

Request for tender

***Strictly confidential***

**Improved sown and native grasses, legumes and plant-microbe symbioses for the southern feedbase**

Tenderer: Click or tap here to enter text.

Date completed:

The contents of this request for tender and all other information and materials provided by or on behalf of MLA are the property of MLA and are confidential to MLA. All materials provided by or on behalf of a tenderer to MLA will become the property of MLA. There is no payment for tender applications.

Version 3 082024

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**SECTION 1**

1. **INTRODUCTION AND INSTRUCTIONS**
   1. **MLA**
      1. Meat & Livestock Australia Limited (ABN 39 081 678 364) and its related body corporate Integrity Systems Company Limited (ABN 34 134 745 038) (together, **"MLA")** undertake a range of research and development and marketing programs designed to benefit beef, sheepmeat and goatmeat industry participants, from livestock producers to retail service providers. It also provides a number of research and development and marketing services to related industry sectors including meat processors and live animal exporters.
   2. **Invitation**

MLA invites interested parties to submit tenders (preliminary proposals) by 5pm AEST Friday 18th July.

**Tenders**

Tenders must comply with all requirements specified in this request for tender.

Please submit an electronic/soft copy of the tender. All submissions must be emailed to [tenders@mla.com.au](mailto:tenders@mla.com.au) and [jgebbels@mla.com.au](mailto:jgebbels@mla.com.au).

All questions in Section 2 must be completed by the tenderer.

Section 3 describes MLA's requirements for Improved sown and native grasses, legumes and plant-microbe symbioses for the southern feedbase **("Specification").** Each tenderer must submit preliminary proposals as per the instructions in Section 3.

Section 4 contains the terms upon which MLA will enter into an agreement with the successful tenderer. These terms contain minimum legal requirements that must be satisfied before MLA is prepared to enter into an agreement with a supplier and will apply unless the successful tenderer has an existing umbrella agreement with MLA. For the majority of tenders and to the extent permitted by law, MLA's terms are not open to negotiation. The tenderer acknowledges and agrees that submitting a tender to MLA will constitute acceptance of all terms of the agreement in Section 4 by the tenderer. If a tenderer has previously agreed relevant umbrella terms with MLA then those umbrella terms will instead apply.

Section 5 contains a declaration to be completed by the tenderer.

Section 6 and Section 7 should be completed by the tenderer if there are additional corporate governance disclosures required as part of the response to Section 2.

All tenders should contain:

* + 1. the answers to the questions and information required in **Section 2;**
    2. any additional information, reports or documents required in relation to the Specification in **Section 3;**
    3. a statement detailing how the tenderer will meet MLA's requirements in **Section 3;**
    4. confirmation that, if successful, the tenderer will enter into an agreement with MLA on the terms set out in **Section 4** or on any previously agreed umbrella terms; and
    5. the completed declaration in the form set out in **Section 5.**

MLA will treat all tenders in confidence.

* 1. **Ownership of tenders**

The documents which comprise this request for tender and any other material provided by MLA to tenderers, including any intellectual property rights in the same, remain the property of MLA **("MLA Material").**

MLA grants each tenderer a non-transferable, non-exclusive, royalty-free licence to use the MLA Material for the purposes of this tender process.

Any intellectual property rights that exist in a tenderer's response to this request for tender, other than the intellectual property rights in the MLA Material, will remain with the tenderer or its third party licensors **("Tenderer IP").**

The tenderer acknowledges and agrees that all material submitted by a tenderer in response to this request for tender will become the property of MLA on receipt by MLA.

The tenderer grants MLA and its employees, agents, contractors and advisers a non­ exclusive, irrevocable, royalty-free licence to copy, adapt, modify and create derivate works from the Tenderer IP for the purposes of evaluating the tender.

* 1. **Disclosure**

In providing a tender the tenderer agrees to the disclosure of information in the tender to MLA's employees, agents, contractors and advisers, for the purposes of this tender process, as required by law or otherwise with the tenderer's consent.

Tenderers must clearly identify any information that they consider should be protected as confidential or commercially sensitive information.

* 1. **Questions**

Any questions must be submitted in writing to the email address specified in section 1.3 above. MLA may provide the answers to such questions at its discretion and may share the answers with all tenderers. A tenderer may request that a question be treated as proprietary (where the information disclosed is considered commercially sensitive to the tenderer).

* 1. **Extension of Closing Date**

MLA may extend the Closing Date. Tenderers may request an extension in writing via email to the email address specified in section 1.3 above at least 3 business days prior to the Closing Date and must provide reasons in support of the request.

Any extension of time will be granted to all tenderers, not only the tenderer requesting the extension.

* 1. **Confidentiality**

The contents of this request for tender and all other information and materials provided to a tenderer by or on behalf of MLA relating to this tender, including information provided prior to the release of this document, are confidential to MLA, to the extent such information and materials are not publicly available or in the public domain at the time disclosed.

A tenderer must not use copy, reproduce, distribute or disclose such information or materials (except to the tenderer's employees, agents, contractors and advisers for the sole purpose of enabling the tenderer to submit a tender).

* 1. **Discussion and public statements**

Unless expressly provided in this request for tender, tenderers and their employees, agents, contractors and advisers must not at any time during the tender process approach or discuss with any MLA employees, agents, contractors or advisers (except the MLA Contact) any matter relating to the request for tender or the tender.

Tenderers must not make any public statement about this request for tender without the prior written consent of MLA.

* 1. **Conflict of interest**

A tenderer must not have any actual, potential or perceived conflict of interest between its interests and the interests of MLA in connection with this request for tender. If an

actual, potential or perceived conflict of interest arises, the tenderer must immediately notify MLA in writing and MLA will:

* + 1. enter into discussions to seek to resolve such conflict of interest and require the tenderer to take such steps as MLA may reasonably require to resolve or otherwise deal with the conflict;
    2. exclude the tenderer from further participation in this request for tender and disregard the tender provided by such a tenderer; or
    3. take any other action it considers appropriate.
  1. **Budget information**

Budget information specified in tenders must:

* + 1. be expressed in Australian dollars;
    2. be inclusive of all charges, and expenses;
    3. identify separately the duties and taxes, including goods and services tax **(GST)**

component of the price; and

* + 1. apply for the duration of the provision of the goods and services contemplated by this request for tender.
  1. **Tender validity period**

Each tender must remain open for acceptance by MLA for a period of at least six months from the Closing Date. The tenderer should specify any longer periods for which the offer remains valid.

* 1. **Applicable law**

The laws of New South Wales apply to this request for tender.

* 1. **Privacy**

Each tenderer must ensure that it complies with the *Privacy Act 1988* (Cth) in submitting its tender and, if successful, in entering into an agreement for the provision of goods and services contemplated by this request for tender.

MLA will collect your personal information for the purposes of administering this request for tender, including corresponding with you about this tender and evaluating your tender. If you choose not to provide some or all the required personal information, we may not be able to consider your tender.

MLA may disclose your personal information to:

* + 1. our related entities, international offices, and representatives for the purpose of our business only;
    2. [insert details of any third parties to whom MLA may disclose personal information to, for the purposes of this tender]

Please refer to our privacy policy ( https://[www.mla.com.au/general/privacy/)](http://www.mla.com.au/general/privacy/)) for further details about how we handle your personal information, how you may access or request correction of your personal information or make an enquiry or complaint about our handling of your personal information.

* 1. **MLA's rights**

MLA reserves the right to:

* + 1. reject any tender;
    2. close the right to submit tenders at any time before the Closing Date, without giving any reason or communicating such closure to any person;
    3. accept late tenders;
    4. accept any tenders which do not otherwise comply with the terms of this request for tender;
    5. accept part tenders;
    6. withdraw this request for tender or issue a new request for tender;
    7. vary the terms of this request for tender;
    8. negotiate directly with any person before or after the Closing Date;
    9. discuss with each tenderer details of its tender;
    10. proceed with the project on the basis of a different scope and performance requirements that differ to those set out in this request for tender; and
    11. vary the tender selection process set out in this request for tender.

In addition to its rights above, MLA may decline to consider or accept any tender from a tenderer who does not satisfy MLA of the tenderer's ability to complete the tender in

accordance with its terms. MLA expects all tenderers to behave in a courteous and professional manner and will not tolerate harassment or bullying from tenderers. MLA may exclude tenderers who exhibit unacceptable behaviour from this tender process.

MLA is not obliged to disclose the nature of any negotiations, amendments, alterations, additions or other changes provided to a tenderer, nor to offer or accept the same or equivalent amendments, alterations or other changes to other tenderers.

## Tender evaluation

The successful tenderer will be selected on the basis of the tender that best meets MLA's Specifications, including where relevant:

* + 1. the quality of the goods or services;
    2. fitness for purpose of the proposal
    3. whether the tenderer has the qualifications, experience and resources needed;
    4. value for money, considering the whole of life costs (such as initial purchase price, operating costs, licensing costs, costs of additional features and transition out costs);
    5. technical, commercial, financial, legal and other risks particular to a tender;
    6. the use of proposed subcontractors;
    7. preparedness to agree to MLA's standard agreement or previously agreed umbrella terms; and
    8. any other criteria appropriate to the purpose of the request for tender.

MLA may allocate any weighting to the evaluation criteria at its discretion and is not bound to accept the lowest priced tender or any tender submitted.

In the evaluation of tenders, MLA may:

1. have regard to knowledge and previous experience and dealings with a tenderer;
2. have regard to information about past and current performance of a tenderer, including under any contract, arrangement or dealing with the tenderer; and
3. obtain and rely upon advice from any third party in respect of any legal, technical or financial matter.

MLA may waive compliance with any of the terms of this request for tender and consider and accept any tender which does not conform with these terms.

MLA may require a tenderer to provide such further information as MLA requires in order to consider the tenderer's tender and, if so required, the tenderer must promptly provide such information.

# Costs

MLA will not be responsible for any costs or expenses incurred by the tenderer arising in any way from the preparation of tenders, including if the procurement process is terminated or amended by MLA.

# Binding agreement

A tender will not be deemed to have been accepted by MLA, nor any agreement arise between a tenderer and MLA, until the successful tenderer and MLA enter into a formal written agreement for the provision of the goods and services contemplated by this request for tender. This request for tender does not form a contract between MLA and the tenderer.

# Selection process

MLA will review each tender and may select a short list of tenderers. Any such short listed tenderers may be required to present to MLA or workshop or negotiate their proposal with MLA. A successful tenderer may be selected from such a list.

**SECTION 2 – TENDERER INFORMATION**

***[Tenderer to complete]***

* 1. **Details of tenderer**

Name: [insert name of the company or individual responding to the tender] Australian Business Number (ABN): [insert]

Address [insert address of the company or individual responding to the tender]

Contact name [insert name of the person who may be contacted for further information] Telephone number: [insert]

Email address: [insert]

* 1. **Pricing**

Tenderers are to provide quotes for all fees, charges and expenses. Prices are to include all work related to the provision of goods and services contemplated by this request for tender and are to be inclusive of GST and other applicable duties and taxes.

* 1. **Proposed subcontractors and suppliers**

The tenderer must list all proposed subcontractors and suppliers that the tenderer intends to engage in providing goods or services to MLA:

|  |  |
| --- | --- |
| **Description of goods or services** | **Subcontractor or supplier name** |
| [insert] | [insert] |
| [insert] | [insert] |
| [insert] | [insert] |
| [insert] | [insert] |

* 1. **Insurance**

The tenderer must provide details of current insurance policies held by it and each proposed subcontractor and supplier:

**Tenderer's Insurance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance type** | **Policy number** | **Extent of cover: per incident** | **Extent of cover: in aggregate** | **Expiry date** |
| Professional indemnity | [insert] | [insert] | [insert] | [insert] |
| Public liability | [insert] | [insert] | [insert] | [insert] |
| Workers' compensation | [insert] | [insert] | [insert] | [insert] |

[If subcontractors or suppliers are involved, duplicate the above table and complete for each subcontractor or supplier]

## Corporate Governance Modern slavery:

Please see MLA's Modern Slavery questionnaire at **Section 7** which must be completed by all MLA vendors.

## Conflicts of interest:

tenderer confirms that there are no actual, potential or perceived conflict of interest between its interests and the interests of MLA in connection with this request for tender

OR

tenderer has declared any actual, potential or perceived conflict of interest(s) in Section 6

## Gifts or hospitality:

tenderer confirms that it has not provided any gifts or hospitality to MLA during the request for tender

OR

* tenderer has provided the gifts and hospitality to MLA declared in Section 6

## Anti-bribery or corruption:

tenderer confirms that has not been convicted of or subject to formal investigations into any anti-bribery and corruption offences;

OR

tenderer has declared its anti-bribery and corruption offences, convictions or investigations in Schedule 6

* 1. **References**

The tenderer must provide details (including the relevant contact) of the last 3 agreements entered into for the provision of goods or services comparable to those set out in this Request for Tender:

* + 1. Organisation name: [insert] Telephone number: [insert] Contact name: [insert]

Goods or services provided: [insert] Completion date of agreement: [insert]

* + 1. Organisation name: [insert] Telephone number: [insert] Contact name: [insert]

Goods or services provided: [insert] Completion date of agreement: [insert]

* + 1. Organisation name: [insert] Telephone number: [insert] Contact name: [insert]

Goods or services provided: [insert] Completion date of agreement: [insert]

**SECTION 3** – **SPECIFICATION:**

**Improved sown and native grasses, legumes and plant-microbe symbioses for the southern feedbase**

# Expected outcome

The aim of this investment call is to fund investments that will develop improved grasses, legumes, plant-microbe symbioses and management packages for a range of pasture systems across southern Australian grazing systems.

Specifically, these projects are to be conducted in regions represented by the Southern Australia Livestock Research Council (SALRC), i.e. New South Wales, Victoria, Tasmania, South Australia, and the Australian Capital Territory.

Activities are also encouraged to encompass southern Western Australia for species that are relevant to both SALRC and WALRC (Western Australia Livestock Research Council) regions.

# Scope

# MLA is calling for preliminary proposals for projects funded through the MLA Donor Company (MDC) to conduct plant breeding, plant physiology, plant-microbe symbioses or pasture agronomy R&D under the categories below.

# Selected preliminary proposals will then be invited to submit a full proposal for further consideration.

# Proposed activities

The proposed projects should focus on integrated research, development and adoption that must include ***one or more*** of the following activities:

1. Improved methods to increase the proportion of native, 3P grasses in low-rainfall zone rangelands of southern Australia

Restoration of native pastures in rangelands is known to be challenging and costly, and is currently understood to be best conducted using grazing management strategies to protect and improve existing stands of these grasses.

However, it is possible that new unexplored concepts and technologies may exist that could help producers restore rangelands through improved establishment of 3P (Perennial, Palatable, and Productive) native grasses where they no longer persist at sufficient density.

Therefore, the aim of this call is to conduct strategic R&D into untested and/or new innovations, tools, methods or concepts that could help producers in SALRC regions achieve their long-term goal of having more productive rangelands containing a greater proportion of native 3P grasses.

Investment proposals may encompass the following research and development areas:

* Plant breeding or plant improvement
* Seed collection and seed technologies
* Pasture agronomy and establishment
* Development of symbiotic microbes
* Other research areas may be considered

Note: Projects seeking to improve grazing management strategies for rangelands are out of scope for this investment call.

1. Improved drought tolerant perennial, temperate grasses for the medium rainfall zone of southern Australia

Climate change and climate variability are significant challenges faced by red meat producers in the medium rainfall zone (450-600mm) of southern Australia. Improving pasture feed availability during droughts and outside of the standard growing season is a significant research priority for producers in SALRC regions.

Therefore, investments proposals are sought to conduct plant improvement programs that will develop improved varieties of perennial, temperate grasses that have improved drought resistance and/or ability to utilise out-of-season rainfall. Research to develop improved symbiotic microbes to achieve the same objectives for the target grass species is also within scope.

Investment proposals should consider the following criteria:

* Target traits must include (but are not limited to) improved drought resistance and ability to utilise out of season rainfall.
* Target species include Phalaris and other new or existing perennial, temperate grasses applicable to the MRZ. However, all ryegrass species are out of scope for this call.
* New variety releases must be accompanied by an agronomic package describing the necessary agronomic and establishment practices to achieve long term persistence and productivity, which should be developed in conjunction with farming systems producer groups.
* Investment proposals may include expansion of existing breeding programs to improve the rate of genetic gain and bring varieties to market sooner with appropriate management packages.
* New plant improvement programs will only be funded for species that are not currently the target of plant improvement programs in Australia.

3) Legumes with improved waterlogging tolerance

Legumes are a critical component of pastures in high rainfall regions of southern Australia, where many farms are subject to periodic waterlogging and legumes are not persistent and/or productive. Development of waterlogging tolerant legumes is therefore a significant research priority for producers in SALRC regions.

Investment proposals should consider the following criteria:

* Investments should target legume species and subspecies that have already shown potential to be productive in waterlogged environments.
* New variety releases must be accompanied by an agronomic package describing the necessary agronomic and establishment practices (including grazing management for 3 years post establishment) to achieve long term persistence and productivity, which should be developed in conjunction with farming systems producer groups.
* Investments proposals may include expansion of existing breeding programs to improve the rate of genetic gain and bring varieties to market sooner with appropriate management packages.
* New plant improvement programs will only be funded for species that are not currently the target of plant improvement programs in Australia.

# Additional information: project design

* Intended project start date should be no earlier than 1st January 2026. Project duration is negotiable.
  + Project design is expected to involve advisors, agribusiness, farming systems and other farmer groups in developing and delivering localised solutions that achieve significant producer uptake.
* The project must deliver producer and advisor relevant extension materialthat describes locality and/or region-specific best management practices for new products.
* Extension and adoption activities must be included in the activity to facilitate adoption of project findings. e.g., workshops, demonstration farms, field days, etc.
* Extension and adoption activities must be included in the activity to facilitate adoption of project findings. Collection of KASA metrics at producer facing events must be incorporated into project activities, and these metrics must be reported to MLA on a quarterly basis. KASA targets should be stated within the proposal.

# Additional information: source of funding and budget

This investment call is only for MDC project applications i.e. no levy funds are being made available for this call.

Research partners are required to collaborate under a 40:60 funding support program. That is, MDC will match up to 40 cents in the dollar where projects deliver outcomes that address MLA’s strategic objectives.

There is no set budget for this project, however, value for money will be a key selection criterion.

A budget justification must be submitted with the project application as per the example supplied in the ‘submitting proposals’ section below. The budget should include allocation for any proposed extension and awareness raising activities, and producer consultation.

# Confidentiality and intellectual property

If not already in place, the successful applicant(s) will be required to enter into an umbrella research agreement with MLA that includes MLA’s expectations in regards to confidentiality and intellectual property. These terms can be found here: [MLA agreements | Meat & Livestock Australia](https://www.mla.com.au/about-mla/mla-agreements/)

Intellectual property ownership will be negotiated according to the most effective path for adoption and commercialisation of project outputs. Background IP, encumbrances, and freedom to operate should be considered when preparing the proposal.

# Completing the Preliminary Proposal:

* Word limits must be adhered to as follows for the preliminary proposal
  + Summary – 200 words
  + Purpose and description – one page
  + Project Objectives – half page
  + Additional details (Background and Significance) - half page
  + Additional details (Methodology) – one page
  + Additional details (Project deliverables) - half page
* Within the additional details section, applicants should describe the intended project deliverables other than a final report: i.e. tangible project outputs that create pathways to impact for the red meat industry such as best-practice guides, fact sheets, advisor/producer training workshops, field days, software tools, new varieties or genetic technologies etc.
* For this investment call, applicants do not need to complete the milestone or cash flow tables in the preliminary proposal form, or the budget table in appendix 1 of the preliminary proposal.
* However, applicants are required to submit a separate budget table following the format of the sample excel spreadsheet supplied in the ‘submitting proposals’ section below.
* The proposal should describe all resources, personnel and budget required to complete the project.
* Noting the instructions above, the remainder of the preliminary proposal should be completed as per the instructions in the MLA Project Funding Application Guidelines at the following link: [MLA Project Funding Application Guidelines.docx](https://www.mla.com.au/globalassets/mla-corporate/research-and-development/documents/funding-oportunities/mla-project-funding-application-guidelines_2024.pdf)

# Submitting proposals

Three documents must be completed and submitted:

1. This ‘request for tender’ form
2. The preliminary proposal template [mla-project-funding-application-form---preliminary.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.mla.com.au%2Fglobalassets%2Fmla-corporate%2Fresearch-and-development%2Fdocuments%2Ffunding-oportunities%2Fmla-project-funding-application-form---preliminary.docx&wdOrigin=BROWSELINK) but noting the modifications described under ‘Completing the preliminary proposal’
3. a separate excel spreadsheet containing the detailed project budget following the example found [here](https://www.mla.com.au/globalassets/mla-corporate/docs/feedbase-budget-template_v2.xlsx).

Submit proposals electronically to MLA at: [projectcall@mla.com.au](mailto:projectcall@mla.com.au) and copy to [apeake@mla.com.au](file:///C:\Users\kralph\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VBY1ZUYF\apeake@mla.com.au).

Proposals will be acknowledged and recorded on the MLA project information system.

# Deadline for submission

Preliminary proposals must be received by MLA before 5pm AEST Friday 18th July. Late proposals will not be accepted.

A review of the submissions will take place as soon as possible after the submission deadline. Applicants will be advised in writing of the success or failure of their proposal.

# Further Information

If you have questions about these terms of reference, contact:

Allan Peake  
Program Manager – Sustainable Feedbase Resources   
Email: [apeake@mla.com.au](mailto:apeake@mla.com.au)

P: +61 (7) 3620 5265 M: +61 429 881 137

**Section 3, Appendix 1: Subcontractor/collaborator organisation declaration:**

A signed declaration must be provided to MLA for each subcontractor or collaborator organisation nominated in the MLA application.

**Contribution/Payment Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cash Contribution to Lead Organisation (if not providing cash directly to lead organisation put N/A)** | **In-Kind**  **(nominate any in-kind contributions)** | **Cash payments**  **(list any cash-payments required from MLA or lead organisation)** |
| **Details of Work to be conducted by Subcontractor/collaborator** |  |  |  |
| **Total Dollars and justification** |  |  |  |

**Declaration**

* I declare our organisation agrees to the methodology and budget outlined in the MLA tender application and Contribution/Payment

By signing below, I am authorised to sign and submit this declaration on behalf of our organisation, and agree to the above declaration and confirm all the above statements to be true.

|  |  |
| --- | --- |
| Name of MLA Tender Application: | |
| Lead organisation submitting MLA tender: | |
| Industry Partner (organisation name): | |
| Industry Partner ACN or ABN: | |
| Authorised representative (name and signature): | |
| Position/Role: | |
| Address: | |
| Phone: | Email: |

## SECTION 4 - MLA TERMS

A copy of MLA's umbrella research agreement] is available on MLA's website at <https://www.mla.com.au/about-mla/mla-agreements/>

**SECTION 5 - DECLARATION**

## For corporate tenderers

I, [insert name] of [insert address] do solemnly and sincerely declare that:

I hold the position of [position] and am duly authorised by [insert tenderer organisation]

**(Tenderer)** to make this declaration on its behalf.

I make this declaration to the best of my knowledge, information and belief as to the accuracy of the material contained in it and after due inquiry in relation to such material.

This tender comprises:

[list documents comprising tender]

Neither the Tenderer nor any of its employees or agents had any knowledge of the price submitted by any other tenderer prior to providing its tender, nor did the Tenderer disclose to any other tenderer the Tenderer's tendered price prior to closing of tenders.

Neither the Tenderer nor any of its employees or agents has entered into an agreement, arrangement or understanding which would have the result that, on being the successful tenderer, it would pay to any unsuccessful tenderer any moneys in respect of or in relation to the tender or any agreement resulting from it.

The Tenderer is not aware of any fact, matter or thing which would materially affect the decision of MLA in accepting the tender, except as disclosed in the tender.

The Tenderer confirms that they are prepared to agree to MLA’s standard agreement or proceed with the Tender under previously agreed umbrella terms.

The contents of the tender are true and correct.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900* (NSW).

DECLARED at [insert city]

This [insert date] day of [insert month] 2024 Before me,

Justice of the Peace/Solicitor

## For individual tenderers

I, [insert name] of [insert address] do solemnly and sincerely declare that:

I make this declaration to the best of my knowledge, information and belief as to the accuracy of the material contained in it and after due inquiry in relation to such material.

This tender comprises:

[list documents comprising tender]

Neither me nor any of my employees or agents had any knowledge of the price submitted by any other tenderer prior to providing its tender, nor did I disclose to any other tenderer my tendered price prior to closing of tenders.

Neither me nor any of my employees or agents has entered into an agreement, arrangement or understanding which would have the result that, on being the successful tenderer, I would pay to any unsuccessful tenderer any moneys in respect of or in relation to the tender or any agreement resulting from it.

I am not aware of any fact, matter or thing which would materially affect the decision of MLA in accepting the tender, except as disclosed in the tender.

I confirm that I am prepared to agree to MLA’s standard agreement or proceed with the Tender under previously agreed umbrella terms.

The contents of the tender are true and correct.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900* (NSW).

DECLARED at [insert city]

This [insert date] day of [insert month] 2024 Before me,

Justice of the Peace/Solicitor

## SECTION 6- CORPORATE GOVERNANCE DISCLOSURES ANNEXURE

## *[Tenderer to complete. Where the below is not applicable, please insert N/A in the below tables]*

## Conflicts of interest

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of individual with conflict** | **Date interest declared** | **Expected time frame of the conflict** | **Nature and extent of the actual, potential or perceived conflict** | **Plan to manage and mitigate the conflict of interest of the party** | **MLA approval** |
| **[insert name of individual on the tenderer’s side with a conflict]** | **[insert date the conflict of interest was declared. As per Section 1.10 of this request for tender, the tenderer must immediately notify MLA in writing of any conflict of interest.]** | **[insert time frame of the conflict e.g. ongoing, until a given date, or for a stated number of months/years]** | **[insert description of the conflict of interest, details of any MLA individuals involved and their relationship with the named individual on the tenderer’s side]** | **[insert plan to manage the conflict of interest as agreed between MLA and the tenderer]** | **[insert date of approval of conflict of interest and management plan by MLA and relevant approver from MLA]** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Gifts or hospitality

|  |  |
| --- | --- |
|  |  |
| [insert details of gift or hospitality provided to MLA) | [provide an estimate of the value of the gift or hospitality] |

## 

## Anti-bribery and corruption

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [Please include details to any association to current or prior claims/events relating to bribery or corruption] | [insert details taken by the tenderer or any regulator to address the bribery or corruption) | [insert the date, or date range, of the bribery or corruption) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## SECTION 7 - MLA MODERN SLAVERY QUESTIONAIRE

***[Tenderer to complete.]***

**Background:**

MLA has a zero-tolerance approach towards any trafficking, slavery, wage exploitation, involuntary servitude, forced labour and child labour and is required to comply with the Australian Modern Slavery Act 2018 (Cth). Whilst MLA is confident that its business partners adhere to such principles and strive to eliminate any modern slavery practices from its operations and supply chains, it has implemented a due diligence process, including this questionnaire, which will assist in identifying any modern slavery risks in its supply chain and address such risks appropriately. Refer to MLA's Code of Business Conduct and Ethics.

## Contact Details

|  |  |
| --- | --- |
| **Entity Name** | Click or tap here to enter text. |
| **Postal address** | Click or tap here to enter text. |
| **Country of Operations** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. |
| **Mobile** | Click or tap here to enter text. |
| **E-mail** | Click or tap here to enter text. |

**Note:**

* + - *If you respond 'No' to any of the questions, please provide information on how your organisation addresses these requirements.*
    - *Please send copies of policies, procedures, or other relevant documents such as internal Modern Slavery Policy or Modern Slavery Checklist to* [*RiskandCompliance@mla.com.au*](mailto:RiskandCompliance@mla.com.au) *to support your questionnaire, where applicable.*

## Questions:

|  |  |  |
| --- | --- | --- |
| **1.** | Is your company required to report under the Modern Slavery Act (Cth) 2018?  **If yes, please provide a link to or copy of the latest Modern Slavery Statement:** Click or tap here to enter text. | Yes  No |
| **2.** | Does your company (including its subsidiaries, where applicable) implement a process that aims to identify any potential risks of modern slavery practices in its operations and supply chain?  **Please provide additional comments:** Click or tap here to enter text. | Yes  No |
| **3.** | Does your company have a code of conduct or similar compliance and ethics related policy in place?  If yes, please attach a link to or copy of the policy, where applicable.  **If no, please provide additional comments:** Click or tap here to enter text. | Yes  No |
| **4.** | Does your company have a policy or process that prohibits forced labour and human trafficking in your business?  If yes, please attach a link to or copy of the policy, where applicable.  **If no, please provide additional comments:** Click or tap here to enter text. | Yes  No |
| **5.** | **D**oes your company have a process to ensure that recruitment agencies, acting on your behalf, operate in compliance with applicable laws and act ethically by not charging workers fees or expenses to get their job?   * Please tick NA if your company does not engage recruitment agencies.   If no, please provide additional comments: **Click or tap here to enter text.** | Yes  No |
| **6.** | Does your company have a policy statement concerning your commitment to workplace health and safety standards and compliance with all relevant workplace health and safety laws?  Please attach a link to or copy of the policy, where applicable. **Click or tap here to enter text.** If no, please provide additional comments: Click or tap here to enter text. | Yes  No |
| **7.** | Do you provide all your workers with information on employment conditions and workplace entitlements?  If no, please provide additional comments: **Click or tap here to enter text.** | Yes  No |
| **8.** | Do you have a policy that respects your workers' rights, in accordance with relevant national and state laws, to freedom of association and collective bargaining?  Please attach a link to or copy of the policy, where applicable. **Click or tap here to enter text.**  If no, please provide additional comments: **Click or tap here to enter text.** | Yes  No |
| **9.** | Does your company have a policy or process providing a grievance and disciplinary mechanism for workers?  Please attach a link to or copy of the policy, where applicable. **Click or tap here to enter text.** If no, please provide additional comments: Click or tap here to enter text. | Yes  No |