

# **KWAZULU-NATAL FILM COMMISSION**

## **TERMS OF REFERENCE**



**TO SEEK A QUALIFIED SERVICE PROVIDER TO: PROVIDE  
LOCATION SCOUT AND PHOTOGRAPHY SERVICES FOR THE  
KZN FILM WITHIN THE LOCATIONS AND FACILITIES UNIT FOR  
THE PERIOD OF 12 MONTHS**

# TERMS OF REFERENCE (TOR)

## 1. BACKGROUND INFORMATION

### 1.1. ACRONYMS

<b>EDTEA</b>	Department of Economic Development, Tourism and Environmental Affairs
<b>KZNFC</b>	KwaZulu-Natal Film Commission
<b>KZN</b>	KwaZulu-Natal
<b>LF</b>	Locations and Facilities
<b>SLA</b>	Service Level Agreement
<b>SP</b>	Service Provider
<b>LS</b>	Location Scout
<b>TOR's</b>	Terms of Reference
<b>P</b>	Photographer
<b>TOR/S</b>	Terms of Reference/s

### 1.2 INTRODUCTION

The KwaZulu-Natal Film Commission (KZNFC) as 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.

### 1.3 THE OBJECTIVE OF THE PROJECT IS:

The function of Locations and Facilities is to facilitate film productions throughout KZN providing images and identifying locations for film makers. The panel is to ensure that film support is consistent and maintained in order to support the mandate of KZNFC. This call will ensure that Kwa – Zulu Natal Film Commission has a panel of service providers for Location Scouts and Photographers, with immediate accessibility when required for the period of 12 months.

### 1.4 SCOPE

This document/ procedure will cover the following services to be rendered to the Kwa – Zulu Natal Film Commission:

- i) **Location Scout** : Scout for locations. Negotiate good rates for productions, permit negotiations with relevant stakeholders or municipal officials, identify locations for filming, secure locations for recce with production. Share location images of images taken during scout, provide an itinerary for production recce, share contacts of locations found and submit a report of the scout and recce.
- ii) **Photographer**: To capture images of locations in KZN, images with GPS co-ordinates, provide high and low-res images on a hard drive. Take short videos of locations and when required drone shots of various locations.

## 2 PROJECT ALLOCATION AND COST

There will be two different panels, one for Location scouts and the other for Photography services to be utilised by the Locations and Facilities unit as and when required.

Only service providers that are in the respective panel will be invited to quote within the period of 12 months. In a case where the need of the services are required immediately, the service provider within the particular panel can be appointed to render the services without inviting the rest of panel members to submit quotations, however this process will be rotated amongst service providers for fairness purposes. The value of the project will determine this rotation.

In a case where the scope of work is not of an emergency as the above-mentioned job, all service providers within that particular panel will be requested to quote as per SCM requirements and the selection will be based on the price.

**KZNFC may add onto an existing panel every six (6) months should the need arise.**

### 3 EVALUATION CRITERIA

#### 6. EVALUATION CRITERIA

***Specific Goals will be applicable once the panel has been appointed***

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)**

- Drone License (Remote pilot certificate)

**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.

	<b>Specific Goals</b>
Price	80
<b>Ownership Goals</b>	
• Race (HDI or HDP) Africans, Indians and Coloreds OR	10
• At least 51% Women	5
• At least 51% Youth	5
<b>Total</b>	<b>100</b>

**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

*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)*

**NB: Services providers on the panel will be requested to quote on as and when required**

### Evaluation Grid

Project Name: Provision Of Photographer	Score	Weight	Total Score	Score
<b>Company Profile</b>				
3 years proven Company Experience (Please provide company profile to prove work experience)	Proof of work done =10 points		10	
Equipment/camera list	Clear detailed list = 5points		5	
<b>Sub-Total</b>	<b>15</b>		<b>15</b>	
<b>Reference Letters</b>				
<b>4</b> Written references (contactable references of previous work done in a form of letters of the company/entity's experience in photography) Provide signed reference letters from other clients which must be on the client's letterhead.	15points = 3 letters 10 points= 2 letters 5 points= 1 letters		15	
<b>Sub-Total</b>	<b>15</b>		<b>15</b>	
<b>Photographer's : CV's</b>				
Photographer's experience (attach CV's)	15points = Above 5 years' experience 10points = 2 - 5 years' experience		15	
<b>Sub-Total</b>	<b>15</b>		<b>15</b>	
<b>Total Score</b>	<b>45</b>		<b>45</b>	

## Evaluation Grid

Project Name: Location Scout Services	Score	Weight	Total Score	Score
<b>Company Profile</b>	<b>Proof of work done</b>			
3 years proven Company Experience (Please provide company profile to prove work experience)	Proof of work done = 10points		10	
<b>Sub-Total</b>	10		<b>10</b>	
<b>Reference Letters</b>				
3 Written references (contactable references of previous work done in a form of letters of the company/entity's experience as a location scout)	15points = 3 letters 10 points= 2 letters 5points = 1 letters		15	
<b>Sub-Total</b>	15		<b>15</b>	
<b>location scout: CV's</b>				
location scout experience (attach CV's)	15points = Above 5 years' experience 10points = 2 - 5 years' experience		15	
<b>Sub-Total</b>	15		<b>15</b>	
<b>Total Score</b>	40		<b>40</b>	

**For Technical Enquiries Contact:**

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

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

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**Minimum Required Score = 60%**