



TERMS OF REFERENCE

**TO APPOINT A SERVICE PROVIDER TO CREATE BOOKLETS
FROM EXISTING MATERIAL FOR THE HUMAN CAPITAL
DEVELOPMENT DEPARTMENT**

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 to create booklets from existing material.

The key objectives of this service are: -

- Gather all the archival material, arrange correctly and turn them into booklets as well as e-booklets.

1.1. PURPOSE OF THE TERMS OF REFERENCE

The purpose of the TOR is to call for a suitable service provider to create booklets from existing material.

2. OBJECTIVES

The overall objectives of this appointment are to;

- Gather all the archival material, arrange correctly and turn them into paper booklets as well as e-booklets.

2.1 SCOPE OF WORK

The scope of the assignment is to create booklets from existing material, using existing paperwork that have been saved and archived.



3. TIME FRAMES

The service provider is expected to complete the development of the booklets within **90 days** of the signing of the SLA.

4. 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.



5.TENDER REQUIREMENTS

5.1 STANDARD BID DOCUMENTATION

All bidders are required to complete the Standard Bid Documentation

5.2 PROJECT PROPOSAL

The project proposal will contain both the Technical and Financial Proposals.

Each section will be broken down as follows:

5.2.1 TECHNICAL PROPOSAL REQUIREMENTS

The technical proposal should comprise of the following:

- A detailed company profile or individual profile
- A complete, detailed project plan and how the bidder will facilitate the programme.
- 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.



5.2.2 FINANCIAL PROPOSAL

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

- Costs of research, travel, administrative, documentation, costs
- Printing costs
- Costs of use of photographs
- 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 office space at Musgrave Office Towers, 115 Musgrave Road, Berea, Durban 4001, to be used by the service provider.

6 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

7 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.)

7.1 Pre-Qualification Criteria

B-BBEE Status level 1 or 2, an EME or QSE

7.2 Mandatory Requirement (disqualifying requirement)



N/A

7.3 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.

7.4 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

For SCM Enquiries Contact: Olivia Manjate

Email: scm@kznfilm.co.za

Minimum Required Score = 60%



ANNEXURE 1

NAME OF PROJECT:	Weight	Score
COMPANY EXPERIENCE, METHODOLOGY AND APPROACH		
<p>Demonstrate that he/she has provided services of this nature:</p> <ul style="list-style-type: none"> • A detailed company profile or individual profile (15 points) • Detailed methodology demonstrating an understanding of the requirements in the TORs. (20 points) • Detailed project plan outlining how the service provider will put together the booklets. (20 points) 	55	
REFERENCE LETTERS		
<p>Three reference letters from clients to whom this service has been provided, on clients letterheads:</p> <ul style="list-style-type: none"> • Three letters (15 points) • Two letters (10 points) • One letter (5 points) 	15	
Total Score	70	