selection criteria weightings and scoring methodology.	<input type="checkbox"/>
3.4 I understand the evaluation process, documentation and timelines.	<input type="checkbox"/>
4. CONDUCT OF PROCUREMENT PROCESS (ALL PROCUREMENT MEMBERS)	TICK IF AGREED
4.1 I understand the need for probity, integrity and transparency in dealing with all matters related to this assessment.	<input type="checkbox"/>
4.2 I understand and commit to comply with all obligations imposed by the <i>Public Records Act 2002</i> (Qld).	<input type="checkbox"/>

4.3	I have read, understand and will comply with the probity and evaluation plan for the procurement process.	<input type="checkbox"/>
5.	CONFIDENTIAL INFORMATION	TICK IF AGREED
5.1	I understand that during the procurement process, information such as tender submissions, meeting notes and records of evaluation must be treated as confidential information.	<input type="checkbox"/>
5.2	I understand that unauthorised release or disclosure of material generated during the procurement process could potentially impact the outcome of the project and compromise the probity of the procurement process.	<input type="checkbox"/>
5.3	I will keep all information relating to the procurement process confidential.	<input type="checkbox"/>
5.4	I will not use any information which I may receive or create during the procurement process for any purpose other than to fulfil my role in connection with this procurement process.	<input type="checkbox"/>
5.5	I will take reasonable steps to prevent the unauthorised disclosure of such information.	<input type="checkbox"/>
5.6	I will not release or make public any information relating to the procurement process without the prior written approval/consent of the Principal.	<input type="checkbox"/>
5.7	I will not remove or photocopy any tender documents unless it is necessary to fulfil my role in connection with the procurement process.	<input type="checkbox"/>
6.	CONFLICTS OF INTEREST	TICK IF AGREED
6.1	I acknowledge and understand that: (a) an actual conflict of interest exists where I have an interest or relationship which will conflict with my obligations as a Procurement Team member; (b) a potential conflict of interest exists where I have an interest or relationship which could in the future conflict with my obligations as a Procurement Team member; and (c) a perceived conflict of interest exists where it may appear to a third party that I have an interest or relationship which conflicts with my obligations as a Procurement Team member (even if the Tenderer considers that no actual conflict exists).	<input type="checkbox"/>
6.2	I will immediately notify the Responsible Person identified in the probity and evaluation plan if a conflict of interest (whether actual, potential or perceived) that is not disclosed in this declaration arises or is likely to arise.	<input type="checkbox"/>
6.3	I acknowledge that I have a continuing obligation to identify and disclose conflicts of interest and will provide an updated conflict and confidentiality declaration if I become aware of an actual, potential or perceived conflict of interest after the date of this declaration.	<input type="checkbox"/>
6.4	I have not received a gift, benefit or prize as a consequence of employment with Council that may constitute an actual, potential or perceived conflict of interest in relation to this tender.	<input type="checkbox"/>

6.5	<p>I declare that I am not aware of any conflict of interest (whether actual, potential or perceived) other than:</p> <p>(a) [INSERT DETAILS OF ANY ACTUAL, POTENTIAL OR PERCEIVED CONFLICTS KNOWN AT THE TIME OF DECLARATION OR INSERT 'NIL KNOWN']</p> <p>(b) [INSERT DETAILS OF ANY ACTUAL, POTENTIAL OR PERCEIVED CONFLICTS KNOWN AT THE TIME OF DECLARATION OR INSERT 'NIL KNOWN']</p>	<input type="checkbox"/>
6.6	<p>I hereby declare the above details and the details stated in the Schedule attached to this declaration are true and correct to the best of my knowledge and I make this declaration in good faith.</p>	
Name		
Signature		
Date		