KWAZULU-NATAL TOURISM & FILM
KwaZulu-Natal Tourism and Film is the authority of
Tourism and Film for the province of KwaZulu-Natal
Established by the Act No.02 of 2024

KWAZULU-NATAL TOURISM AND FILM AUTHORITY

TERMS OF REFERENCE

TO SEEK A QUALIFIED SERVICE PROVIDER TO FACILITATE AND MANAGE THE SUBJECT MATTER EXPERTS FOR THE DEVELOPMENT OF THE NQF LEVEL 8 AUDIO VISUAL OCCUPATIONAL PROGRAMME QUALIFICATION FOR A PERIOD OF 6 MONTHS.

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1. BACKGROUND INFORMATION

1.1. ACRONYMS

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
KZN	KwaZulu-Natal
KZN TOURISM & FILM	KwaZulu-Natal Tourism and Film Authority
ISD	Industry Skills Development
SLA	Service Level Agreement
TOR's	Terms of Reference
SAQA	South African Qualifications Authority
MICT	Media, Information and Communication Technology
SETA	Sector Education and Training Authority
CEPs	Subject Matter Experts
QCTO	Quality Council for Trades and Occupations

1.2. INTRODUCTION

KwaZulu-Natal Tourism & Film is focused on facilitating the development of an inclusive and globally competitive tourism sector and audio-visual industry, as a catalyst for sustainable economic growth, job creation and spatial equity in KwaZulu-Natal.

The strategic priorities are to:

- Market and promote the KZN province as a preferred leisure, business events and audio-visual destination.
- Support the development and transformation of the audio-visual and tourism industries.
- Promote service excellence and the facilitation of new experiences and products in the audio-visual and tourism industries.
- Establish the merged entity as a credible, reputable, and well-governed organisation.

The biggest challenge for the Authority is the rate of transformation in the film industry - particularly in key areas such as Heads of Department, Producers, ownership of medium to large film companies and the distribution of the major trade incentives in the area of servicing major productions.

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 Film and TV production university graduates who are 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 manage the Subject Matter Experts for the development of the NQF level 8 Audio Visual Occupational Programme Qualifications for a period of 6 months.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Motivation: Why is this Project Important?

- The development of the relevant occupational programmes with the MICT SETA is crucial where the outcome of the qualifications is industry work readiness. The qualifications are important as their objectives are:
    - To create new qualification with the MICT SETA and QCTO as an alternative entry to graduates to get qualifications not via tertiary institutions.
    - To accelerate industry participation for graduates.
    - Provide a holistic and integrated perspective of the creation and business of Television and Film.
    - To incorporate practical industry experience within qualifications to address industry work readiness.
    - Developing future leaders.

2.2. Overall Contract Objectives

- To seek a qualified service provider to facilitate and manage the Subject Matter Experts for the development of the NQF level 8 Audio Visual Occupational Programme Qualification for a period of 6 months.

3. EXPERIENCE AND QUALIFICATION OF THE SERVICE PROVIDER

- Detailed CV of the project manager outlining their experience in project management and experience in the Film/TV Industry. The project manager must have at a minimum of 10 years' experience in Film and TV/Animation production.

- Detailed filmography outlining Film and TV production work done as a Head of Department. Please outline all bodies of work in Film, TV and/or Animation.

- Experience in project managing a Film/TV/Animation production or Film and TV training initiative.

4. SCOPE OF WORK

KZN TOURISM & FILM seeks to appoint a qualified service provider to facilitate and manage the Subject Matter Experts for the development of the NQF level 8 Audio Visual Occupational Programme Qualifications for a period of 6 months. Each qualification will cover the below with the number of days required per sessions:

NQF Level 8	
Sessions	**No of Days**
Scoping	1
Profiling	1
Knowledge	2
Practical	2
Workplace	2
EISA	1

QAS	1
Verification	1
Additional -Ad-Hoc development Days:	4
	15

The NQF Level 8 qualification requires 10 CEPs.

4.1. OUTPUTS AND DELIVERABLES

The service provider will be responsible for the following:

- Recruitment of the CEPs in partnership with KZN Tourism and Film and MICT SETA.
- Project manage the full project.
- Ensure that there is a liaison between all relevant parties.
- Support the Qualifications Development Facilitator in any required facilitation.
- Sourcing CEPs from the following disciples:
    - Scriptwriting
    - Directing
    - Producing
    - Cinematography
    - Post production
    - Sound
    - Production Design
- Paying the CEPs stipends and providing proof of payments of the stipends with the monthly report.
- Report monthly on the progress.

4.2. Team Composition

- Experienced project manager with extensive Film and TV background.

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 6 months.

5.2 Reporting

The service provider is required to report to the Industry Development department 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 Industry Development department.

The service provider must provide the Industry Development department 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 Industry Development department 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 Tourism and Film Authority unless indicated otherwise. Failure to comply with the conditions may result in termination of the contract.

At the discretion of the KwaZulu-Natal Tourism and Film Authority, 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 Industry Development department.

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:

- Detailed CV of the project manager outlining their experience in project management and experience in the Film/TV Industry. The project manager must have at a minimum of 10 years' experience in Film and TV/Animation production.
- Detailed filmography outlining Film and TV production work done as a Head of Department. Please outline all bodies of work in Film, TV and/or Animation.
- Reference letters demonstrating experience in project managing a Film/TV/Animation production or Film and TV training initiative. The letters must be on client's letterhead and demonstrate the project leaders experience in delivering a service.

6.2.2. FINANCIAL PROPOSAL

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

- Project management costs
- Recruitment costs of the CEPs
- Travel costs (if applicable)
- NQF Level 8 Stipends for the 10 CEPs at **R3 000,00** per person per day for a period of 15 days totalling R360 000,00.
- Administration costs.
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

7. EVALUATION CRITERIA

The bid for the appointment of each service provider will be evaluated on mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

Phase 1: **COMPLIANCE**

The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD). If not registered, the bidder must make means to register in order to bid for the process: Link below for registration on the database:

https://secure.csd.gov.za/Account/Register

a) The bidder must be in good standing with SARS, the information will be verified through the Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.

b) Completed Standard Bidding Documents (SBDs), Defaulters etc.

Phase 2: MANDATORY REQUIREMENTS (If applicable) *(disqualifying requirement)*

- ***N/A***

Phase 3: 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.

Phase 4 : 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.

Specific Goals will be applicable for this Quotation process.

	Specific Goals
Price	80
Ownership Goals	
• At least 51% Blacks Africans, Indians or Coloreds	10
• Atleast 51% Women Owned Companies	10
Total	**100**

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

Verification of Specific Goals:

- **Black Ownership verification** may be conducted through submission of the Sworn Affidavit or BBBEE Certificate.

- **Women Verification** will be verified through submission of the Sworn Affidavit or BBBEE Certificate or CSD Report.

Failure on the part of a tenderer to submit proof or documentation required in termsof 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 are to be forwarded to quotes@visitkznsa.com , and failure to do so will result in your submission not being accepted.

For enquiries related to SCM, kindly forward to scm@visitkznsa.com

For Technical Enquiries Contact: Ms Zamabuya Msibi

Email: Zamabuya@visitkznsa.com

8. NON-APPOINTMENT

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

ANNEXURE 1: EVALUATION GRID

EVALUATION GRID: To seek a qualified service provider to facilitate and manage the Subject Matter Experts for the development of the NQF level 8 Audio Visual Occupational Programme Qualification for a period of 6 months.	**Maximum**	**Score**
Project Manager's experience		
CV of the project manager detailing experience role in film and television/animation. • 16+ years' experience: **25** points • 11-15 years' experience: **20** points • 10 years' experience: **15** points • Less than 10 years: **0** (The detailed CV must outlined the role and must include work done and include detailed years. The evaluation committee must be able to calculate the years to score accurately.)	**25**	

Detailed filmography outlining Film and TV production work done as a Head of Department. Please outline all bodies of work in Film, TV and/or Animation. 10+ projects: **20** points 8-9 projects: **15** points 5-7 projects: **10** points (The filmography must be a separate document to the CV outlining the name of the production, the production year and the HOD role of the project manager in that production.)	**20**	
Demonstration of experience in project managing a Film/TV/Animation production or Film and TV training initiative. The letters must be on client's letterhead and demonstrate the project leaders experience in delivering a service . • 3 reference letters: 15 points • 2 reference letters: 10 points • 1 reference letter: 5 points	**15**	
Overall total score	**60**	

Minimum Required Score = 60%