

**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: [Insert Name]

Date completed: [Insert Date]

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 1.3 112020

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SECTION 1

* 1. INTRODUCTION AND INSTRUCTIONS
		1. MLA

Meat & Livestock Australia Limited (ABN 39 081 678 364) and its related body corporate 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. Invitation

MLA invites interested parties to submit tenders by 11:59pm on 14 March 2021 (Closing Date), to 2021 MLA Postgraduate Scholarships.

* + 1. Tenders

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

Please submit an electronic/soft copy of the tender.

All questions in Section 2 must be completed.

Section 3 describes MLA’s requirements for Postgraduate Scholarships. Each tenderer must provide a statement detailing how it would meet MLA’s requirements in Section 3.

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: Angelica Pickup
students@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.**

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 Angelica Pickup. 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. 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. 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;

Facsimile number; and

Australian Business Number (ABN).

* + 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. 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

**Background**

Meat & Livestock Australia (MLA) is making available a number of awards, tenable at Australian Universities for PhD study in disciplines relevant to the Australian red meat and livestock industry. Funding will be available from July 2021.

The awards facilitate research and training in areas of practical value to the Australian beef, sheepmeat and goatmeat industries.

The awards are designed to ‘top up’ remuneration held by students. In making the awards preference will be given to students who:

1. Already have some postgraduate experience in a relevant subject area or industry sector.
2. Who demonstrate strong evidence of research ability or potential research ability. Students are expected to have achieved first-class honours or have demonstrated a high level of proficiency in field research, training or extension activities.
3. Are committed to studying in areas such as on-farm productivity, sustainability of production, animal health and welfare, technology transfer/extension and developing new value add by-products.
4. Have a specific interest in the following topic areas:
* The changing workforce: Assisted Technologies (cobots, tele-operate devices, augmented vision, artificial intelligence) to improving OHS on-farm and off-farm.
* Glandular Supplements: Utilising beef, sheep and goat glands within the nutraceutical market.
1. Are engaged in projects linked to current MLA-supported projects.

The Award is tenable at an Australian university. However, for students of proven ability, a component of training at an overseas university may be approved where the benefits will return to the Australian industry and there is no appropriate university or supervisor within Australia with whom the activity may be undertaken.

**Awards Available**

The duration of the Award is one to three years. A single extension of up to six months may be approved for individuals if there is sufficient justification.

**Funding**

MLA scholarship provides an annual top up of other scholarships (such as APA, or equivalent). The award is to the value of AUD$10,000 p.a. and is required to be paid to the student by the university as a scholarship. It is the responsibility of the student to ensure that his/her receipt of this Scholarship does not breach the terms of any other Scholarships or other grants it receives from another organisation.

Technical Assistance Grant will be provided to the university, upon request, to assist with the costs of the student's research, such as non-capital maintenance, student fees, attendance at MLA capability networking activities, thesis costs and necessary travel. The grant can be spent at the discretion of the student's supervisor and is subject to annual accounting for the expenditure at the end of each year. For scholarship holders, the grant is A$8,000 per annum (or A$10,000 per annum if the project involves purchase and maintenance of animals). The Assistance Grant is capped at $30,000 for the entire project

**Eligibility & assessment criteria**

Eligibility is restricted to students who are Australian citizens or Australian permanent residents.

Applications will be judged on a competitive basis taking into account previous academic record, publications record, postgraduate employment history, red meat industry experience, proposed topic of study in relation to MLA priority areas, reputation of proposed supervisory team and referees' reports. Students with existing stipends or who anticipate receiving stipends near the value of the Australian Postgraduate Award (or similar) will also be judged favourably. Referees reports will also be considered.

**Applications**

Applications should be made by an Australian University on the application form provided on the MLA website. Successful applicants will be advised by email to the supervisor.

Return applications on or before **11.59pm, 14th March 2021 to:** students@mla.com.au

For additional information including guidelines see [**www.mla.com.au/funding**](http://www.mla.com.au/funding)or contact:

|  |  |
| --- | --- |
| Josh Whelan Program Manager Meat & Livestock AustraliaTelephone: +61 (2) 9463 9222 jwhelan@mla.com.au | Angelica PickupSenior Project OfficerMeat & Livestock AustraliaTelephone +61 (2) 9463 9345 apickup@mla.com.au  |

SECTION 4

* 1. MLA’s SCHOLARSHIP TERMS

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#### **POSTGRADUATE SCHOLARSHIP AGREEMENT**

**PROJECT NO. B.STU.XXXX – FY21 Postgraduate Scholarship –**

The Meat & Livestock Australia Limited ABN 39 081 678 364 (**MLA**) postgraduate scholarship is awarded, through eligible Australian universities or institutions, to post-graduate students to enable them to undertake research towards higher degrees in disciplines relevant to the Australian red meat and livestock industries.

Thank you for submitting the MLA Postgraduate Scholarship Application Form (**Application**) in relation to the student named in the schedule (**Student**) for the field of study named in the schedule. We are pleased to inform you that your Application has been successful. We set out the terms of MLA’s funding of the scholarship for your Institution’s Student as follows.

**1. THE SCHOLARSHIP**

1.1 MLA will provide funding for the postgraduate scholarship set out in the schedule (**Scholarship**) to the Institution in accordance with these terms.

1.2 MLA will have the rights, if any, in respect of the Scholarship set out in the schedule.

1.3 The Scholarship will be administered by your Institution.

**2. FUNDING**

2.1 Subject to your Institution’s ongoing compliance with the terms of this agreement (including MLA’s receipt of the reports described in paragraph 3.1(d)), MLA will:

1. fund the Scholarship in the amounts set out in the schedule by the dates set out in the schedule; and
2. in addition to the funds in paragraph 2.1(a), make any technical assistance grant specified in the schedule (**Grant**) available in the amounts set out in the schedule by the dates set out in the schedule.

2.2 The Grant must only be used for the type of costs permitted in the schedule.

2.3 Within 30 days after the end of each calendar year, your Institution must provide MLA with a tax invoice in respect of the Scholarship payment and the Grant payment (if any) specified in the schedule for the coming academic year. The invoice must be in a form acceptable to MLA. At the end of the Grant term, a financial reconciliation must be undertaken and any unused/uncommitted funds must be returned to MLA.

2.4 MLA acknowledges that its funding may be in addition to any other stipend, income or financial assistance received by the Student as declared in the Application. However, your Institution must ensure that the Student obtains MLA's prior written approval before receiving any additional financial assistance (including by way of another award or grant).

**3. DIRECTIONS AND OBLIGATIONS**

3.1 Your Institution must:

1. comply with MLA’s reasonable and lawful directions concerning the Scholarship and the Grant;
2. without limiting paragraph 3.1(a), ensure the Scholarship and the Grant are paid to the Student within 30 days of receipt of the funds from MLA;
3. ensure that the Scholarship and Grant are only provided to the Student specified in the schedule; and
4. ensure that the Student’s supervisor submits to MLA an annual report on the progress of the Student's work by the due date specified in the schedule each year. This report must be in the form set out in Annexure A, must include all technical and academic aspects of the Student's work, and must further include an itemised account of expenditure of the Grant.

3.2 Your Institution must ensure that the Student:

1. is aware that the Student is responsible for obtaining any tax exemption for the Student’s study;
2. is aware that the Student is responsible for ensuring that the Student’s receipt of the Scholarship does not breach the terms of any other scholarships or other grants the Student receives from another organisation;
3. is studying on a full time basis. The Student is entitled to a reasonable period of vacation while studying, provided your Institution ensures either the supervisor or the Student have obtained MLA's prior written approval for the vacation;
4. acknowledges the financial support of MLA when submitting for publication any manuscript embodying results of research undertaken during their study; and
5. attends the annual MLA postgraduate students' workshop at MLA’s cost.

**4. WARRANTIES**

Your Institution warrants that:

1. the Scholarship will be administered, and the Student will be supervised by the supervisor, in a professional manner and to the best of your Institution’s skill and ability;
2. to the best of its knowledge, the Student is an Australian citizen or permanent resident and that the information provided in the Application was accurate and complete;
3. the Student is an Australian Government Research Training Program Stipend (**RTP**) recipient or a University Scholarship recipient;
4. it will comply with all relevant laws and regulations when performing its obligations under this agreement;
5. in cases where [animal or human research ethics](https://www.nhmrc.gov.au/research-policy/ethics-and-integrity) approval is required for the Student’s work, the required ethics approval will be obtained and evidence of approval provided to MLA prior to any work being undertaken; and
6. your Institution holds the appropriate level of insurances (including workers compensation insurance as applicable) and any other required insurances to cover the Student’s activities for the duration of their studies (including on farm studies).

**5. RELATIONSHIP**

5.1 This agreement does not constitute a relationship of principal and agent, partnership or employment between your Institution and MLA. Your Institution will not hold itself out as being entitled to contract or accept payment on MLA’s behalf.

5.2 MLA’s only liability is as expressly stated in these terms. To the extent permitted by law, all other liability is excluded.

**6. INDEMNITY**

Your Institution indemnifies MLA against all damages, losses, costs and expenses incurred by MLA arising out of:

1. any breach by your Institution of these terms; or
2. any negligent or unlawful act or omission by your Institution or the Student in connection with the Scholarship or the Grant.

**7. TERM AND TERMINATION**

7.1 This agreement commences on the Commencement Date set out in the schedule and continues until the Completion Date set out in the schedule, unless:

1. MLA, at its discretion, grants a written extension up to a maximum of six months. MLA grants extensions in exceptional circumstances only; or
2. the agreement is terminated earlier in accordance with its terms.

7.2 MLA, on 1 month’s written notice to your Institution, may terminate this agreement if MLA considers that the Scholarship:

(a) may damage MLA’s reputation or goodwill; or

(b) does not meet the requirements of the Australian meat and livestock industry.

7.3 MLA may terminate this agreement by written notice to your Institution if:

1. in its opinion the progress or behaviour of the Student is unsatisfactory;
2. the Student ceases to be an RTP or University Scholarship recipient;
3. your Institution breaches its obligations under this agreement; or
4. without limiting paragraph 7.3(c), the Student’s supervisor does not submit an annual report to MLA required under paragraph 3.1(d) by the due date.

7.4 On termination of this agreement or on completion of the Scholarship, any uncommitted/unused funds must be returned to MLA.

7.5 In the event that the Student does not wish to continue with the Scholarship, your Institution must immediately notify MLA in writing of such intention and repay to MLA any money that has not been expended by the date of that notice.

**8. INTELLECTUAL PROPERTY**

8.1 Subject to paragraph 8.2, the parties acknowledge that ownership of intellectual property in the Student’s thesis will be owned by the Student.

8.2 Where the Student is undertaking research on an MLA project or with MLA material, the parties acknowledge and understand that the terms and conditions of the research agreement between MLA and the Institution for the relevant project will apply in respect of ownership of intellectual property arising out of that project (including any intellectual property arising out of the Student’s work on the project).

8.3 Your Institution will ensure that the Student grants MLA an irrevocable, royalty free right to use the Student’s thesis for its internal purposes and reporting to and complying with its obligations to industry bodies, including peak councils, government and government agencies and authorities.

8.4 For the avoidance of doubt, your Institution agrees (and will ensure the Student agrees) that MLA will have the right to summarise the Student’s area of work, and the work undertaken in the course of the Student’s studies, for the purposes described in paragraph 8.3, even if the Student does not complete his or her thesis for any reason.

**9. STUDENT’S WORK**

Your Institution must forward a copy of the Student’s thesis to MLA within thirty days of completion and acceptance of the thesis by the University for depositing in the library in accordance with the University’s regulations. Your Institution must notify MLA:

1. at the time it provides the thesis, whether there are any embargos or other confidentiality restrictions on part or all of the thesis; and
2. as soon as any such embargos or other restrictions have been lifted.

**10. PRIVACY**

 In relation to any personal information that the Institution provides to MLA in relation to this agreement (including in the Application), the Institution warrants that it has:

1. before providing the personal information to MLA, notified all individuals to whom the personal information relates that it will be disclosing their personal information to MLA for the purposes of the Application and this agreement and obtained any required consent to such disclosure; and
2. provided the individuals with the location of where MLA’s privacy policy can be found.

I trust that these terms are acceptable to your Institution. If they are, I would be grateful if an authorised person would sign and date the acknowledgment on both copies of this letter and return one copy to Angelica Pickup, Meat and Livestock Australia, PO Box 1961 North Sydney NSW 2059 or email businessservices@mla.com.au

|  |  |
| --- | --- |
| Yours sincerely | XX acknowledges that these terms are acceptable to it |
| {{Sig\_es\_:signer1:signature}}……………………………………………**Michael Crowley** | {{Sig\_es\_:signer2:signature}}……………………………………………Signature of Authorised Person |
| **General Manager****Research, Development & Adoption** | {{N\_es\_:signer2:fullname}}……………………………………………Name of Authorised Person |
|  | {{Ttl1\_es\_:signer2:title}}……………………………………………Office Held |
| Dated: {{Dte\_es\_:signer1:date}} | for and on behalf of XXDated: {{Dte\_es\_:signer2:date}} |

**SCHEDULE**

University

|  |  |
| --- | --- |
| **University Name:** |  |
| **ABN** |  |
| **Street Address**  |  |
| **Postal Address** |  |
| **Student Supervisor\*:** |  |
| **Name** |  |
| **Phone** |  |
| **E-mail** |  |
| **Authorised Person (Signatory)\*:** |  |
| **Name** |  |
| **Phone** |  |
| **E-mail** |  |
| *\*MLA will input this information into the third party platform Adobe Sign to enable electronic signing of contracts with MLA. Please see Adobe’s and MLA’s privacy policy (for Adobe found at* [*https://www.adobe.com/au/privacy/policies-business/esign.html*](https://www.adobe.com/au/privacy/policies-business/esign.html) *and for MLA found at www.mla.com.au/general/privacy/ for more details on how they each handle personal information).* |

MLA

|  |
| --- |
| Meat & Livestock Australia Limited ABN 39 081 678 364  |
| Street Address | Level 1, 40 Mount Street North Sydney NSW 2060  |
| Postal Address | PO Box 1961 North Sydney NSW 2059  |
|  |  |
| **Technical Details:**  |  |
| **Name** | Angelica Pickup |
| **Phone** | 02 9463 9345 |
| **E-mail** | apickup@mla.com.au  |
|  |  |
| **Administration Contact:** |  |
| **Name** | Karla Franklin |
| **Phone** | 02 9394 8666  |
| **E-mail** | businessservices@mla.com.au  |

Student

|  |  |
| --- | --- |
| **Postgraduate Scholarship No** | B.STU.XXXX |
| **Scholarship Commencement date** |  |
| **Scholarship Completion Date** |  |
| **Students Field of Study** |  |
| **Name** |  |
| **Phone** |  |
| **E-mail** |  |

Summary of Student’s proposed area of work:

Reporting:

The due date for the annual report to be submitted by the Student’s supervisor (required under paragraph 3.1(d)) is: XX

**Funding – Scholarship (stipend) (exclusive of GST)**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **DATE** | **AMOUNT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **$**  |

**Note:** If, in its discretion, MLA grants an extension in writing as contemplated by paragraph 7.1(a) of the agreement, the amount of funding provided by MLA for the Scholarship during the extension period will be a portion of the Student’s annual stipend amount, calculated on a pro rata basis. For example, if the extension is for 6 months and the Student’s annual stipend is $10,000, MLA will provide an additional $5,000 funding for the Scholarship during the extension period.

**Funding – Technical Assistance Grant (exclusive of GST)**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **YEAR**  | **AMOUNT\*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **$** |

\***Examples of costs**: Thesis costs, project-related travel, animal holding and handling expenses, research consumables. The Technical Assistance Grant is not available during any extension period granted by MLA.

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] 2021 ...............................................

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] 2021 ...............................................

Before me,

...............................................

Justice of the Peace/Solicitor

SECTION 6

* 1. APPLICATION FORM

**Postgraduate Scholarship**

**Application Form**

Please note that this application form must be completed by an eligible Australian University or institution on behalf of itself and the relevant Student. Applications are due by 11.59pm, 14th March 2021 and should be submitted to students@mla.com.au along with the completed tender sections above.

**Section One: Contact Details and Proposal Summary**

1. **University/Supervisor Details**

|  |
| --- |
| **University**  |
| Name |  | ABN |  |
| Department  |  |
|  |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |
|  |  |
|  |  |
| Supervisor |  |
| Email |  |
| Phone |  |
| Fax |  |

1. **Student Details**

|  |
| --- |
| **Student** |
| Given Name |  | Surname |  |
|  |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |
|  |  |
|  |  |
| Email |  |
| Phone |  |
| Fax |  |
| Gender |  |
| Nationality |  |
| Present occupation |  |

1. **Scholarship / Award Details**

|  |  |
| --- | --- |
| **For how many years is the student requesting the stipend?**  | Years |
| **For how many years is the student requesting Technical Assistance Grants?**  | Years |
| **Will there be use of live sheep / cattle / goats?** | Yes 🞏 No 🞏 |
|  **Which years will involve the purchasing & maintenance of live animals?**  |

|  |  |  |
| --- | --- | --- |
| Year 1 | Year 2 | Year 3 |
|  |  |  |

 |
| **What Degree is being sought: (eg. PhD)** |  |

1. **Supplementary Financial Support**

*Describe details of any financial support which is or might be available during the tenure of MLA award (eg part salary, APA etc.):*

1. **Undergraduate Record of Student**

|  |  |
| --- | --- |
| University Attended: |  |
| Faculty: |  |
| Degree Obtained: |  |
| Honours: |  |
| Date of graduation: |  |

1. **Postgraduate Training Record of the Student**

*Give the Student’s progress towards higher degree, if any, showing dates, degree obtained or expected and thesis title*

1. **Student’s employment history and field of experience since graduation (any PhD work already commenced should be recorded under 6.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Position** | **Organisation** | **Experience Gained** |
| **From:** | **To:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Student’s Overseas Experience**
2. **Student’s proposed field of study**

|  |
| --- |
| Proposed thesis title (if known) |
| Is this project linked to a current MLA supported project? Yes 🞏 No 🞏If yes, please provide MLA project Code:: |
| Field of study:*Provide a summary of Student’s proposed area of work. Demonstrate the importance, relevance and feasibility of the proposed work to the* [Red Meat Industry Strategic Plan](http://rmac.com.au/misp2030-staging/wp-content/uploads/2019/10/RedMeat2030.pdf)*. The summary of no more than 350 words must be readily understood by an educated lay audience.*  |

1. **Details of any research papers submitted or published by the Student**
2. **Future career: What are the Student’s present intentions or desires with regard to future employment?**
3. **University supervisor to complete:**

**Demonstrate the academic suitability of the student and how their academic record supports the requirements of a PhD study (*please do not attach academic records*).**

**Section Two: Referees**

Please arrange for the referee listed below to submit a referee report to students@mla.com.au

The refer should be an appropriate officer within the Student’s present organisation.

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |

In addition please insert below the names and addresses of two independent referees who are able to assess Student’s research capability.

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
|  |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |

**For more information:**

Email: students@mla.com.au

Phone Enquiries: Angelica Pickup +61 (2) 9463 9345

**Section Three: Privacy Notice**

The information you are providing in this form is being collected by Meat & Livestock Australia Limited ABN 39 081 678 364 ("**MLA**"). Some of the information you are providing is personal information under the Privacy Act. The information in this form is collected for the following purposes:

* to assess the application and award and manage the scholarship; and
* for any other purposes specified in MLA’s privacy policy (located at www.mla.com.au/general/privacy/).

The personal information you provide may be disclosed to our related entities and third party service providers (on a confidential basis). MLA may also disclose your personal information to the third parties (including those outside of Australia) in the manner specified in MLA’s privacy policy. If you do not provide the information we require, we may not be able to process your application.

***When you provide MLA with any personal information about someone else in this form, you must have permission from that person to do so and must notify that person that MLA will handle their personal information as specified in this form and in MLA’s privacy policy.***

MLA’s privacy policy contains information about how you can request access to and correction of your personal information. It also contains information about how you can complain if you believe MLA has breached any of the Australian Privacy Principles and how we will deal with your complaint. For more information regarding our privacy practices, you can visit MLA’s website at www.mla.com.au or call MLA on 1800 675 717.

By submitting this form, you consent to MLA collecting and handling the personal information you provide as specified in this notice and in MLA's privacy policy (located at www.mla.com.au/general/privacy/).

**Section Four: University Declaration**

Certify the university insurances cover the student activities for the duration of their PhD (including on farm studies) 🞏

Is animal or human ethics required for the students work?

Human ethics: yes 🞏 no🞏 If yes, please provide the ethics approval number:

Animal ethics yes 🞏 No🞏 If yes, please provide the ethics approval number:

Declare you have read the Privacy Notice in Section Three and obtained all relevant consents? 🞏

 **MLA Postgraduate Scholarship - Annual Report template**

   

**Annual Report**

MLA Project Code: B.STU.XXXX

Prepared by: <Principal Supervisor name>

Date Prepared:

Student:

PhD Topic:

**Introduction and Overall Research Aims**

***Paragraph explaining PhD objective***

**Progress to Date:**

***(Please include all technical and academic aspects of the students work to date)***

***Consider progress agains the project plan/activities to date, trials undertaken, contraints/issues that have arisen, key objectives, potential future research objectives, presentations, conferences, publications, future training/mentoring opportunities both completed to date and planned for next 12 months.***

**The technical assistance grant for the student has been used for the following:**

***(Please include an itemised account of the expenditure of the Grant)***

|  |  |
| --- | --- |
| **Item** | **Cost ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Expenditure** |  |

**Planned expenditure for the technical assistance grant for next year:**

***Eg. laboratory analyses of remaining samples from the 20XX pen study, feed costs from the pen study and sourcing statistical advice.***