

## 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

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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	
Electrician	
Plumbing	
Fire equipment services	
Pest control services	
Air conditioning	
Security Systems/ Access Control Systems/ CCTV Cameras	
General maintenance	
Sound/ 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 twelve (12) 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) **Electrician:** replacing tubes/bulbs/lights, wiring, faulty finding, etc.
- ii) **Plumbing:** fixing burst pipes, water leaks, releasing blockages, faulty findings, etc.
- iii) **Air conditioning:** installations of news units, fixing air conditioning, refilling guess, servicing, faulty findings, etc.
- iv) **Security systems/ Access Control Systems/ CCTV cameras:** fixing and installation of access control systems, cameras, unlocking jammed electric doors, faulty findings, etc.
- v) **Fire Equipment Services:** replace and service fire equipment. provide emergency evacuation plans.
- vi) **General maintenance:** this will cover general maintenance related issues, from fixing or replacing office doors, windows, floors, walls, ceilings boards, partitioning, furniture, etc.
- vii) **Pest control services:** pest control treatment and fumigation.
- viii) **Sound/ Audio visual:** To render all services relating to sound and audio visual. From supply, installation and repair.

### 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 contactors 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.

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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.**

#### **4. EVALUATION CRITERIA**

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

**Phase 2: Mandatory documents**

- ❖ Letter of Good Standing – **Applicable to all service providers**
- ❖ Liability insurance – **Applicable to all service providers**
- ❖ Wireman's License/ Trade test certificate – **Electricians**
- ❖ Trade test certificate – **Plumbing**
- ❖ CIDB Grade 1 (1GB PE) – **General Maintenance**
- ❖ CIDB Grade 1 (1SO PE) – **Plumbing**
- ❖ CIDB Grade 1 (1EB PE) – **Electricians**
- ❖ SARACCA – **Air Conditioning**
- ❖ SANAS Certificate/ SABS Certificate - **Fire services**
- ❖ PCO Certificate - **Pest control services**

**Phase 3: Functionality Evaluation**

- **Minimum Required Score is 60%.** Service providers that score less than **60%** of the points for functionality will not be considered for further evaluation. Price and Preferential points in accordance with the Supply Chain Management Procurement policies, the Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 and the B-BBEE Act and with its regulations amendments.
- Services providers on the panel will be requested to quote on as and when required.

**Phase 4 : Price and Preference Points**

- 80/20 preference points system will be applicable for the evaluation of quotations

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## Evaluation Grid

Project Name: Provision of Electrical Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing electrical experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience as an electrician service provider.	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Electrician's: CV</b>				
Electrician's experience (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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## Evaluation Grid

Project Name: Provision of Plumbing Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing plumbing services experience in the services requested in the TOR )	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in plumbing services.	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Plumber's: CV</b>				
Plumber's experience (attach CV's)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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## Evaluation Grid

Project Name: Provision Of Air – conditioning Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing air conditioning services experience in the services requested in the TOR )	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in Air Conditioning services	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV's</b>				
Technician's experience (attach CV's)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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## Evaluation Grid

Project Name: Provision Of General Maintenance Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing general maintenance experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in General Maintenance	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV</b>				
Technician's experience (attach CV's)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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## Evaluation Grid

Project Name: Provision Of Fire Equipment Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing fire equipment services experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in Fire Equipment services	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV</b>				
Technician's experience (attach CV's)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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## Evaluation Grid

Project Name: Provision Of Security Systems/ Access Control Services/ CCTV Cameras	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing Security Systems/ Access Control Services/ CCTV Cameras experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in electronic security systems	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV</b>				
Technician's experience (attach CV)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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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 Visual Services experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's 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 (attach CV)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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## Evaluation Grid

Project Name: Provision Of Pest Control Services	Score	Weight	Total Score	Score
<b>Company Profile</b>				
Proven Company Experience (Please provide company profile detailing Pest Control Services experience in the services requested in the TOR)	Detailed Company Profile 2 – 4 years = 5 5 years and above = 10			
<b>Sub-Total</b>	<b>10</b>			
<b>Reference Letters</b>				
3 Written reference (contactable references of previous work done) in a form of letters of company/entity's experience in Pest Control services	15 = 3 letters 10 = 2 letters 5 = 1 letters			
<b>Sub-Total</b>	<b>15</b>			
<b>Technician's: CV</b>				
Technician's experience (attach CV)	10 = 2 - 5 years' experience 15 = above years' experience			
<b>Sub-Total</b>	<b>15</b>			
<b>Total Score</b>	<b>40</b>			

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