

# MRC/UVRI and LSHTM Uganda Research Unit



Medical  
Research  
Council



Uganda  
Virus  
Research  
Institute

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



## **TENDERER CONFLICT OF INTEREST DECLARATION**

Any entity involved in a tender or Request for Quotations/Proposals/Information (RFX) with the Medical Research Council/ Uganda Virus Research Institute and London School of Hygiene and Tropical Medicine Uganda Research Unit (MRC/UVRI/LHSTM) should complete this declaration before participating in a tender/ RFX, or submitting a bid. All references to "MRC/UVRI and LHSTM" in this document also include the related entities listed in 10. below. Before you complete this form, read no. 4. Quick-Guide: Conflicts of Interest of this document.

Only individuals in the supplier organization, with an actual, potential or perceived conflict need to complete this document. In the event there are no individuals with an actual, potential or perceived conflict, an authorized officer of the organization may complete it on behalf of the organization, marking all boxes in section 1. as "No".

Please note conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily imply any wrongdoing. The conflict merely needs to be identified and managed carefully.

<b>Tender:</b>	<b>CONSULTANCY TO DEVELOP/ SUPPLY AND INSTALL A FLEET MANAGEMENT SYSTEM FOR VEHICLE AND MOTORCYCLE AND TRAIN STAFF/ SUPPORT THE SYSTEM'S ROLL-OUT IN THE ORGANISATION - REF: MUL/22/0239</b>
<b>Organization:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Role in the organization:</b>	

## 1. Do you have any actual, potential or perceived conflicts of interest?

Are you aware of any MRC/UVRI/LHSTM employee that has any personal interest in the purchasing decision?

*(e.g. the employee owns shares in yours or a related organization)*

**Yes**  **No**  **Potentially**

(tick „potentially‘ if others could perceive that there is a conflict)

Are you immediate family or a close friend of any MRC/UVRI/LHSTM employee?

*(e.g. a family member is an employee of MRC/UVRI/LHSTM)*

**Yes**  **No**  **Potentially**

(tick „potentially‘ if others could perceive you have a conflict)

Are you aware of any MRC/UVRI/LHSTM employee that has any personal obligations, loyalties or bias that could influence the way MRC/UVRI/LHSTM evaluates offers and recommends the purchase decision for this tender?

*(e.g. a close friendship with an employee of MRC/UVRI/LHSTM)*

**Yes**  **No**  **Potentially**

(tick „potentially‘ if others could perceive you have a conflict)

Have you recently offered any personal special discounts, gifts, trips, hospitality, rewards or favours to any MRC/UVRI/LHSTM MRC/UVRI/LHSTM employees as a courtesy or otherwise, owing to your business relationship with MRC/UVRI/LHSTM?

*(e.g. free travel; free samples for personal use; holiday gifts )*

**Yes**  **No**  **Potentially**

(tick „potentially‘ if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that an MRC/UVRI/LHSTM employee might be biased towards or against a particular supplier?

*(e.g. the employee has expressed strong views about a supplier; has worked for a supplier; receives favours or discounts from the supplier)*

**Yes**  **No**  **Potentially**

(tick „potentially‘ if others could perceive you have a conflict)

## 2. Declaration of conflict of interest

**Actual** conflict of interest is where you already have a conflict.

**Potential** conflict of interest is where the conflict is about to happen or could happen.

**Perceived** conflict of interest is where other people might reasonably think you are not being objective.

If you have answered **'Yes'** or **'Potentially'** to any of the above questions, please provide details here. Otherwise sign the declaration below.

## 3. Your declaration

**Declaration** – By signing this declaration, I confirm that the above details are correct to the best of my knowledge. I make this declaration in good faith, and that the execution of this declaration does not and will not violate any provision of law, rule or regulation. I also confirm that this declaration is a legal, valid and binding obligation on me in accordance with its terms.

Signature:		Date:
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**Review by MRC/UVRI/LHSTM Head of Procurement** – I confirm that I have received this declaration and noted the contents.

Name:	
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Signature:		Date:
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#### 4. Quick Guide: Conflict of Interest

A conflict of interest is defined as:

- any involvement, holding or direct interest
- by an MRC/UVRI/LHSTM employee, their immediate family or spouse/partner
- in the day-to-day running of a company, business or entity
- involving decision making when
- Providing MRC/UVRI/LHSTM with services or products.

This includes:

- Own a share or stake in a business that supplies MRC/UVRI/LHSTM with services or goods
- Supplies MRC/UVRI/LHSTM with services or goods
- Providing services to direct suppliers of MRC/UVRI/LHSTM
- Any member of an MRC/UVRI/LHSTM employees' immediate family or spouse or partner being involved in any of the above

**5. Control** is defined as the power to manage the financial and operating policies of the relevant entity so that benefit can be gained from its activities.

**6. Immediate family** is defined as "Employee's father, mother, brother/sister, children, as well as the employee's spouse or partner and their children."

**7. Joint Control** is defined as sharing control over a relevant entity and that this arrangement of sharing is stipulated in a physical contract.

**8. Significant influence** is defined as "the capacity to take part in the financial and operating policy decisions of a related entity, but not to control those policies. Significant influence may be gained by share ownership, law or agreement."

**9. Significant Voting Power** - please see significant influence.

#### 10. Related entities:

- a. Uganda Virus Research Institute.
- b. Medical Research Council UK.
- c. London School of Hygiene and Tropical Medicine.