

PROCUREMENT CONFLICT OF INTEREST - SUPPLIER / PROSPECTIVE SUPPLIER DISCLOSURE FORM



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

UQ Procurement, Finance and Business Services



Refer to [guidance available on the UQ Suppliers website](#) before using this form.

Next steps: Complete sections 1 to 4 and submit the completed form to procurement@uq.edu.au for consideration and approval.

Section 1: Supplier details

Name of the supplier representative completing this form

Name of the supplier

Name of the relevant UQ representative

Section 2: Procurement details

Details (*goods/services to be supplied to UQ*)

Section 3: Details of the conflict of interest

Context of the conflict
(*Type of conflict and what it relates to*)

Actions and steps to manage the conflict

Supporting documents

Section 4: Acknowledgement of the declarant

In signing this disclosure:

- I declare that the information supplied is true and correct to the best of my knowledge and that I am authorised to make this disclosure on behalf of the supplier /prospective supplier identified in Section 1.*
- I undertake to provide additional information as required by UQ to enable it to properly consider this disclosure.*
- I undertake to update this disclosure as circumstances change.*
- I agree to comply with any reasonable conditions or restrictions that UQ may impose to manage, reduce or eliminate an actual, potential or perceived conflict of interest.*
- I am aware of UQ's Privacy Management Policy and understand that the information provided may be disclosed to other parties within the University.*

Name of the declarant & supplier

Position

Signature

[How do I create a digital signature?](#)

Date

Section 5: To be completed by UQ Procurement

(*UQ Procurement to complete Section 5 and return to supplier with copy to the procurement coordinator*)

Position

Signature

Date