



APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF AN INTERACTIVE ONLINE LOCATIONS MAP

1. BACKGROUND INFORMATION

• Abbreviation, 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

AG Auditor-General of South Africa

PFMA Public Finance Management Act, 1999 (Act No 29 of 1999) as amended

B-BBEE Broad-Based Black Economic Empowerment

SLA Service Level Agreement

PPPFA Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) as amended

• Background to the project being tendered for

The KwaZulu-Natal Film Commission (KZNFC) is established in terms of 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:

- a) To promote and market the province as a global destination for film production;
- b) To develop, promote and market, locally and internationally, the film industry in the province;
- c) To facilitate investment in the film industry in the province;
- d) 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;
- e) To address historical imbalances in the infrastructure and in the distribution of skills and resources in the film industry in the province; and
- f) To contribute to an enabling environment for job creation in the film industry in the province.

• Purpose of the project

To appoint a suitably qualified service provider to design an interactive locations map for filming locations scattered all over KZN, manage and support the system for a period of 24 months

• Purpose of the Terms of Reference

It is the intention of the KZNFC to enter into a formal agreement with the successful Service Provider to provide the services described hereunder.

The Terms of Reference (TORs) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between KZNFC's requirements and the knowledge and experience of the service provider.

These TORs and the service provider's proposal will form the basis of the service level agreement (SLA) to be entered into between the parties.

2. CONTRACT OBJECTIVE AND SCOPE OF WORK

- **Overall objective of the contract**

The overall objective of this contract is to appoint a suitably qualified service provider to develop and provide an online interactive locations map for filming locations scattered all over KZN, manage the system and provide support for a period of 24 months

- **Scope of work**

The solution must be compatible with WordPress site and must include the following minimum functionalities

- 100% Responsive Maps
- Bulk Upload Map Locations via Spreadsheet
- Bulk Upload Images to Each Map Location
- Search by Postal Code, City, District, or GPS Coordinates
- Customized Map Location Filters
- Pop-up Video/Photo Galleries on Each Map Location
- Unlimited Unique Map Marker Icons for Every Location (gif, jpeg, png or svg)
- Add Locations to Multiple Maps In a Click
- Detailed Location Information
- Custom Image Maps For WordPress
- Share Map Locations on Social Media
- Directly Link to Any Map Location
- Add Articles to Maps
- Interactive Location Directory
- Colour and Style Options for Tooltips and Pop-ups
- Customize the colour of the tooltips, pop-ups, and accent colours directly from the admin. You'll have full control over animations, background colours, transparency and more!
- Search Map Locations by Radius
- Specify Search Radius
- Suggest Nearest Locations
- GPS Support on Supported Devices
- Link Map Locations to External Sites/Pages

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- Specify Default Location Focus
 - Specify Map and Location Behaviours

3. COMPETENCE REQUIREMENTS

The service provider should meet the following competency requirements:

- a) Be competent in the professional practice of Information Technology; preferably web development, and a process for planning, creating, testing, and deploying a web-based information system.
- b) Preferably be certified professional e.g. web designer and/or web application developer,
- c) Be well versed in the best practices of the profession; and
- d) Has at least five (5) years of recent experience in the practice of web-based application development.
- e) Has provided web development services to a minimum of 3 public/private institutions.

4. SPECIAL CONDITIONS

- a) The period of the contract will be for a period of 24 months covering 2021 to 2023
- b) The final product must be approved by the Facilities and locations specialist, and IT specialist within the KZNFC.
- c) The appointed service provider will be bound to the Code of Conduct and Confidentiality as per the KZNFC policies in the course of their duties.
- d) The KZNFC reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.
- e) The bidder should possess knowledge of the public entity's activities.
- f) The successful bidder(s) must sign a Service Level Agreement (SLA) with the Chief Executive Officer (CEO) and reporting on the progress and completion of the contract will be made to the Facilities and Locations specialist.
- g) The bidder may not intend to assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless the Chief Executive Officer has prior to the assignment, consented in writing to the assignment.
- h) A bidder may not intend to cede his right to payment in terms of a contract to a third party without the prior written consent of the CEO. A bidder may not by means of cession, cede any of his obligations to perform in terms of a contract to any third party.
- i) The bidder(s) must formally indicate any objection the bidder(s) may have in making available, on request by the KZNFC, all working papers, data, documents, reports

and evidence collected or prepared during the planning, execution and reporting of the Interactive online locations map.

- j) The bidder(s) and staff allocated to the project must agree to be subjected to a security vetting process, if required.

5. TIME FRAMES

The term of the contract will be for 24 months from the date of signing the support SLA excluding the period of implementation which will be determined by the project plan provided the successful service provider.

6. REPORTING

The successful service provider will be directly accountable to the Facilities and Locations specialist: Ms. Sphehile Dlamini.

7. BID REQUIREMENT

7.1. Project/ Technical Proposal

Bidders will be required to submit **BOTH** a **technical** and a **financial** proposal.

7.2. Technical proposal

The technical proposal should comprise the following elements:

- Understanding of the assignment and scope of work
- Experience of the service provider including relevant track record through verifiable reference letters, reputation and experience of conducting similar work.
- Proposed profiles of the key members of the team.
- Detailed project execution plan, including task definition and allocation, project timeframes / timetable and milestones as well as feedback and reporting plan to KZNFC.
- Preferably be certified professional e.g. web designer and/or web application developer,
- Be well versed in the best practices of the profession; and
- Has at least five (5) years of experience in the practice of web-based application development.
- Has provided web development services to a minimum of 3 public/private institutions

7.3. Financial proposal

- The financial offer must contain a budget breakdown.
- The budget breakdown will include a cost estimate for the contract period of thirty-six months plus implementation cost which must include an all-inclusive rate for the different levels of proposed resources to be utilized with indicative hours

8. EVALUATION CRITERIA

8.1 Pre-Qualification Criteria

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

8.2 Mandatory Requirement (disqualifying requirement)

N/A

8.3 Functionality

The service provider must score a minimum of 70% to be evaluated further for price and preference points. Refer to Annexure A for the information that must be provided and supported with documentation for the bid proposal to be evaluated and scored.

8.4 Price and Preference

The 80/20 preference points system will be used

Financial proposals will also be assessed in terms of reasonableness of costs in relation to prevailing fee guidelines, consistency with the technical bid submitted and value for money.

9. NON-APPOINTMENT

The KZNFC reserves its rights either NOT to make an appointment and/or appoint the bidder with the lowest price. The KZNFC also reserves its right to negotiate the final price of those bids deemed technical compliant.

For Enquiries Contact:

email: scm@kwazulunatafilm.co.za

ANNEXURE C - EVALUATION GRID FOR FUNCTIONALITY

Name of project: KZNFC Interactive online locations map	Weight	Maximum score	Initial assessment	Revised assessment (before interviews)	Revised assessment (after interviews)
Section 1- Approach, Organization and Methodology					
Detailed proposal outlining the method of execution, methodology and deliverables		15			
Project timelines		15			
Sub-Total		30			
Section 2 – Company Experience					
The service provider has provided similar services for public entities, government departments or private companies (<i>provide reference letters as proof</i>) 3+ reference letters = 15 points 5+ reference letters = 20 points 7+ reference letters = 25 points		25			
Sub-Total		25			
Section 3- Team Expertise					
Key expert 1- Account/ Project Manager					
CV with a minimum NQF 6 level qualification and experience working as an Account/Project Manager on a similar project: 3+ years = 5 points 5+ years = 10 points 7+ years = 15 points (<i>CVs and qualifications to be provided</i>)		15			
Sub-Total		15			

Name of project: KZNFC Interactive online locations map	Weight	Maximum score	Initial assessment	Revised assessment (before interviews)	Revised assessment (after interviews)
Key Expert 2: Website Developers					
CVs of web developers to be assigned to the project with a minimum NQF 6 level qualification and 5 or more years' experience in developing websites or online portals: 2 CVs = 10 points 3 CVs = 20 points 4 or more CVS years = 30 points (CVs and qualifications to be provided)		30			
Sub Total		45			
Grand-Total		100			