

## TERMS OF REFERENCE

### APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO PROVIDE ESSENTIAL SERVICES AT KZNFC WITHIN THE MAINTENANCE DEPARTMENT FOR THE PERIOD OF NINE (9) MONTHS

**Technical Enquiries: Mr Sithembiso Gigaba**

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

**SCM Enquiries: Miss Nqobile Shoji**

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

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Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, L. Ngcobo, S. Zondi

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Please tick next to the service you would like to be considered for.

SERVICE RENDERED	
Sound and Audio visual	

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## Background

### Abbreviations, Acronyms and Definitions

TOR	Terms of Reference
KZNFC	KwaZulu-Natal Film Commission
KZN	Province of KwaZulu-Natal
SP	Service Provider
SCM	Supply Chain Management
CEO	Chief Executive Officer
CFO	Chief Financial Officer
PFMA	Public Finance Management Act, 1999 (Act No 29 of 1999) as amended
B-BBEE	Broad-Based Black Economic Empowerment
QSE	Qualifying Small Enterprise
EME	Exempt Micro Enterprise
SLA	Service Level Agreement
PPPFA	Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) as amended

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## 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. THE OBJECTIVE OF THE PROJECT IS:

The function of the Facilities and Maintenance panel is to ensure that the infrastructure within KZNFC is well functioning to serve and support the mandate of KZNFC. This call will ensure that Kwa-Zulu Natal Film Commission have a panel of service providers for essential services, with immediate accessibility in case of an emergency for the period of nine (9) months.

### 2. SCOPE

This document/ procedure will cover the following work to be carried out at Kwa – Zulu Natal Film Commission:

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- i) **Sound and Audio visual:** To render all services relating to sound and audio visual. From supply, installation, repair and software updates.

### 3. PROJECT ALLOCATION AND COST

There will be different panels for different section of all maintenance work that is deemed essential to the Kwa-Zulu Natal Film Commission.

In a case of immediate attendance to the matter, which will be deemed as harmful to human life; damage organisational property or prevent employees from carrying out their work properly. A contractor in a particular panel can be appointed to fix the problem without requesting for all contractors in that section panel to quote on the job to be done, however this process will be rotated amongst contractors within that panel for fairness purposes.

The value will determine this rotation. In a case where the scope of work is not of emergency as the above-mentioned job, all contractors within that particular panel will be requested to quote as per SCM requirements and the selection will be based on the price and preference.

**NB: For specialised services such as security systems and sound/ audio visuals there will be only be one service provider in a panel due to the nature of services required.**

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

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#### 4. 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 (disqualifying requirement)**

- Letter of Good Standing
- Liability insurance

##### **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: :**

***(NB: Evaluation on price and specific goals will be applicable once the panel process is concluded)***

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 KwaZulu-Natal</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.***

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**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 a Utility Bill or a 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:** Sithembiso Gigaba

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

**For SCM Enquiries Contact:** Miss. Nqobile Shozi

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

**Minimum Required Score = 60%**

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## Evaluation Grid

Project Name: Provision Of Sound and Audio Visual Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing Sound and Audio Visuals services experience)	Detailed Company Profile 5 = 2 – 4 years  10 = 5 years and above			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference letters on the client's letterhead detailing experience in Sound and Audio Visuals	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV</b>				
Technician's experience in Sound and Audio-Visual (attach CV)	10 = 2 - 5 years' experience  15 = above 5 years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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