



TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HOSTING, SUPPORT
AND MAINTENANCE OF THE KZN FILM COMMISSION ONLINE FUNDING
SYSTEM FOR TWELVE (12) MONTHS**

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1. BACKGROUND INFORMATION

1.1 Introduction

The KwaZulu-Natal Film Commission was established under the KwaZulu-Natal Film Commission Act, 2010. The KZNFC has been established to promote the film industry in the province, and has as part of its objectives:

- To promote and market the province as a global destination for film production;
- To develop, promote and market, locally and internationally, the film industry in the province;
- To facilitate investment in the film industry in the province;
- To provide and encourage the provision of opportunities for persons, especially from disadvantaged communities, to enter and participate in the film industry in the province;
- To address historical imbalances in the infrastructure and in the distribution of skills and resources in the film industry in the province; and
- To contribute to an enabling environment for job creation in the film industry in the province.

1.2 Acronyms

KZNFC	KwaZulu-Natal Film Commission
TOR	Terms of Reference
B-BBEE	Broad-Based Black Economic Empowerment
SLA	Service Level Agreement
IT	Information Technology
VAT	Value-added tax
EME	Exempt Micro Enterprise
QSE	Qualifying Small Enterprise
PFMA	Public Finance Management Act, 1999 (Act No 29 of 1999) as amended
SCM	Supply Chain Management
CV	Curriculum Vitae

1.3 The purpose of the Terms of Reference

The KZN Film Commission wishes to appoint a suitable service provider to provide hosting, support and maintenance of the KZNFC Online Funding System for a period of twelve (12) months. The KZNFC Online Funding System was developed to automate the manual funding process for audience development funding, distribution and marketing funding, markets and festivals funding, production funding, bursary applications, and development funding. The portal is designed to route new applications to relevant Project Coordinators.

2. SCOPE OF WORK

- KZNFC will require 72 hours per month which can be utilized for all aspects relating to the portal such as maintenance, support, providing training, development, upgrades to the system and so forth.
- The service provider must work with the KZNFC IT team to ensure that the portal is backed up and recovery tests are performed every month. The service provider will test the recovered system and produce a monthly report for KZNFC.
- The service provider must ensure that all changes to the system follow the KZNFC change control procedure, changes should ideally be tested in a non-production environment before being implemented. Downtime can be scheduled to implement changes to the system.

3. TIME FRAME

The timeframe of this contract is a period of twelve (12) months commencing from the date of appointment i.e. the signing of the SLA.

4. REPORTING

For contracts management, performance monitoring, relationship management, technical reports, backup reports, and usage statistics, the service provider will be accountable to the **IT Specialist: Mr. Lwazi Nodada**

5. QUOTATION REQUIREMENT

5.1 Project Proposal

Bidders will be required to submit a **technical** and **financial** proposal.

4.1.1 Technical proposal

- Executive Summary
- Three (3) or more reference letters
- CVs and copies of qualifications

4.1.2 Financial proposal

- The financial offer must contain a **budget breakdown**.
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.
- Additional costs

6. EVALUATION CRITERIA

The bid for the appointment of each service provider will be evaluated on the pre-qualification criteria, the mandatory requirement, functionality, price and preferential points in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.)



6.1 Pre-Qualification Criteria

B-BBEE Status level 1 or 2, an EME or QSE

6.2 Mandatory Requirement (disqualifying requirement)

None

6.3 Functionality

The service provider must score a minimum of 65% to be evaluated further for price and preference points. Refer to Annexure A for the information that must be provided and supported with documentation for the bid proposal to be evaluated and scored.

6.4 Price and Preference

80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.

Name of project:	Weight	Maximum Score	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
KZN Film Online Funding System					
Section 1 – Executive Summary					
Executive Summary (explaining how the bidder understands the requirements of the TORs, summary of the proposed solution and a summary of the bidder's experience relevant to the requirements of the TORs)		20			
Sub-Total		20			
Section 2 – Company Experience					
The bidder has provided similar services for other clients in the past 10 years <i>(provide signed and dated reference letters which must be on the client's letterhead)</i> 3 reference letters = 20 points 4 reference letters = 25 points 5 reference letters = 30 points		30			
Sub-Total		30			
Section 3 – Team Expertise					
Account/Project Manager					
CV with minimum NQF level 6 qualification and experience working as an Account/Project Manager on similar projects <i>(CVs and copies of qualification(s) to be provided)</i> 3 years' experience = 5 points 4 years' experience = 10 points 5 or more years' experience = 15 points		15			
Technical Team					
CVs with NQF level 6 relevant IT qualifications and/or industry related IT certifications, and a minimum of 3 years' experience working on similar projects <i>(CVs and copies of qualification(s) to be provided)</i> 1 CV = 15 points 2 CVs = 25 points 3 CVs = 35 points		35			
Sub-Total		50			
Grand Totals		100			