



TERMS OF REFERENCE

APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO PROVIDE ESSENTIAL SERVICES AT KZNFC WITHIN THE MAINTENANCE DEPARTMENT FOR THE PERIOD OF TWELVE (12) MONTHS

Technical Enquiries: Mr Sithembiso Gigaba

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OUR KINGDOM IS YOUR STAGE

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

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za



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

SERVICE RENDERED	
Fire equipment services	
Sound/ Audio visual	

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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.

2. 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 twelve (12) months.

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3. SCOPE

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

- i) **Fire Equipment Services:** replace and service fire equipment. provide emergency evacuation plans.
- ii) **Sound/ Audio visual:** To render all services relating to sound and audio visual. From supply, installation and repair.

4. 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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5. TENDER REQUIREMENTS

5.1. STANDARD BID DOCUMENTATION

All bidders are required to complete the Standard Bid Documentation

5.2. TECHNICAL PROPOSAL REQUIREMENTS

The project proposal must contain a Technical Proposals. Each section will be broken down as follows:

- A detailed company profile projecting experience in services required.
- CV projecting relevant experience
- Three reference letters from clients whom the bidder has provided services similar to the ones listed in the identified areas of service. The letters must be on client's letterhead.

6. EVALUATION CRITERIA

Specific Goals will be applicable for this 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)

- ❖ Letter of Good Standing – **Applicable to all service providers**
- ❖ Liability insurance – **Applicable to all service providers**
- ❖ SANAS Certificate/ SABS Certificate - **Applicable to Fire services**

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.

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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 FOR SOUND/ AUDIO VISUAL

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> At least 51% Black Africans, Indians and Coloreds 	10
RDP Goals	
<ul style="list-style-type: none"> Enterprises located in KwaZulu Natal 	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:

- Ownership verification** will be conducted through submission of the BBBEE Sworn Affidavit or a CSD report
- Locality** will be conducted through submission of a utility bill or a CSD report.

SPECIFIC GOALS FOR FIRE EQUIPMENT SERVICES

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> At least 51% Black Africans, Indians and Coloreds At least 51% Youth 	10 5
RDP Goals	
<ul style="list-style-type: none"> Enterprises located in KwaZulu Natal 	5
Total	100

Verification of Specific Goals:

- Ownership verification** will be conducted through submission of the BBBEE Sworn Affidavit or a CSD report
- Youth verification** will be conducted through submission of the BBBEE Sworn Affidavit or a CSD report
- Locality** will be conducted through submission of a utility bid or the CSD report.

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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:

Email: SithembisoG@kznfilm.co.za

For SCM Enquiries Contact: Ms. Sthandiwe Mnguni

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

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Evaluation Grid

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

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Evaluation Grid

Project Name: Provision Of Sound and Audio Visual Services	Score	Weight	Total Score	Score
Company Profile				
Proven Company Experience (Please provide company profile detailing Sound and Audio Visuals services experience)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
Sub-Total	10			
Reference Letters				
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			
Sub-Total	15			
Technician's: CV				
Technician's experience (attach CV)	10 = 2 - 5 years' experience 15 = above years' experience			
Sub-Total	15			
Total Score	40			

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