

# KWAZULU-NATAL FILM COMMISSION

## TERMS OF REFERENCE



**TO SEEK A QUALIFIED SERVICE PROVIDER TO: FACILITATE AND IMPLEMENT THE ACCREDITED NQF LEVEL 5 FILM AND TELEVISION (TV) PRODUCTION LEARNERSHIP PROGRAMME FOR THIRTY (30) KWAZULU-NATAL BASED PARTICIPANTS OVER A PERIOD OF TWELVE (12) MONTHS IN MBAZWANA, KZN WHICH WILL CAPACITATE THEM WITH THE ACCREDITED NATIONAL CERTIFICATE: FILM AND TELEVISION PRODUCTION QUALIFICATION.**

# TERMS OF REFERENCE (TOR)

## 1. BACKGROUND INFORMATION

### 1.1. ACRONYMS

<b>EDTEA</b>	Department of Economic Development, Tourism and Environmental Affairs
<b>KZNFILM</b>	KwaZulu-Natal Film Commission
<b>KZN</b>	KwaZulu-Natal
<b>ISD</b>	Industry Skills Development
<b>SLA</b>	Service Level Agreement
<b>SETA</b>	Sector Education and Training Authority
<b>MICT</b>	Media, Information and Communication Technologies
<b>TOR's</b>	Terms of Reference
<b>SAQA</b>	South African Qualifications Authority
<b>TOR/S</b>	Terms of Reference/s

### 1.2. INTRODUCTION

The KZNFILM is mandated to be a catalyst for transformation, job creation and sustainability through funding, Industry Skills 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.

### 1.3. THE PURPOSE OF THE TERMS OF REFERENCE

- To seek a qualified service provider to facilitate and implement the accredited NQF Level 5 Film and Television (TV) Production Learnership Programme for thirty (30) KwaZulu-Natal based participants over a period of twelve (12) months in Mbazwana, KZN which will capacitate them with the accredited National Certificate: Film and Television Production Qualification.

## **2. CONTRACT OBJECTIVES & EXPECTED RESULTS**

### **2.1. Motivation: Why is this Project Important?**

- To capacitate KZN based filmmakers with additional skills to create sustainable streams of income,
- To encourage job creation for KZN based filmmakers, and
- To encourage the skills transfer to new entrants in the Film and TV training arena.

### **2.2. Overall Contract Objectives**

To appoint a qualified MICT SETA accredited service provider to facilitate and implement the accredited NQF Level 5 Film and TV Production Learnership Programme for 30 Kwazulu-Natal based participants over a period of 12 months in Mbazwana, KZN which will capacitate them with the National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394.

Please note that the training must take place in Mbazwana, KZN and the KZNFILM will provide the venue for the training.

## **3. EXPERIENCE AND QUALIFICATION OF THE TEAM COMPOSITION**

The service provider should have;

Accredited Training Facilitators,  
Accredited Assessor and  
Accredited Moderator

## **4. SCOPE OF WORK**

KZNFILM seeks to appoint a qualified MICT SETA accredited service provider to facilitate and implement the accredited NQF Level 5 Film and TV Production Learnership Programme for 30 Kwazulu-Natal based participants over a period of 12 months in Mbazwana, KZN which will capacitate them with the National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394.

### **4.1. OUTPUTS AND DELIVERABLES**

The service provider shall:

- Facilitate and implement the NQF Level 5 Film and TV Production Learnership Programme for 30 learners to obtain the National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394.
- Provide experienced and accredited Facilitators, Assessors and Moderators to facilitate the learnership programme.
- Provide monthly reports on the learner's progress
- Provide regular status updates to the KZN FILM
- Undertake assessments throughout and on completion of the programme to track the level of competency of the learners against the deliverables as outlined in the accredited programmes guidelines;
- Ensure that the participants are registered on the National Learners' Records Database.

## **5. LOGISTICS AND TIMING**

### **5.1 Duration of the Contract**

The period of execution of the service contract will commence from the date of signing the service level agreement for a period of 12 months.

### **5.2 Reporting**

The service provider is required to report to the ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager: Ms. Zamabuya Msibi.

The service provider must provide the ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager.

## **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 methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
  - A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
    - 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.

#### **6.2.2. FINANCIAL PROPOSAL**

The financial offer must contain a **Budget breakdown**. The budget breakdown must include the following line items:

- Facilitation, assessor and moderation costs
- Travel and Accommodation costs (where applicable)
- Training equipment
- Administrative costs including printing of training materials for all participants, participant accreditation costs etc.

- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

## 7. EVALUATION CRITERIA

The quotations will be evaluated on the mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

### **MANDATORY REQUIREMENTS (If applicable) (disqualifying requirement)**

- The service provider must submit proof of ;
  - National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394 for the Company/Entity.

### **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:**

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% Black Africans, Indians and Coloreds owned</li> </ul>	20
<b>Total</b>	<b>100</b>

***Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.***

### **Verification of Specific Goals:**

1. **Ownership verification** will be conducted through submission of a Sworn Affidavit or BBBEE Certificate with a summary 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:** Ms Zamabuya Msibi

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

**For SCM Enquiries Contact:** Ms. Sthandiwe Mnguni

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

**Minimum Required Score = 60%**

## **ANNEXURE 1: EVALUATION GRID**

<b>EVALUATION GRID: To seek a qualified service provider to facilitate and implement the accredited NQF Level 5 Film and Television (TV) Production Learnership Programme for thirty (30) KwaZulu-Natal based participants over a period of twelve (12) months in Mbazwana.</b>	<b>Maximum</b>	<b>Score</b>
<b>Organisation and Approach</b>	<b>55</b>	
Specific professional experience in Delivering a Film and TV Learnership: Three reference letters from clients to whom this training has been provided, on client's letterheads: <ul style="list-style-type: none"> <li>• Three letters = 15 points</li> <li>• Two letters = 10 points</li> <li>• One letter = 5 points</li> </ul>	<b>15</b>	
A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.	<b>20</b>	
A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.	<b>20</b>	
<b>Overall total score</b>	<b>55</b>	

To be completed for each bid by each evaluator.

**Minimum Required Score = 60%**