

KWA-ZULU NATAL FILM COMMISSION



TO PROVIDE OFFICE SPACE TO THE KWAZULU-NATAL FILM COMMISSION FOR RENTAL FOR A MINIMUM PERIOD OF 12 MONTHS.

TERMS OF REFERENCE (TOR)

1. BACKGROUND INFORMATION

1.1. Acronyms

NFVF	National Film Video Foundation
KZNFC	KwaZulu-Natal Film Commission
KZN	KwaZulu-Natal
PFMA	Public Finance Management Act
SLA	Service Level Agreement
ICTE	Information Communication, Technology and Electronics
TOR's	Terms of Reference

1.2. Project Specific Background

The KwaZulu-Natal Film commission is a Public Entity that was established in 2010 by the KZN Legislature. The Province of KwaZulu-Natal through the Department of Economic Development Tourism and Environmental Affairs realised the economic benefit and potential of the film industry given the fact that the province boasts a rich culture, heritage and is a popular tourism destination. KwaZulu-Natal has various iconic sites, untold stories with regards to the richness of the history as well as the beauty of the environment. The economic impact of the film industry is principally experienced through job creation.

1.3. The Purpose of the Terms of reference

The purpose of the terms of reference (TOR's) is to request proposals from a reputable Property Owner (Landlord) to provide office rental space for the KZNFC for a minimum period of twelve (12) months.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Motivation: Why the Project is Important?

- The KZNFC requires adequate office space (1500 m²), three floors, to be able to accommodate all its employees and additional space for other film industry related activities.
- The current KZNFC lease is to expire on the 31th of January 2023, and according to the treasury regulations and PFMA the KZNFC is required to go out on tender.

2.2. Overall Contract Objectives

- The overall objective of this contract is to source suitable office space for the KwaZulu-Natal Film Commission.

2.3. Specific Objectives

Descriptions
Ensure completion of the office space and that it is ready for occupation on 01 February 2023
Building must be approximately 1500 square meters – 3 floors
Be able to accommodate a 50 seater cinema room with lounge area that is +- 110 square meters
Needs to make provision for a training/meeting room, eliminating the need to source outside venues for training and BU meetings. The space should accommodate at least 100 individual school style desks.
Should include a sustainable system of passive climate control and lighting through sun control and natural ventilation. Air-conditioning should be controlled in various zones (decentralised)
Design should address lighting, indoor environmental pollutants, comfort factor, external views and noise levels to ensure a working environment that increases productivity and reduces the occurrence of sick building syndrome.
Should have a full back-up generator for its tenants during power cuts.
Should make provision for 20 dedicated covered staff parking bays.
Should allow us to put up our signage in strategic positions on the building to make us visible to the public
Should make provision for adequate kitchen and bathroom space to cater for our staff establishment
Should be fully accessible to physically handicapped persons.
Be within 15 km radius of the Durban CBD
Be a new or existing building with a rating of A or A+ as per Rode report definition. The building must be fully serviced, must have covered secure parking, environmental energy saving systems such as air-conditioning and water recycling.
Building must be secure and neighbourhood must be safe – Recent South African Police Service (SAPS) report on crime standard to be attached.

3. SCOPE OF WORK

- Property Owner (Landlord) to provide office rental space for the KZNFC (1500 m2) for a minimum of 12 months, according to the above specification (2.3)
- The Landlord will be required to provide the office layout and partitioning, which will be based on;

3rd floor - 491.87 m²

- 2 individual private offices at +- 18 m2
- 1 main executive boardroom at +- 60 m2
- 1 Server room at +- 30 m2 (including air-conditioner and fire detection and prevention capabilities)
- 2 individual storerooms for filing and storage at +- 45 m2
- Open plan office space of +- 500 m2
- 2 individual private offices at +- 14 m2
- 1 Kitchen at +- 14 m2

- Bathroom / Toilet for Male & Females separately to accommodate staff compliment of 50, with two and three cubicles on each.

2nd Floor - 491.89 m²

- 1 Cinema: 50 Seater including inter-leading lounge with kitchenette at +-110 m2
- 1 Training room at +- 60 m2
- 1 Kitchen at +- 14 m2
- 1 individual storeroom for filing and storage at +- 45 m2
- Bathroom / Toilet for Male & Females separately with two and three cubicles on each
- 7 individual private offices at +- 12 m2

- 1st Floor - 476.42m²

- Entrance with Reception Area
- 1 Kitchen at +- 14 m2
- 1 boardroom at +-45 m2
- Bathroom / Toilet for Male & Females separately to accommodate staff compliment of 50, with two and three cubicles on each.
- 1 boardroom at +-45 m2
- Open plan office space +- 250 m2
- 6 individual private offices at +- 8 m2
- 2 individual private offices at +- 14 m2
- 2 hot desks set up rooms at +- 30 m2

The design and the layout of the office, must have a fresh modern feel, with see through glass.

- The Landlord is to ensure that there is available secured parking dedicated to the KZNFC of 20 parking bays.
- Occupation of the premises to commence on the 1st of February 2023.
- Provide the proposed office design and layout according to the space requirements, a floor plan signed by an Architecture detailing the proposed layout is to be attached.
- Accessibility of the Office premises through public transport.
- Availability of IT Network and Telephone Service Connection
- The Building must meet all the Health and Safety requirements, proof must be attached.
- Ensure that the building has basic services i.e. sewerage, waste, electricity and running water
- Building should have easy access for VIP visitors allowing for private entrance to the building.

4. TENDER REQUIREMENTS

4.1. Standard Bid Documentation

All bidders are required to complete the Standard Bid Documentation.

4.2. Project Proposal

The project proposal will contain two sections: Technical and Financial Proposals. Each section will be broken down as follows:

4.2.1. Technical Proposal

The Technical proposal will comprise the following elements:

- The available or proposed office space
- The scope of work and specifications

The bidders must set out their understanding of the project context and their understanding of the overall assignment.

4.2.2. Financial Proposal

The Financial offer must contain the budget breakdown

Evaluation will be based on a 80/20 point system in compliance with Preferential Procurement Policy Framework Act.

4.2.3 Physical Verification of Building Proposed

- A physical verification of proposed building will be conducted during the evaluation process.