



## **TERMS OF REFERENCE**

**TO APPOINT A SERVICE PROVIDER TO OFFER WORKPLACE  
SKILLS TRAINING ANIMATION & VFX TO 10 INTERNS, OVER A  
PERIOD OF 12 MONTHS.**

**FOR**

**THE KWAZULU-NATAL FILM COMMISSION (KZNFC)**



## **1. BACKGROUND**

The KwaZulu-Natal Film Commission (KZNFC) was established in terms of the KwaZulu-Natal Film Commission Act, 2010. The primary objectives of the KZNFC are to promote the film industry in the Province and to facilitate the development of the film sector in the region.

The KwaZulu-Natal Film Commission seeks to appoint a service provider (i.e. production company, broadcaster, studio) to provide workplace skills training in Animation & VFX for 10 interns over a period of 12 months.

The key objectives of this internship project are to: -

- Offer a transfer of skills to participants
- Provide paid work opportunities for all participants during and post training
- Improve participants knowledge of the expectations of the industry
- Improve their skills and therefore improve their competitiveness in the market

### **1.1. PURPOSE OF THE TERMS OF REFERENCE**

The purpose of the TOR is to appoint a service provider (i.e. production company, broadcaster, studio) to provide workplace skills training for 10 interns over a period of 12 months.

## **2. OBJECTIVES**

The key objectives of this internship project are to: -

- Offer a transfer of skills to participants
- Provide paid work opportunities for all participants during and post training
- Improve participants knowledge of the expectations of the industry
- Improve their skills and therefore improve their competitiveness in the market

### **2.1 SCOPE OF WORK**



The scope of the assignment is to appoint a service provider (production company, broadcaster, studio) to provide workplace skills training Animation & VFX for 10 interns over a period of 12 months.

### **3. THE SERVICE PROVIDER**

- Demonstrating their ability to provide a live production for work skills transfer purposes, by providing a detailed CV and company profile.
- The service provider will be required to assist the KZNFC in the recruitment process of the interns.
- Further attest to their expertise by providing three reference letters from previous clients, on the client's letterheads.

### **4. TIME FRAMES**

The service provider is expected to complete the workplace skills training in Animation and VFX within **12 months** of the signing of the SLA.

### **5. REPORTING**

The service provider is required to report to the HCD 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 HCD Manager: Mrs. Jacqueline Rainers-Setai.

The service provider must provide the HCD Manager: Mrs. Jacqueline Rainers-Setai 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 HCD Manager: Mrs. Jacqueline Rainers-Setai 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 HCD Officer.

## **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 company profile
- A complete, detailed project plan and how the bidder will facilitate the training and paid work placement.



- A detailed methodology demonstrating an understanding of the requirements in the TORs.
- 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 letterheads.

### **6.2.2. FINANCIAL PROPOSAL**

The financial proposal must contain a budget breakdown with a detailed outline of the line items:

- Costs of setting up in Durban, KZNFC, training venue, hardware and software.
- Sponsorships to assist with office setting up costs.
- Costs of catering, minimal once-off honorarium or stipend for intern mentors
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

Note that the Kwa-Zulu Natal Film Commission can offer a training venue at Musgrave Office Towers, 115 Musgrave Road, Berea, Durban 4001, to be used by the service provider should they need to. Otherwise the service provider can utilise their own studio.



## **7. INTELLECTUAL PROPERTY**

- All physical/tangible materials created in terms of this TOR shall solely and exclusive be developed for KZNFC.
- All Intellectual property rights are vested with the KZNFC held on behalf of the various projects

## **8. EVALUATION CRITERIA**

The bid for the appointment of each service provider will be evaluated on the pre-qualification criteria, the mandatory requirement, functionality, price and preferential points in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.)

### **8.1. Pre-Qualification Criteria**

N/A

### **8.2. Mandatory Requirement (disqualifying requirement)**

N/A

### **8.3. 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 for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored.

### **8.4. Price and Preference**

80/20 preference points will be applicable for the evaluation of this tender.



Preference Points will be determined by the status level contributor of each service provider which will be a determining factor of who scores the highest for price and preference point.

**For Technical Enquiries Contact:** Ms Jacqueline Rainers-Setai

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

**For SCM Enquiries Contact:** Olivia Manjate

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

**Minimum Required Score = 60%**

## ANNEXURE 1

NAME OF PROJECT:	Weight	Score
<b>COMPANY EXPERIENCE, METHODOLOGY AND APPROACH</b>		
Demonstrate that he/she has provided services of this nature: <ul style="list-style-type: none"> <li>A detailed company profile <b>(15 points)</b></li> <li>Detailed methodology demonstrating an understanding of the requirements in the TORs. <b>(20 points)</b></li> <li>Detailed project plan outlining how the service provider will conduct the training, including paid work placement for interns. <b>(20 points)</b></li> </ul>	55	
<b>REFERENCE LETTERS</b>		



NAME OF PROJECT:	Weight	Score
<b>COMPANY EXPERIENCE, METHODOLOGY AND APPROACH</b>		
<p>Three reference letters from clients to whom this training has been provided, on clients letterheads:</p> <ul style="list-style-type: none"> <li>• Three letters <b>(15 points)</b></li> <li>• Two letters <b>(10 points)</b></li> <li>• One letter <b>(5 points)</b></li> </ul>	15	
<b>Total Score</b>	<b>70</b>	