

**All correspondence to:**

Meat & Livestock Australia Limited

 ABN 39 081 678 364

PO Box 1961

North Sydney NSW 2059

**Request for tender**

***Strictly confidential***

Tenderer: John McGuren/Michael Lee – Digital Agriculture

Date completed: 29 October 2024

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 2 102023

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SECTION 1

* 1. INTRODUCTION AND INSTRUCTIONS
		1. MLA

Meat & Livestock Australia Limited (ABN 39 081 678 364) and its related bodies corporate MLA Donor Company Limited (ABN 49 083 304 867) (“**MDC**”) and Industry 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.

* + 1. MDC’s role

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 co-invest 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) in preparing this statement which you can find on MDC’s website <https://www.mla.com.au/about-mla/what-we-do/mla-donor-company/>

* + 1. Invitation

MLA invites interested parties to submit tenders by 5:00pm AEDT on Friday 24 January 2025 (Closing Date), to the Digital Agricultural MDC Call.

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 jmcguren@mla.com.au

All questions in Section 2 must be completed.

Section 3 describes MLA’s requirements for prospective R&D and extension partners who have expertise in AgTech and data analytics applicable to the Australian livestock and meat industry.

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) background and application guidelines” in preparing this statement.

Section 4 contains the terms on 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. MLA’s terms are non-negotiable. 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.

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

All tenders should be sent to:

Attention: John McGuren – email: jmcguren@mla.com.au

Meat & Livestock Australia

PO Box 1961

North Sydney NSW 2059

and 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. any proposed Special Conditions to the terms set out in **Section 4**; and
				5. the completed declaration in the form set out in **Section 5.**
				6. A completed MDC application form linked in the MLA current tenders page.

MLA will treat all tenders in confidence.

* + 1. Ownership of tenders

All material submitted in response to this request for tender will become the property of MLA.

Any intellectual property rights that exist in a tender will remain with the tenderer.

The tenderer licenses MLA, its employees, agents, contractors and advisers to copy, adapt, modify or do anything else to, all material submitted in response to this request for tender, including material in which the tenderer’s or any other person’s intellectual property rights subsist, 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 advisors, for the purposes of this tender process, as required by law or otherwise with the tenderer’s consent.

Tenderers must identify any information that they consider should be protected as confidential information and provide reasons for this.

* + 1. Questions

Any questions must be submitted in writing and marked to the attention of John McGuren. MLA may provide the answers to such questions to all tenderers.

* + 1. Extension of Closing Date

MLA may extend the Closing Date. Tenderers may request an extension by written request marked to the attention of the MLA Contact 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. 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

Where tenderers identify that a conflict of interest might arise in the provision of goods or services contemplated by this request for tender, tenderers are to identify that potential conflict of interest in their tender. If an actual or potential conflict of interest arises, the tenderer must immediately notify MLA in writing. If any conflict of interest might arise for a tenderer before entering into an agreement for the provision of goods or services contemplated by this request for tender, MLA may:

* + - * 1. enter into discussions to seek to resolve such conflict of interest;
				2. disregard the tender provided by such a tenderer; or
				3. take any other action it considers appropriate.
		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) background and application guidelines” (or any replacement document). The project access fee is required to support the management, administration and delivery of the project.

* + 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
				4. 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.

* + 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; and
				10. 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 is not bound to accept the lowest or any tender.

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.

* + 1. 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 the 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.

* + 1. Costs

MLA will not be responsible for any costs or expenses incurred by the tenderer arising in any way from the preparation of tenders.

* + 1. 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.

* + 1. 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 and a successful tenderer may be selected from such a list.

SECTION 2

* 1. TENDERER INFORMATION
		1. Details of tenderer

Name and address of the company or individual providing the tender;

Name of the person who may be contacted for further information;

Telephone number;

Email address; and

Australian Business Number (ABN).

* + 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) background and application guidelines” 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** |
| [insert] | [insert] |
| [insert] | [insert] |

* + 1. Insurance

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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] |

* + 1. 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

[ ]  tender 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 anti-bribery and corruption offences;

OR

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

* + 1. References

The tenderer must provide details 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. Name: [insert]

Telephone number: [insert]

Contact: [insert]

Goods or services provided: [insert]

Completion date of agreement: [insert]

* + - * 1. Name: [insert]

Telephone number: [insert]

Contact: [insert]

Goods or services provided: [insert]

Completion date of agreement: [insert]

* + - * 1. Name: [insert]

Telephone number: [insert]

Contact: [insert]

Goods or services provided: [insert]

Completion date of agreement: [insert]

SECTION 3

* 1. SPECIFICATION
		1. Theme

Driving the adoption of digital and data tools, Ag tech and automation to increase efficiency, productivity, sustainability and profitability for Australian red meat producers.

MLA’s Digital Agriculture sub-program involves a combination of initiatives and activities that, together, address the barriers to adoption of on-farm technologies and data analytics, and increase the potential for wide-scale impact beyond the farmgate. This involves applying technologies that capture and utilise data, including pasture quantity and quality, land condition, animal growth, health and welfare data. These technologies may also enable feedback and feedforward processes within networks and supply chains, that are informed by consumer expectations around things such as sustainability credentials and providence. MLA is seeking [co-investment proposals](https://www.mla.com.au/about-mla/what-we-do/mla-donor-company/) in the following areas:

1. **Vegetation monitoring and assessment tools (NB excluding pasture which will be the subject of a separate tender).**

Livestock producers are increasingly using digital tools in vegetation assessments. Satellite imagery is now used extensively to map and evaluate vegetation classification across Australia. However, satellite imagery has limitations with respect to providing data on vegetation composition and structure (e.g. species composition, tree height, vegetation obscured by canopy cover etc.) and data gaps resulting from persistent cloud cover.

Low altitude (e.g. drone) enabled sensing technologies may offer opportunities to address some of the limitations of satellite-based systems and provide additional data on key aspects of vegetation assessments (e.g. vegetation structure and composition etc.). Low altitude systems may also value add satellite systems (e.g. providing validation and improved accuracy of satellite imagery) or provide standalone solutions.

This theme is therefore separated into a request for proposals under the following two categories:

1. **Low altitude (e.g. drone) enabled systems**

 **and;**

1. **Satellite enabled systems**

The request for this theme is for sensing technologies addressing some or all of the following areas:

* Canopy cover, area and height of vegetation assessment
* Native vs. Invasive species mapping (e.g. % perennial and % annual grasses, Forbs and Herbs)
* Beneficial vs. non-beneficial native species mapping
* Differentiation of Virgin forests vs. Regrowth vs. Plantings vs. Forestry use
* Biodiversity assessments

We are seeking proposals that demonstrate a solution including algorithms and calculated assessments/predictions. Research design should partially validate across a range of land types/agricultural zones that embrace low, medium and high levels of vegetation cover. Include baseline comparisons highlighting the benefits of the proposed solution and any barriers to implementation and adoption.

1. **Virtual Fencing Technology (VFT)**

The request for this theme is for ready to deploy VFT providers (NB Technical Readiness Level 8 proven through pre-commercial testing to 9 full commercial readiness) to demonstrate and engage with livestock producers to describe and validate the value proposition/business case for VFT use across a variety of regions. This is to identify key target markets and barriers to entry based on the current product/service offering and regulations. Where relevant, emerging solutions can be an additional enquiry to ready to deploy offering. Applications of VFT in extensive grazing systems offering novel use cases and value propositions are also welcomed. A research design that has clear voice of the customer and incorporating feedback from VFT demonstrations regarding product-market fit desirability, technical feasibility and commercial viability is required.

Projects should also include a review of compliance to regulations and technical barriers to adoption such as connectivity requirements (and availability) around Australia applicable to cattle, sheep and goat livestock production. Data and insights are to be collected from a multitude of users to test the viability and ROI for the adoption of VFT. A deliverable of the project must be the design and delivery of a bespoke user-friendly ROI spreadsheet tool for VFT whereby producers can enter their high level proposed usage data to evaluate the indicative direct/indirect costs and payback of VFT.

1. **Leveraging on-farm data and digital tools to support brands and value-based marketing**

Some red meat brand owners and markets are exploring options for brands and marketing to be underpinned by on-farm data across a range of areas and product traits including: HGP free; Carbon neutral; Organic; Regenerative farming etc.

The request for this theme is for solutions to demonstrate how Ag Tech could be used now or on ‘smart farms’ of the future, to collect and report data and evidence underpinning desired credentials. Proposals are welcomed from brand owners and/or Ag Tech providers (provided they demonstrate collaboration with commercial producer/red meat brand-owners) who desire ‘product traits’ that require underpinning credential evidence and are open to the adoption of AgTech/data platforms to deliver this need.

 A suitable project methodology and budget will cover design and early scale testing/ground truthing of proposed solutions and economic assessment of related value propositions that links to the desired (credentialed) product-market fit / brand equity build. The methodology should provide expected unit cost for proposed technologies demonstrating economic viability for adoption. A case study is required for industry to inform and guide decision making regarding brand equity development and the design and delivering of an Ag Tech/data solution.

For All Proposals

Each participant needs to consider:

* What is the unique selling proposition of the product and does it appeal to the largest possible target market of producers?
* What is the expected development cycle for the product? Who is the early adopter? Will the project build the peer-to-peer networks and R&D trials required to demonstrate the benefit of the product?
* The project will require a comprehensive MLA Final Report that captures the lessons learnt, including challenges encountered and solutions identified to improve opportunities for future adopters.

Demonstration of the technology solution to the broader industry at the conclusion of the project will be favourably viewed, either as an open day site demonstration, or develop supporting materials, including a video demonstrating the technology operating and how it works.

Each proposal submitted should include the following:

**Background**

Define the problem or opportunity that this project is aiming to address. You should cover the following:

* How has the project ‘come about’?
* What currently happens and what are the opportunities to improve?
* What alternatives have been investigated or are available? What happens in other industries?
* Experimentation/investigation work to date and assumptions defined from key stakeholder perspectives (not only you as research provider/partner) for “what jobs are to be done” to address the key research question(s)
* Value proposition and benefit to the red meat industry - describe the value proposition and benefit of this project to the red meat and livestock industry. This description should clearly convey the importance, relevance and feasibility of the proposed work to red meat producers and brand owners. Assumptions should describe the “known unknowns” in terms of product/service – market fit (desirability), technical/key activities (feasibility), and commercial resources (viability). Indicate how these were or will be calculated against a baseline current situation for “size of the prize” pitch.

**Project description and objectives**

The objective(s) should focus on outputs or outcomes related to a central research question or hypothesis and should not be confused with completion of work phases or milestones. Each objective should be specific, measurable, achievable, realistic, and time bound (SMART). You should consider the following:

* Project Outputs (products) - what this project will deliver or will contribute to, such as commercial products, or web-based extension tools and calculators to name a few.
* Adoption related outcomes – relates to implications of project learnings/product uptake and impact to industry

**Task and methodology and any Background IP**

Applicants need to develop a robust methodology to achieve project objectives, and this should be outlined in the Stage 1 application.

For sensor technologies quantifying or qualifying traits, the documented precision and accuracy of the technology or methodology to determine these statistics should be included in the application.

List Intellectual Property (IP) anticipated to arise from the project and expected ownership of this project IP as a percentage. List any relevant Background IP and its ownership that will be required for the project. Where applicable, an IP register should be reviewed by MLA and the partner at prescribed go no go decision points.

If the objective for the project is for outputs to be licensed (R&D, extension, teaching purposes), sold or otherwise commercially exploited, please provide details on any initial commercial discussions (if any), the sector/type of commercial partner required and any current obligations over the IP by any commercial interests. MLA has existing Terms sheets and intent to commercialise documents that can be shared during project application development.

Where Artificial Intelligence (AI) is intended to be used proposals need to outline how “humans are in the loop” so dependable frameworks for validating recommendations made from any AI are in place and that appropriate data sharing agreements allow producers access to their data.

**Overall Budget – Fees, expenses**

The project budget is recorded as GST exclusive in AUD unless stated otherwise. MLA will pay GST, in addition to the budget, on presentation of a tax invoice from the contracted party. The budget planning spreadsheets used to calculate costs must be presented. MLA does not have a preferred template for budget planning but welcomes use of GANNT charts outlining resource allocations against key milestone activities. Within your budget planning spreadsheet:

* Provide an explanation of each line item, how this was calculated and how this expenditure relates to achieving the project outcomes.
* Note the value of and describe how non-MLA contributions (cash and in-kind) support the proposed project.
* Include a breakdown of any institutional overhead charges and their contribution to the project.

**Milestone Table with key descriptions of activities, timelines and cash flow**

Project deliverables and budget are split into a series of milestones within the contract schedule. Each milestone should define:

* The work that will be completed, in terms of measurable achievement criteria relating to the successful delivery of the milestone (e.g. installation of equipment, completion of a 30-day trial, desktop study completed, training course satisfactorily completed).
* Identify go/no go decisions at project review points throughout the project. These decision points are designed to allow the parties to review a milestone outcome and agree on whether to progress the project to the next stage (e.g. at the completion of initial feasibility studies) as per the prescribed resources and scope.
* Start and finish dates for that milestone. This defines the work to be completed during that time and expected costs.
* Service provider who will undertake these activities. If multiple service providers are involved, each should have an appropriate set of milestones.
* Breakdown of costs for that milestone between salaries, wages, subcontractor fees and expenses or capital items.
* All milestone reports must be submitted to MLA two - four weeks prior to the listed contracted milestone date to ensure adequate time for MLA to review and approve the milestone, where relevant the partner address any amendments and close out invoicing.
* Payments are linked to the successful completion of milestones and upon receipt of a tax invoice for payment.
* An MLA milestone template should be used, contact your MLA project manager for a copy.
* Avoid milestone submission dates between 30 May and 30 June if possible due to EOFY impost.

The amount of the final milestone payment on acceptance of a final report should be adequately weighted at 20% or more of the total budget.**Selection criteria:**

Stage 1 - MLA applications will be reviewed by Meat & Livestock Australia, and selection will be based on assessment against the following criteria:

|  |
| --- |
| Selection Criteria  |
| Collaborator declarations (from approved delegation levels) that all partners agree to methodology and budget justification in the application.  |
| Quality of project design and methods to achieve project objectives including adequate partners, resourcing, facilities and expertise to facilitate proposed R&D |
| On-time delivery track record, research publications/commercialization outcomes in last 5 years of project team. References for tender applicant and subcontractors of the last 3 agreements entered into for the provision of goods or services comparable to those set out in this Request for Tender.  |
| Quality of budget justification excel spreadsheet and value for money of budget |
| Timeframe and quantum of industry impact  |

SECTION 4

* 1. MDC FUNDING AND WORK AGREEMENT TERMS

A copy of the MDC funding & work agreement is available on MLA’s website at <https://www.mla.com.au/general/mla-agreements/>.

SECTION 5

* 1. DECLARATION
		1. 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 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

* + 1. 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.

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

* 1. Corporate Governance Disclosures Annexure
		1. 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**  |
| --- | --- | --- | --- | --- | --- |
| 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. |

* + 1. Gifts or hospitality

| **Gift or hospitality**  | **Estimate value**  |
| --- | --- |
| [insert details of gift or hospitality provided to MLA] | [provide an estimate of the value of the gift or hospitality] |
| 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. |

* + 1. Anti-bribery and corruption

| **Incident** | **Action taken** | **Date** |
| --- | --- | --- |
| [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. |

SECTION 7

* 1. MLA Modern Slavery Questionnaire

**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](https://www.mla.com.au/globalassets/mla-corporate/about-mla/documents/who-we-are--corporate-goverance/code-of-business-conduct-and-ethics-082020.pdf).

**Contact Details**:

|  |  |
| --- | --- |
| Entity Name |  |
| Postal address |  |
| Country |  |
| Contact Name |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

**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* *to support your questionnaire, where applicable.*

**Questions**:

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| --- | --- | --- |
| **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) implemented 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 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 no, please provide additional comments:** Click or tap here to enter text. | £ Yes £ No  |
| **5.** | Does 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 No 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 in employment conditions and workplace entitlements?If no, please provide additional comments Click or tap here to enter text. |  |
| **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  |