

[illegible]

Supplier	Relationship	IS there a COI?	Describe any conflict of interest (COI)
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
Name:			
Signed:			
Designation:			
Date:			

Part B: Record of Resolution by the Management

With respect to the above declaration, the Department Director passed the following resolution:

_____ (name of the person making the declaration) should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

_____ (name of the person making the declaration) may continue to handle the work/duty as described in Part A, and recommend the following action to mitigate the declared interest. _____

Signature: _____ Signature: _____
Department Director

(This form is to be used for procurement of goods & services through the tender process by all staff in any tender evaluation committee of the Secretariat. If no conflict of interest exists as in Part A, then do not fill in Part B).