

[insert your organisation name and logo or branding]

## DECLARATION FORM

[insert title of procurement activity]

[insert contract number]

Tenderer Name: [insert the name of your organisation]

Date of this Tender: [insert date of this document]

### 1. OUR DECLARATION

Topic	Declaration	Tenderer's declaration
<b>RFT Process and RFT Terms:</b>	I/we have read and fully understand this RFT, including the RFT Terms. I/we confirm that the Tenderer/s agree to be bound by them.	[agree / disagree]
<b>Collection of further information:</b>	The Tenderer/s authorises Waka Kotahi to: <ol style="list-style-type: none"> <li>collect any information about the Tenderer, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>use such information in the evaluation of this Tender.</li> </ol>	[agree / disagree]
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of Waka Kotahi's Requirements as described in Section 2. I/we confirm that the Tenderer/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
<b>Ethics:</b>	In submitting this Tender the Tenderers/s warrants that it: <ol style="list-style-type: none"> <li>has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li> <li>has not directly or indirectly approached any representative of Waka Kotahi (other than the Point of Contact) to lobby or solicit information in relation to the RFT</li> </ol>	[agree / disagree]

	c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of Waka Kotahi.	
<b>Offer Validity Period:</b>	I/we confirm that this Tender, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	<b>[agree / disagree]</b>
<b>Conflict of Interest declaration:</b>	The Tenderer warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Tender, or entering into a Contract to deliver the Requirements.  Where a Conflict of Interest arises during the RFT process the Tenderer/s will report it immediately to Waka Kotahi's Point of Contact.	<b>[agree / disagree]</b>
<b>Details of conflict of interest:</b>	<b>[if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write 'not applicable']</b> .	

## DECLARATION

I/we declare that in submitting the Tender and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Tender does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Tender, to make the statements and to provide the information in the Tender and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Tender may result in the Tender being eliminated from further participation in the RFT process and may be grounds for termination of any Contract awarded as a result of the RFT.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Tenderer/s to make this declaration on its/their behalf.

<b>Signature:</b>	
<b>Full name:</b>	
<b>Title / position:</b>	
<b>Name of organisation:</b>	
<b>Date:</b>	