**ANNEX GEN 2-1: Declaration of Impartiality and Confidentiality**

**Declaration of Impartiality and Confidentiality**

I am independent of all parties which stand to gain from the outcome of a quotation/proposal or tender evaluation. To the best of my knowledge and belief, there are no facts or circumstances, past or present that could arise in the foreseeable future, which might call into question my independence in the eyes of any party. Should it become apparent during the course of any procurement process that such a relationship exists or has been established, I will immediately inform my line manager and cease to participate in the process.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me, discovered by me, or prepared by me in the course of or as a result of any procurement procedure and agree that it shall be used only for the purposes of the procurement procedure and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this declaration.

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| --- | --- |
| **Date:** |  |
| **Name:** |  |
| **Signature:** |  |