

# KWAZULU-NATAL FILM COMMISSION

## TERMS OF REFERENCE



**TO SEEK A QUALIFIED SERVICE PROVIDER TO: FACILITATE AND IMPLEMENT THE BEYOND VISUAL LINE OF SIGHT (BVLOS) DRONE TECHNOLOGY ADVANCEMENT PROGRAMME FOR ELEVEN (11) KWAZULU-NATAL BASED PARTICIPANTS OVER A PERIOD OF THREE (3) MONTHS IN ETHEKWINI, KZN.**

# TERMS OF REFERENCE (TOR)

## 1. BACKGROUND INFORMATION

### 1.1. ACRONYMS

<b>EDTEA</b>	Department of Economic Development, Tourism and Environmental Affairs
<b>KZNFILM</b>	KwaZulu-Natal Film Commission
<b>KZN</b>	KwaZulu-Natal
<b>ISD</b>	Industry Skills Development
<b>SLA</b>	Service Level Agreement
<b>SACAA</b>	South African Civil Aviation Authority
<b>TOR's</b>	Terms of Reference
<b>RPL</b>	Remote Pilot Licence
<b>BVLOS</b>	Beyond Visual Line of Sight

### 1.2. INTRODUCTION

The KZNFILM is mandated to be a catalyst for transformation, job creation and sustainability through funding, Industry Skills Development and the promotion of KwaZulu-Natal. The economic impact of the film industry is principally experienced through job creation. Whilst the province is rich in history there is an apparent lack of converting such into scripts which in turn result in productions for the local, national and international market. There are a number of aspirant filmmakers in the province who require the necessary support in order to improve their skills to be that of an international standard.

### 1.3. THE PURPOSE OF THE TERMS OF REFERENCE

- To seek a qualified South African Civil Aviation Authority accredited service provider to facilitate and implement the BVLOS Drone Technology Advancement Programme for eleven (11) KwaZulu-Natal based participants over a period of three (3) months in Durban, KZN.

## **2. CONTRACT OBJECTIVES & EXPECTED RESULTS**

### **2.1. Motivation: Why is this Project Important?**

- To capacitate KZN based filmmakers with additional skills to create sustainable streams of income,
- To encourage job creation for KZN based filmmakers, and
- To encourage the skills transfer to suppliers in the Film and TV training arena.

### **2.2. Overall Contract Objectives**

To appoint a qualified SACAA accredited service provider to facilitate and implement the BVLOS drone advancement programme for eleven (11) KwaZulu-Natal based participants over a period of three (3) months in Durban, KZN.

## **3. EXPERIENCE AND QUALIFICATION OF THE SERVICE PROVIDER**

The company or Institution:

- A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
- A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
- Three reference letters from clients whom the bidder has provided training in Remote Pilot Licences. The letters must be on client's letterhead.

## **4. SCOPE OF WORK**

KZNFILM seeks to appoint a qualified SACAA accredited service provider to facilitate and implement the BVLOS drone advancement programme for eleven (11) KwaZulu-Natal based participants over a period of three (3) months in Durban, KZN. The programme falls under the KZNFILM's supplier development programme and goes towards the BBBEE scorecard.

#### **4.1. OUTPUTS AND DELIVERABLES**

The service provider shall:

- Facilitate and implement the accredited BVLOS Drone RPL Technology Advancement Programme for 11 learners who already possess the VLOS RPL.
- Provide experienced facilitators to facilitate the BVLOS Drone Technology Advancement programme.
- Provide the equipment and aviation training venue in accordance with SACAA regulations.
- Provide monthly reports and attendance registers on the learner's progress
- Provide regular status updates to the KZNFILM
- Undertake assessments throughout and on completion of the programme to track the level of competency of the learners against the deliverables as outlined in the SACAA accredited programmes guidelines;

#### **5. LOGISTICS AND TIMING**

##### **5.1 Duration of the Contract**

The period of execution of the service contract will commence from the date of signing the service level agreement for a period of 4 months. The training must take place within 3 months and the 4<sup>th</sup> month is for administration.

##### **5.2 Reporting**

The service provider is required to report to the ISD Manager: Ms. Zamabuya Msibi on progress of the project within the stipulated timeframes. The reports will be required to be documented in a specific format as provided by the ISD Manager: Ms. Zamabuya Msibi.

The service provider must provide the ISD Manager: Ms. Zamabuya Msibi with a project plan indicating time frames, processes of implementation and provide reports.

The Service provider must avail themselves to status meetings as and when required on the progress of the project.

The ISD Manager: Ms. Zamabuya Msibi will evaluate each phase before any payment is approved.

All meetings are to be arranged by the Service Provider who is expected to keep a record of such meetings and to deliver the record of a meeting within 5 working days of it having taken place. These meetings will be held at the offices of the KwaZulu-Natal Film Commission unless indicated otherwise. Failure to comply with the conditions may result in termination of the contract.

At the discretion of the KwaZulu-Natal Film Commission, unscheduled meetings may be held while the project is in progress and on conclusion of the project with key stakeholders who will be identified by the ISD Manager.

## **6. TENDER REQUIREMENTS**

### **6.1. STANDARD BID DOCUMENTATION**

All bidders are required to complete the Standard Bid Documentation

### **6.2. PROJECT PROPOSAL**

The project proposal will contain both the Technical and Financial Proposals.

Each section will be broken down as follows:

#### **6.2.1. TECHNICAL PROPOSAL REQUIREMENTS**

- The technical proposal should comprise of the following:
  - A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
  - A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
    - Three reference letters from clients whom the bidder has provided services similar to the ones listed in the identified areas of service. The letters must be on client's letterhead.
- The service provider must provide a copy of their following:

- A DFE accredited by SACAA
- Have Remotely Piloted Aerial Systems (RPAS)
- Have an Operator Certificate (MOR)
- Have SACAA accredited airfields in KZN and/or
- Have a SACAA approved exam centre

## 6.2.2. FINANCIAL PROPOSAL

The financial offer must contain a **Budget breakdown**. The budget breakdown must include the following line items:

- BVLOS training costs
- Accreditation and certification costs
- Administration costs
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

## 7. EVALUATION CRITERIA

***Specific Goals will be applicable for this Quotation process.***

The bid for the appointment of each service provider will be evaluated on mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

### **MANDATORY REQUIREMENTS (If applicable) (disqualifying requirement)**

The service provider and/or their facilitators must provide the following:

- A DFE accredited by SACAA
- Have Remotely Piloted Aerial Systems (RPAS)
- Have an Operator Certificate (MOR)
- Have SACAA accredited airfields in KZN and/or
- Have a SACAA approved exam centre

### **EVALUATION ON FUNCTIONALITY**

- The service provider must score a minimum of 60 % in order to be evaluated further for price and preference points. **Refer to Annexure 1** below, for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored on Functionality.

**APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:**

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

	<b>Specific Goals</b>
Price	80
<b>Ownership Goals</b>	
<ul style="list-style-type: none"> <li>• At least 51% Blacks Africans, Indians or Coloreds</li> </ul>	10
<b>RDP Goals</b>	
<ul style="list-style-type: none"> <li>• Enterprises located in a specific Region (eThekweni)</li> </ul>	10
<b>Total</b>	<b>100</b>

**Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.**

**Verification of Specific Goals:**

1. **Ownership verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report .
2. **Locality verification** will be conducted through submission of utility bill or CSD report

**Failure on the part of a tenderer to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.**

**The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.**

*All quotations with all the required documentation to be forwarded to*

[scmquotes@kznfilm.co.za](mailto:scmquotes@kznfilm.co.za) and for enquiries related to SCM to be forwarded to [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)



**For Technical Enquiries Contact:** Ms Zamabuya Msibi

**Email:** [ZamabuyaM@kznfilm.co.za](mailto:ZamabuyaM@kznfilm.co.za)

**For SCM Enquiries Contact:** Mr. Sboniso Gama

**Email:** [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)

**Minimum Required Score = 60%**

The bid for the appointment of each service provider will be evaluated on pre-qualification, functionality and price.

**ANNEXURE 1: EVALUATION GRID**

<b>EVALUATION GRID: To seek a qualified service provider to facilitate and implement the BVLOS drone technology advancement programme for eleven (11) Kwazulu-Natal based participants over a period of three (3) months in Durban, KZN.</b>	<b>Maximum</b>	<b>Score</b>
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<b>Organisation and Approach</b>	<b>50</b>	
<p>Specific professional experience in delivering a BVLOS Drone Technology:</p> <p>Three reference letters from clients to whom RPL training has been provided, on client's letterheads:</p> <ul style="list-style-type: none"> <li>• Three letters = 15 points</li> <li>• Two letters = 10 points</li> <li>• One letter = 5 points</li> </ul>	<b>15</b>	
A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.	<b>15</b>	
A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.	<b>20</b>	
<b>Overall total score</b>	<b>50</b>	

To be completed for each bid by each evaluator.

**Minimum Required Score = 60%**