

Request for tender

***Strictly confidential***

Tenderer: [Insert Name]

Date completed: [Insert Date]

Click or tap here to enter text.

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) and MLA Donor Company Limited (ABN 49 083 304 867) ("MDC")(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.

MDC invests in research and development to accelerate innovation across the value chain so the Australian red meat and livestock industry can remain globally competitive. It attracts commercial investment from individual enterprises and other companies that share a mutual interest to coinvest in innovation that will benefit the Australian red meat industry. The Australian Government matches voluntary partner contributions (up to 60% of project value) through MDC, where eligible projects deliver outcomes that address broader industry and/or government priorities and benefit the entire industry. Please refer to the MLA Donor Company (MDC) background and application guidelines (or any replacement document) which you can find on MDC's website https://[www.mla.com.au/about](http://www.mla.com.au/about)­ mla/what-we-do/mla-donor-company/.]

(b)

* 1. **Invitation**

MLA invites interested parties to submit tenders by 5pm AEST on 15 April 2025 **("Closing Date"),** to Open call: eNVD Adoption in Red Meat Supply Chains.

* 1. **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 gsherring@integritysystems.com.au.

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

Section 3 describes MLA's requirements for [insert description of subject matter] **("Specification").** Each tenderer must provide a statement detailing how it would meet MLA's requirements in Section 3. Tenderers should consider the MLA Donor Company (MDC) proposal guidelines and application form which are available on the MDC page MLA Donor Company I Meat & Livestock Australia (or any replacement document) in preparing this statement.

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. **Project Access Fee**

The tenderer acknowledges a project access fee is payable in relation to the project if the tenderer is successful as set out in the MLA Donor Company (MDC) proposal guidelines

and application form which are available on the MDC page MLA Donor Company I Meat &

Livestock Australia (or any replacement document). The MDC project access fee is required to support the management, administration and delivery of the project.

* 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]

[insert the following if MLA may disclose personal information overseas for the purposes of the tender: MLA may disclose your personal information outside Australia [include details, e.g. relevant countries, if practicable].]

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]

Click or tap here to enter text.

* 1. **Funding eligibility**

Tenderers are to provide details regarding the source of monetary amounts which are proposed to be contributed and confirm the source is an eligible funding source as set out in the MLA Donor Company (MDC) proposal guidelines and application form which are

available on the MDC page MLA Donor Company I Meat & Livestock Australia (or any

replacement document).]

* 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**

Click or tap here to enter text.

**Open call: eNVD Adoption in Red Meat Supply Chains**

**The Opportunity**

ISC is supporting industry to fast track a transition from paper NVDs to digital consignments. MLA Donor Company (MDC) co-funding is available to support processors, livestock agencies, saleyards, transporters and their software providers to shift their businesses and supply chains towards electronic National Vendor Declarations (eNVDs).

ISC is seeking project proposals from commercial supply chain parties who are interested in taking advantage of the benefits of end-to-end supply chain digitisation of National Vendor Declarations (NVDs). This will be achieved by implementing a co-funded program of work to uplift their business’ systems, processes, culture and capabilities (people and technology) which results in a shift to digital eNVDs. The program of work must involve collaboration between supply chain partners and will increase digital consignments by the end of the project.

**Background**

Integrity Systems Company (ISC) is a subsidiary of Meat and Livestock Australia (MLA) and is responsible for managing and delivering the core components which make up Australia’s red meat integrity system. A key component of the red meat integrity system is the use of NVDs. The Livestock Production Assurance (LPA) NVD is a key legal document used to declare necessary and valuable information about the food safety and treatment status of livestock when being moved between properties. Paper based NVDs have been in use since the 1990s and an alternative, eNVD platform was deployed in 2017.

Since 2017, the eNVD platform has evolved and includes both a website and mobile application. The eNVD platform supports end-to-end digital transfer of livestock consignments including Livestock Production Assurance (LPA) NVDs, Meat Standards Australia (MSA) Vendor declarations, national health declarations and National Feedlot Accreditation Scheme (NFAS) forms.

Digital consignments can be created on the eNVD website, or using the eNVD app. Both are considered eNVDs. eNVDs immediately transfer consignment data to the eNVD recipient (destination / consignee PIC) and the transporter (if included), enabling a paperless transfer. If required, eNVDs may be printed from both the app and web. In locations without internet, the eNVD can be transferred between a creator and the next party using QR codes, but does require creator and receiver to be side-by-side. eNVDs address the inefficiencies of paper NVDs from the book such as not readable, lost, use of old versions, and incomplete data.

Benefits of eNVDs to the receivers include:

* Receive consignment information ahead of the livestock arrival, allowing early insight into upcoming consignments and corrections to be made ahead of livestock arrival,
* Improved administration efficiency by removing manual and duplicative data entry requirements or the need to request correction of NVD details,
* Reduces the processing time of NVDs by receivers,
* Ensure the latest NVD form is always received,
* eNVDs are saved in the cloud and are accessible at any time; and
* enable integration into existing software systems to provide streamlined data management.

Benefit to the creators of eNVDs include:

* It is free for the NVD creator to use; no need to purchase books,
* The latest form is always available on the eNVD platform including new questions for voluntary LPA modules as they are added in response to emerging markets; and
* You only need to enter details once and the eNVD system populates fields of any attached declaration forms (NVD, MSA, NFAS, Health statements etc),
* You can create templates for regular consignments,
* Submitted forms are stored online, in one place. They are then always available and simplifies preparation for LPA audits,

The Australian Government has put plans in place to improve the uptake of digital agriculture technologies across the supply chain. In the Red Meat Advisory Council’s Red Meat 2030 vision, the priority ‘Our Systems’ includes initiatives such as ‘Ensuring end-to-end integrity, traceability and provenance’ and ‘Enabling supply chain data integration and efficiency’. This vision highlights the digital direction our industry is taking, where the use of eNVDs via the app or web for livestock consignments is second nature, just like the use of an app or the web to do bank transfers. Before digital or paperless consignments become an industry expectation, ISC currently has co-funding available via the MDC to support your business to implement systems, processes and supply chain activities to take advantage of this technology now.

**Project description**

ISC is seeking project proposals from commercial parties who are interested in building the capability and capacity of their business and red meat supply chain to fast-track implementation and use of digital NVDs. Projects must work within their business and supply chain to fast-track implementation of the systems, processes, culture and capabilities (people and technology) to take advantage of eNVDs benefits and achieve a shift to digital consignments.

Projects may involve the integration of eNVD into the software used by the applicant’s business operations. An API is available to allow commercial parties to ingest data from eNVD forms. eNVD Developer information including ‘Using the GraphQL API’ is available on-line and ISC can work with the applicant’s relevant software/technology solution provider or project manager to implement the eNVD API.

Projects must make an attributable shift in the percentage of consignments that are digital in the business and supply chain i.e. a shift away from paper NVDs to operating with eNVDs. Projects will deliver end-to-end digitization of NVDs in supply chains. Partnerships with supply chains, such as a cohort of livestock suppliers, to drive digital consignment uptake and practice change will be favourably viewed. ISC support will be available to support conceptualisation of the implementation plan, if required.

**Support available from ISC**:

ISC support is available to help in the execution of projects. ISC can provide:

* LPA and eNVD education and training support,
* Access to eNVD technical experts & resources,
* Speakers and resources for extension events,
* Communication materials, including flyers, how-to-guides or other customised materials relevant to the business,
* Dedicated channels to receive feedback on the eNVD platform.

**Project Outcome**

1. Commercial businesses and their supply chains including suppliers have the awareness, knowledge, skills and capabilities to use and benefit from eNVDs
2. Commercial businesses have the capability and capacity to shift to digital and support their suppliers using eNVDs
3. Commercial businesses and their suppliers have shifted to digital consignments and are using eNVDs at scale

**Project Objectives**

This project will include the development of the business’ systems, processes, culture and capabilities and drive their implementation to deliver a whole of business shift to digital eNVDs. Applicants will collaborate with supply chain partners to implement an increase in digital consignments through the supply chain.

Projects will:

* Review current business and supply chain systems, processes, culture and capabilities to identify the changes that the business and supply chain would need to make to implement to shift to eNVD.
* Develop an implementation plan that details the activities and processes that will be carried out within the applicant’s business to develop their systems, processes, culture and capabilities which will result in a shift to digital eNVDs.
* Drive implementation and supplier change through the development and delivery of an adoption plan which details the activities to be undertaken within the project to facilitate the transition to digital consignments within the applicant’s supply chains.
* Evaluate the success of the implementation and adoption plans to have resulted in the increase in digital consignment transfers within the applicant’s supply chain.
* Project outcomes that are detailed within a final report which specify the project activities, success in meeting Key Performance Indicators, status of the business and its supply chains in relation to having 100% digital consignments, and challenges and learnings from the project.

**Deliverables**

* Business review of change requirement, implementation and adoption plans developed and delivered as part of milestone 1.
* Project milestone report/s detailing:
  + The project activities including adoption initiatives or events that have taken place over the milestone and project period, and implementation activities and progress,
  + The success in meeting the project objectives and KPIs, including the level of digital eNVD adoption achieved within the project and digital readiness status of the supply chain.
  + Challenges or limitations that were identified within the project and how they were overcome,
  + Any project learnings or suggestions for enhancements to the eNVD software and system, and
  + The change in volume of paperless livestock consignment transfers made as a result of eNVD integration.
* Demonstration of successful eNVD integration into business’ systems, processes, culture and capabilities.
* Demonstratable evidence the business and supply chain has transitioned to digital consignments.

**Budget**

Application budgets will be assessed based on a value for money basis, where adoption activities that will lead to a high uptake of eNVDs will provide stronger value for money. All projects will be funded through the MLA Donor Company mechanism (MDC). More information on MDC is available here: <https://www.mla.com.au/about-mla/what-we-do/mla-donor-company/>

*MDC funding mechanism*

The MDC funding mechanism is based on a co-funded approach to ensure the best outcomes can be delivered for both ISC and the participant. This mechanism involves a 60% contribution of funds by the applicants and 40% contribution by MDC, and an access fee of 12% (or 8% for MLA Levy payers) of the total contribution paid by each party to cover project administration costs (apportioned as annual quarterly payments). The payment process involves the applicant’s 60% contribution payment made 30 days prior to milestone sign-off, then MDC pays 40% contribution to the milestone. Upon milestone sign-off the applicant invoices MLA for 100% of the milestone costs and 100% of the milestone cost is paid to the applicant on MLA 30-day payment terms. For example:

* Milestone 1 is due on 1/06/2025 and the total milestone cost is $20,000. On 1/05/2025 the applicant pays $12,000 and MDC contributes $8,000 to total $20,000.
* Once the milestone has been completed and is signed off, the applicant invoices MLA for $20,000 and this total is paid to the applicant on MLA 30-day payment terms.
* The total project value is $200,000 of which the applicant’s total contribution is $120,000. As the applicant is not an MLA levy payer, their access fee is 12% of their contribution totaling $24,000. The project runs from May 2025 to December 2027 which includes 9 whole financial quarters. Each quarter the applicant pays the access fee of $2,667.

MDC funding and the types of costs that may be covered are further detailed in the [MLA Project Funding Application Guidelines.](https://www.mla.com.au/globalassets/mla-corporate/research-and-development/documents/funding-oportunities/mla-project-funding-application-guidelines_2024.pdf)

**Requirements for the tender**

Proposals are required to be submitted in the MDC application template: [MDC-funding-application-form.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---detailed.docx&wdOrigin=BROWSELINK). Applicants should submit proposals along with a completed copy of this tender document. please note the budget cannot include the funding for hardware purchases, but implementation and resourcing costs including software enhancements to facilitate eNVD adoption, can be included.

Within the additional details section of the application please include:

* Project outcome, high level description of proposed activities and implementation approach, measures of success, and any ISC resourcing support requirements.
  + All proposals should include the development of a detailed implementation plan as part of the first project milestone. Implementation plan templates are available from ISC.
* Proposed Key Performance Indicators, including the baseline and target goal for increase in digital consignment use throughout the project period.

**Timelines**

*Proposals received by:* Full MDC applications must be received by 5pm (AEST) 15 April 2025.

*Estimated review period:* Applications will be reviewed by 5 May 2025.

For more information contact Gabrielle Sherring, Project Manager – Integrity Products via email at [gsherring@integritysystems.com.au](mailto:gsherring@integritysystems.com.au)

Proposals should be submitted to Gabrielle Sherring via email at [gsherring@integritysystems.com.au](mailto:gsherring@integritysystems.com.au)

## 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](http://www.mla.com.au/about-mla/mla) [agreements/http://www.mla.com.au/mla-agreements](http://www.mla.com.au/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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## 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 |