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**ANNEX 3.2 VENDOR CONFLICT OF INTEREST DISCLOSURE FORM (CIAT )**

**Vendor Conflict of Interest Disclosure Form**

<b>Vendor name</b>	<b>Vendor phone number</b>



All vendors interested in conducting business with International Center for Tropical Agriculture (CIAT) must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors must comply with the Alliance's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a CIAT employee, member of the Alliance Board of Trustees, or an immediate family member of a CIAT employee, the vendor shall disclose the information required below.

**Certification**

I hereby certify that, to my knowledge, there is no conflict of interest involving the vendor named below:

1. No CIAT employee or member of the Alliance Board of Trustees or their immediate family member has an ownership interest in the vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated CIAT employee or member of the Alliance Board of Trustees or employee who has been retired or separated from CIAT and/or the Alliance for less than one year has an ownership interest in the vendor's company.
3. No CIAT employee or member of the Alliance Board of Trustees is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor hereby declares that it has not and will not provide gifts or hospitality of any monetary value or any other gratuities to any CIAT employee or member of the Alliance Board of Trustees to obtain or maintain a contract.

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5. Please note any exceptions below:

<b>Conflict of interest disclosure*</b>	
Name of CIAT employee, member of Alliance Board of Trustees, or immediate family members with whom there may be a potential conflict of interest.	( ) Relationship to employee/member of the Alliance Board of Trustees _____ _____ ( ) Interest in vendor's company _____ _____ ( ) Other _____ _____

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by CIAT, these vendors will be disqualified from doing business with Alliance centers.

I certify that the information provided is true and correct by my signature below:

\_\_\_\_\_  
Printed name of vendor authorized representative

\_\_\_\_\_  
Signature of vendor authorized representative

\_\_\_\_\_  
Date

**PROCUREMENT USE ONLY**

Yes, named employee/official was involved in bid/proposal process or decision.

No, named employee/official was not involved in bid/proposal process or decision.