

KWAZULU-NATAL FILM COMMISSION

TERMS OF REFERENCE



**TO SEEK A SUITABLY QUALIFIED SERVICE PRODUCER TO
DEVELOP & PRODUCE AUDIO VISUAL CONTENT ON 10 YEARS OF
THE KZNFILM FILM FUND**

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
HCD	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

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 produce audio-visual content that documents and celebrates the 10 year existence of the KZN Film Fund.

2. Contract Objectives:

Why is this Project Important?

This project aims to make known the gains KZNFilm achieved in the ten years of granting funding support to the KZN and South African film industry.

2.1. Overall Contract Objectives

To appoint a suitable qualified service provider to produce audio-visual content that documents and celebrates the 10 year existence of the KZN Film Fund.

2.2 Experience and Qualifications of the Service Provider:

- A company profile of a Tier 1 and Tier 2 company detailing a proven track record of producing entertaining documentary material for 10 year or more
- A project proposal detailing the creative direction of how they will produce the audio visual material requested
- A link to a video that shows examples of similar documentary material produced

3. Outputs and Deliverables

The deliverables are for the development and production of the following:

- One x documentary of up to one hour that provides detailed information on the development, production, co-production and co-producer partners, made for TV and other special projects overseen by KZNFilm. And value of the funding; the ROI against the funding; the filmmakers; including actors and other talent; the locations used; awards won and other accolades received; jobs created and filmmaker individuals and companies grown by the KZN Film Fund
- One x ten minute documentary that is the edited down version of the hour long video
- One x minute long documentary that is a edited version of the hour long video

4.1 Team Composition:

- Producer
- Scriptwriter
- Researcher
- Director
- Presenter & voice over artists
- Requisite crew and equipment

5. Duration of the Contract

The period of execution of the contract will commence from the date of signing the contract for a period of 1 year.

5.2 Reporting

The service provider is required to report to the Acting P&D Manager: Mrs. Jacqueline Rainers-Setai 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 Acting P&D Manager: Mrs. Jacqueline Rainers-Setai.

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

The acting Development and Production Manager: Mrs. Jacqueline Rainers-Setai will evaluate after each formal engagement before any payment is approved.

All meetings are to be arranged by KZNFilm 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.

6. Tender Requirements

6.1. Standard Bid Documentation

All bidders are required to complete the Standard Bid Documentation

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 (disqualifying requirement)

N/A

Evaluation of 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	
<ul style="list-style-type: none">• At least 51% Black Africans, Indians or Coloreds	20
Total	100

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

Verification of Specific Goals:

Ownership verification may be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary 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 Jacqueline Rainers-Setai

Email: JacquelineR@Kznfilm.co.za

For SCM Enquiries Contact: Mr. Sboniso Gama

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

Evaluation Grid:

NAME OF PROJECT: TO APPOINT A SUITABLE QUALIFIED SERVICE PRODUCER TO DEVELOP & PRODUCE AUDIO VISUAL CONTENT ON 10 YEARS OF THE KZNFILM FILM FUND	Weight	Score
EXPERIENCE, PROPOSAL & MOTIVATIONS		75
<p>A company profile detailing a proven track record as a producer of entertaining documentary material for:</p> <ul style="list-style-type: none"> - Ten year or more = 25 points - Five to nine years = 10 points 	25	
<p>A project proposal detailing the creative direction (that includes a project synopsis, directors treatment, production schedule, budget schedule), of how they will execute the audio visual material requested</p> <ul style="list-style-type: none"> - An excellent project proposal = 35 points - A fair project proposal = 15 points - A poor project proposal = 0 points 	35	
<p>A motivation document detailing why you think you are the correct company to execute this project. Reference your experience, knowledge of the KZNFilm Fund, knowledge of the KZN and national film industry.</p> <ul style="list-style-type: none"> - An excellent motivation = 15 points - A fair motivation = 5 points - A poor project proposal = 0 points - 	15	
VIDEO MATERIAL EVIDENCE		15

A link to a video that shows examples of reference material, to show the style of production that you recommend: <ul style="list-style-type: none">• Five or more documentary films = 15 points• Two documentary films = 10 points• One documentary film = 5 points	15	
TOTAL		90

