

PROCUREMENT CONFLICT OF INTEREST - THIRD PARTY DISCLOSURE FORM

UQ Procurement, Finance and Business Services



This form is to be used by third parties (e.g. UQ students, probity advisors, external experts) to declare a procurement conflict of interest.

If you are a supplier or prospective supplier please use the procurement conflict of interest - suppliers / prospective suppliers disclosure form and follow the additional guidance on the UQ Suppliers page.

How to submit the form

- Complete sections 1 to 5.
- Send the completed form to the UQ procurement coordinator to organise endorsement and approval.

Section 1: Details of the declarant

Name

Organisation

Position title

Section 2: Procurement details

Procurement title / reference

Organisational unit

Unit undertaking the procurement

Procurement details

Brief description of goods/services

Category

Estimated value (ex GST)

Over full contract term including extensions

Your role in the procurement activity

Examples of scenarios that may involve an actual / potential / perceived conflict of interest in relation to a procurement or supplier activity (*This list is not exhaustive*)

- You have a personal interest in the procurement activity or decision (*e.g. you own shares in a supplier or related company*).
- You are a relative or close friend of someone with a personal interest in the goods or services being procured or who could be personally affected by the procurement decision (*e.g. a family member is an employee or shareholder of a supplier*).
- You have personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend the procurement (*e.g. your partner's best friend is an employee of a supplier*).
- You have been offered any special discounts, incentives, gifts, trips, hospitality, rewards or favours by suppliers of the goods or services being procured (*e.g. free travel; free samples for your own use; use of a supplier's corporate box at a sports event*).
- You are aware of anything that could give the appearance that you might be biased towards or against a particular supplier (*e.g. you have expressed strong views about a supplier; you previously worked for a supplier*).

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THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

UQ Procurement, Finance and Business Services Division

Section 3: Details of the conflict of interest

Name of the supplier

Name of supplier with whom the declarant has an actual, potential or perceived Conflict of Interest in relation to the procurement activity. If there is a conflict of interest with more than one supplier, please complete a separate form for each supplier.

Details of the conflict

Describe the specific personal interest identified (e.g., relationship with employee/friend/family; financial interest; commercial interest; etc.) and detail how this raises an actual, potential or perceived Conflict of Interest in relation to the procurement activity.

Strategy to manage the conflict of interest (see [Policy](#) for details)

Proposed management plan

Clearly detail the steps you intend to take in order to resolve or manage this conflict.

Supporting documents

List here and attach any supporting documents you wish to provide to support your proposed management plan.

Section 4: Probity in Procurement training

Have you completed the [Probity in Procurement online training for non-UQ procurement stakeholders](#)? Yes No

Section 5: Acknowledgement of the declarant [How to create a digital signature.](#)

In signing this disclosure:

- I declare that the information supplied is true and correct to the best of my knowledge and in accordance with the [Procurement Procedure](#).
- I undertake to update this disclosure as circumstances change.
- I agree to co-operate in the development of the conflict of interest management plan and comply with any conditions or restrictions that The University of Queensland may impose to manage, reduce or eliminate an actual, potential or perceived conflict of interest.
- I am aware of the [Privacy Management Policy](#) and understand that the information provided may be disclosed to other parties within the University.

Name of the declarant

Position

Signature

Date

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Attention procurement coordinator

- Please assist the individual making the declaration to seek the relevant endorsement and approval.
- Send the endorsed and approved form to UQ Procurement at procurement@uq.edu.au.

Section 6A: Endorsement by Head of Organisational Unit (Authority Level 5 of HR Authorisation Schedule) (Head of Organisational Unit to complete Section 6A and send form to the approver as per Section 6B or declarant as per decision)

In making this decision:

[How to create a digital signature.](#)

- I am satisfied that my decision complies with applicable UQ Policies and Procedures.
- I am aware of the [Privacy Management Policy](#) and understand that the information provided may be disclosed to other parties within the University.

Decision

Endorsed and referred to approver

Referred to approver without endorsement
(Add comments below)

Not approved and returned to declarant

Comments / Conditions

Name

Position

Signature

Date

Section 6B: Approval by Head of Faculty/ Institute/Member of VC's Committee

(Authority Level 3 of HR Authorisation Schedule or nominee [not below Level 4])

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(Head of Faculty/Institute/Member of VC's Committee to complete Section 6B and send form back to declarant)

In making this decision:

- I am satisfied that my decision complies with applicable UQ Policies and Procedures.
- I am aware of the [Privacy Management Policy](#) and understand that the information provided may be disclosed to other parties within the University.

Decision

Approved
(advise declarant of outcome)

Not approved
(advise declarant of outcome)

Comments / Conditions

Name

Position

Signature

Date