

KWAZULU-NATAL FILM COMMISSION

TERMS OF REFERENCE



TO SEEK A QUALIFIED SERVICE PROVIDER TO FACILITATE AND IMPLEMENT LOCATION SCOUTING WORK READINESS PROGRAMME FOR TEN (10) KWAZULU-NATAL BASED PARTICIPANTS OVER A PERIOD OF THREE (3) MONTHS IN UGU, KZN WHICH WHO PARTICAPATED IN A MICT SETA ACCREDITED SKILLS PROGRAMME.

TERMS OF REFERENCE (TOR)

1. BACKGROUND INFORMATION

1.1. ACRONYMS

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
KZNFILM	KwaZulu-Natal Film Commission
KZN	KwaZulu-Natal
ISD	Human Capital Development
SLA	Service Level Agreement
SETA	Sector Education and Training Authority
MICT	Media, Information and Communication Technologies
TOR's	Terms of Reference
SAQA	South African Qualifications Authority
TOR/S	Terms of Reference/s

1.2. INTRODUCTION

The KZNFILM is mandated to be a catalyst for transformation, job creation and sustainability through funding, human capital 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 service provider to facilitate and implement Location Scouting Work Readiness Programme for ten (10) KwaZulu-Natal based participants over a period of three (3) months in Ugu, KZN.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Motivation: Why is this Project Important?

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

2.2. Overall Contract Objectives

To appoint a service provider to facilitate and implement a Locations Scout Work-Readiness programme for a period of 3 months for the 10 participants which had successfully completed the Kwazulu-Natal Film Commission MICT SETA accredited Location Scouting Skills Training Programme. The service provider must implement and facilitate the placement of 10 learners with experienced location scouts.

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.
- Detailed company profile detailing services provided and the list of experienced location scouts in their network.
- CV of the project manager detailing experience in locations, scouting and film and television.

4. SCOPE OF WORK

KZNFILM seeks to appoint a service provider to facilitate and implement a Locations Scout Work-Readiness programme for a period of 3 months for the 10 participants which had

successfully completed the Kwazulu-Natal Film Commission MICT SETA accredited Location Scouting Skills Training Programme. The service provider must implement and facilitate the placement of 10 learners with experienced location scouts.

4.1. OUTPUTS AND DELIVERABLES

The service provider will be responsible for the following:

- Placement for the interns with experienced location scouts working on projects for a period of 3 months anywhere in South Africa.
- Project manage the full project.
- Facilitate the internship.
- Accommodate the intern if they are not scouting in their home region.
- Pay the interns stipends.
- Report monthly on each intern's progress.
- Assist the interns in creating a portfolio at the end of the programme.

4.2. Team Composition

- Experienced project manager
- Experienced location scouts

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 5 months. Administration of a period of 2 months and internship placement for 3 months.

5.2 Reporting

The service provider is required to report to the ISD Acting 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 Acting Manager: Ms. Zamabuya Msibi.

The service provider must provide the ISD Acting 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 Acting 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.
 - Detailed company profile detailing services provided and the list of experienced location scouts in their network.

- CV of the project manager detailing experience in locations, scouting and film and television.

6.2.2. FINANCIAL PROPOSAL

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

- Project management costs
- Placement costs
- Travel costs of the interns and project manager
- Accommodation costs not exceeding **R6000,00** per person per month (where applicable)
- Training equipment (where applicable)
- Stipends for the 10 participants at **R6000,00** per person per month for the 3 months duration.
- Portfolio development and 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)

- N/A

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.

	Specific Goals
Price	80
Ownership Goals	
• At least 51% Black Africans, Indians or Coloreds	10
• At least 51% Women	10
Total	100

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. Women Verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report 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 and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za

For Technical Enquiries Contact: Ms Zamabuya Msibi

Email: Zamabuyam@kznfilm.co.za

For SCM Enquiries Contact: Mr. Sboniso Gama

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

ANNEXURE 1: EVALUATION GRID

EVALUATION GRID: To appoint a service provider to facilitate and implement a Locations Scout Work-Readiness programme for a period of 3 months for the 10 participants which had successfully completed the Kwazulu-Natal Film Commission MICT SETA accredited Location Scouting Skills Training Programme. The service provider must implement and facilitate the placement of 10 learners with experienced location scouts	Maximum	Score
Organisation and Approach	70	
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.	20	
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.	20	
Detailed company profile detailing services provided and the list of experienced location scouts in their network.	30	
Team leader experience	30	
CV of the project manager detailing experience in locations, scouting and film and television. <ul style="list-style-type: none"> • 10+ years' experience: 30 points • 6-9 years' experience: 20 points • 3-5 years' experience: 10 points 	30	
Overall total score	100	

Minimum Required Score = 60%